

University of
Lethbridge



2021/22

UNIVERSITY OF LETHBRIDGE

GRADUATE STUDIES CALENDAR AND COURSE CATALOGUE

University of
Lethbridge



Graduate Studies Calendar and Course Catalogue 2021/2022

**The University of Lethbridge Graduate Studies Calendar and Course Catalogue is also available online at
www.ulethbridge.ca/ross/academic-calendar**

This Calendar sets forth the intention of the University, at the time of its publication, with respect to all matters contained therein. The University reserves the right at any time to deviate from what appears in the Calendar, either in order to serve the best interests of the University, or because of circumstances or occurrences beyond the University's reasonable control. The University expressly denies responsibility or liability to any person who may suffer loss or who may be otherwise adversely affected by such change. The Calendar is updated annually. If necessary, a list of corrections and post-publication updates to the print edition of the 2021/2022 Calendar, which have been changed in the online edition, will be posted at www.ulethbridge.ca/ross/academic-calendar. Check this web page regularly to keep informed of changes.

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1. TERRITORIAL ACKNOWLEDGMENT

Oki, and welcome to the University of Lethbridge. Our University's Blackfoot name is Iniskim, meaning Sacred Buffalo Stone. The University of Lethbridge acknowledges and deeply appreciates the Siksikaitsitapii peoples' connection to their traditional territory. We, as people living and benefiting from Blackfoot Confederacy traditional territory, honour the traditions of people who have cared for this land since time immemorial. We recognize the diverse population of Aboriginal peoples who attend the University of Lethbridge and the contributions these Aboriginal peoples have made in shaping and strengthening the University community in the past, present, and in the future.

2. MANDATE STATEMENT

The University of Lethbridge is a public, board-governed university operating as a Comprehensive Academic and Research University 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 well-being. 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 through a campus in 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*

3. OUR PROMISE

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.

4. DESTINATION 2022

a. Where we are going

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.

b. Who we are

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 research-intensive environments that offer 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 University. 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 distinct 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.

c. Why we exist

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.

5. OUR FUNDAMENTAL PRINCIPLES

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

a. Our Commitment to Society

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.

b. Our Commitment To Creativity, Inquiry, And Discovery

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.

c. Our Commitment To Students

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.

d. Our Commitment To Responsible Action

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

6. 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.

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

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
<ul style="list-style-type: none"> • Knowledge across a range of disciplines • Understand the creation and uses of knowledge in multiple areas • Adaptability • Information literacy • Visual literacy • Quantitative literacy • Statistical literacy 	<ul style="list-style-type: none"> • Compare how knowledge is created and used in various disciplines • Understand complex issues from multiple viewpoints • Learning agility • Interpersonal skills • Team-building skills • Communication skills • Self-expression
Critical Thinking	Civic Engagement
<ul style="list-style-type: none"> • Creativity • Problem solving • Synthesis and integration of knowledge • Analytical reasoning • Logical reasoning • Evidence-based reasoning • Prepare and defend arguments • Formulate good questions • Writing and communication skills • Learning to learn • Learning agility 	<ul style="list-style-type: none"> • Understand complex social issues from multiple viewpoints • Questioning mind, curiosity • Ability to work toward public good • Make informed and evidence-based decisions • Leadership skills • Use global perspectives • Engage difference • Transcultural understanding

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.

- Fine Arts and Humanities:** The exploration of the human experience including culture, history, language, thought, religion, ethics, arts and creativity.
- Social Sciences:** The study of individuals and their relationships within society.
- 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.

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

7. 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 more than 8,800 full-time and part-time students, with approximately 750 graduate students and 530 international students from more than 90 countries. The University also offers programs at our Calgary Campus, serving nearly 700 students. There are more than 47,000 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 more than 100,000 and is located in southern Alberta, approximately 145 kilometres east of the Canadian Rockies and 95 kilometres north of the United States border.

In Fall 2019, we opened Science Commons, our new science and academic building, Canada's most advanced facility for teaching and research in the sciences. It gives our students an incredible advantage as they work alongside faculty members and students from across disciplines to tackle the most perplexing issues facing our society today.

The University of Lethbridge is ranked second in the 2020 Maclean's University Rankings in the primarily undergraduate category.

a. 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 University 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 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 Arts (B.A.), Bachelor of Fine Arts - Art (B.F.A. - Art), Bachelor of Fine Arts - Dramatic Arts (B.F.A. - Dramatic Arts), Bachelor of Fine Arts - Indigenous Art (B.F.A. - Indigenous Art), Bachelor of Fine Arts - Multidisciplinary (B.F.A. - Multidisciplinary), 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 Faculty of Health Sciences, in collaboration with Lethbridge College, prepares baccalaureate graduates as beginning practitioners in the Nursing Education in Southwestern Alberta (NESA) program, Bachelor of Nursing (B.N.) and Bachelor of Nursing After Degree. The Faculty also offers the Bachelor of Health Sciences (B.H.Sc.) degree in Aboriginal Health, Addictions Counselling, and Public Health and offers the Bachelor of Therapeutic Recreation (B.T.R.). A post-diploma degree programs is also available for the Addictions Counselling and Public Health majors in the Bachelor of Health Sciences.

The Dhillon School of Business offers instruction leading to the Bachelor of Management (B.Mgt.) degree as well as post-diploma programs. The School also offers certificate programs and the Post-Bachelor Certificate in Accounting Fundamentals and Advanced Accounting programs.

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 Fine Arts - New Media/Bachelor of Science (B.F.A. - New Media/B.Sc.)

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 School of Graduate Studies offers instruction leading to the following credentials: Graduate Certificate in Advanced Clinical Study of Addiction (G.C.A.C.S.A.), Graduate Certificate in Epidemiology and Biostatistics (G.C.E.B.), Graduate Certificate in Health Services Management (G.C.H.S.M.), Graduate Certificate in Public Health Program and Policy Planning and Evaluation (G.C.P.H.P.E.), Graduate Diploma in Addiction and Mental Health Psychotherapy (G.D.A.M.H.P.), Master of Arts (M.A.), Master of Counselling (M.C.), Master of Education (M.Ed.), Master of Fine Arts (M.F.A.), Master of Health Services Management (M.H.S.M.), 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.

8. 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 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.'



9. UNIVERSITY OF LETHBRIDGE PRINCIPLES OF STUDENT CITIZENSHIP

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.ulethbridge.ca/policy/principles-student-citizenship.

10. NOTICES TO STUDENTS REGARDING THE COLLECTION OF PERSONAL DATA

a. 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 that 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)*.

b. 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:

Email: regoffice@uleth.ca

Phone: 403-320-5700

c. Faculty/School Records

The University's Faculties and Schools collect personal information about students. This information may include School of Graduate Studies' Letter of Offer, program-specific class lists including pictures, records of a student's progress and standing in degree program attendance at class, composition of supervisory committee, program specific forms and assessments, completion of degree requirements, financial and employment contracts, completion of assignments, grades 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 appropriate Office of the Dean:

Arts and Science	Phone: 403-317-5069 Email: artsci.deansoffice@uleth.ca
Dhillon School of Business	Phone: 403-329-2633 Email: dhillon.dean@uleth.ca
Education	Phone: 403-329-2254 Email: edu.sps@uleth.ca
Fine Arts	Phone: 403-329-2126 Email: finearts@uleth.ca
Graduate Studies	Phone: 403-329-2793 Email: sgs@uleth.ca
Health Sciences	Phone: 403-329-2676 Email: dean.hlsc@uleth.ca
Liberal Education	Phone: 403-380-1894 Email: liberal-ed@uleth.ca

d. Library

The Library collects 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:

Email: libadmin@uleth.ca

Phone: 403-329-2261

e. 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 (**Awards and Scholarships, p. 195**), 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:

Email: fin.aid@uleth.ca

Phone: 403-329-2585

f. 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:

Email: housing@uleth.ca

Phone: 403-329-2213

g. 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 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 Information Technology Services, please contact the Chief Information Officer:

Email: help@uleth.ca

Phone: 403-332-4664

h. Financial Services

University Financial Services collects personal information about students in order to ensure debts owed to the University are recorded and collected. Required information is collected to ensure Canada Revenue Agency rules are followed to issue tax slips to students.

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

For further information about personal information collected by Financial Services, please contact the Manager, Revenue Accounting, Financial Services:

Email: financial.services@uleth.ca

Phone: 403-329-2391

i. 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 Manager, Health Centre:

Email: health.centre@uleth.ca

Phone: 403-329-2484

j. 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 Director, Horns Recreation:

Email: halma@uleth.ca

Phone: 403-329-5107

k. Intercollegiate and Club Athletics

The University intercollegiate athletic teams collect the personal information necessary for student athletes to participate in U SPORTS programs at both regional and national levels. University club teams collect personal information necessary for student athletes to participate in competitive sports outside U SPORTS 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 Director, Pronghorn Athletics:

Email: neil.langevin@uleth.ca

Phone: 403-329-2380

l. 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:

Email: finearts@uleth.ca

Phone: 403-329-2126

m. Campus Safety

Emergency Preparedness, Insurance and Risk, Safety Services, and Security Services collect personal information about students in the reporting and investigation of risk, safety and security matters at the University.

For further information about personal information collected by Campus Safety departments, please contact the Chief Safety Office, Campus Safety:

Email: security.inquiries@uleth.ca

Phone: 403-329-2603

n. 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.

Email: security-i@uleth.ca

Phone: 403-329-2190, 403-329-2350

II. UNIVERSITY ORGANIZATION**a. Leadership**

Website: www.ulethbridge.ca/about/leadership

The senior executive and governance leadership team consists of the President & Vice-Chancellor, President's Executive, Board Chair and Board of Governors, Chancellor and Senate, and General Faculties Council. The leadership emeriti listing, recognizing exceptional contributions, is available on the University Secretariat (Governance) website (www.ulethbridge.ca/governance/leadership-emeriti).

Many other groups contribute to the leadership of the University of Lethbridge:

- Students' Union (ulsu.ca)
- Graduate Students' Association (ulgsa.org)
- University of Lethbridge Faculty Association (www.ulfa.ca)
- Alumni Association (www.ulethbridge.ca/alumni/association)

b. Academic Staff

Website: www.ulethbridge.ca/ross/academic-calendar

A complete listing of all Academic Staff and Professors Emeritus (in accordance with the Professors Emeritus Policy) are available and updated annually (effective July 1).

12. AWARDS OF EXCELLENCE**a. University of Lethbridge Awards**

There are numerous ways the University of Lethbridge recognizes the accomplishments of our internal and external Community.

- Honorary Degree Recipients (www.ulethbridge.ca/governance/honorary-degrees)
- Teaching Excellence Award (formerly Distinguished Teaching Award) (www.ulethbridge.ca/president/awards/distinguished-teaching)
- Speaker Medal for Distinguished, Research, Scholarship or Performance (www.ulethbridge.ca/research/speaker-research-award)
- Board of Governors Research Chairs (www.ulethbridge.ca/research/research-chairs)
- Board of Governors Teaching Chairs (www.ulethbridge.ca/vp-academic/awards-and-honours/board-of-governors-chair-in-teaching)
- Board of Governors University Scholars (historical) (www.ulethbridge.ca/research/research-chairs)
- President's Award for Service Excellence (www.ulethbridge.ca/president/awards/service-excellence)
- Key to the University of Lethbridge (www.ulethbridge.ca/president/key-university)
- University of Lethbridge Volunteer Award (www.ulethbridge.ca/governance/university-lethbridge-volunteer-award)
- Alumni Achievement Awards (Alumnus/na of the Year, Young Alumnus/na of the Year and Alumni Honour Society Inductees) (www.ulethbridge.ca/alumni/award)

b. Achievements of Excellence

1. Faculty Research Awards and Honours (www.ulethbridge.ca/research/faculty-awards-honours)

Our researchers and scholars are leaders in their fields. For a list of the discipline-specific, multidisciplinary Canadian or international honours bestowed upon our researchers by their peers in recognition of their research excellence. We are pleased to have recipients of the Order of Canada, Royal Society of Canada, Fulbright Scholars, Alberta Innovates Awards, Alberta Heritage Foundation Awards, Canada's Top 40 under 40, and others.

2. Faculty Research Chairs (www.ulethbridge.ca/research/research-chairs)

Research Chairs are prestigious academic distinctions bestowed upon faculty members recognized by their peers as having renowned records of research or other scholarly or creative activity. Along with an active Board of Governors Research program, Canada Research Chairs, Canada 150 Chairs, there are endowed, sponsored, honorific and provincially funded chairs.

3. Faculty Teaching Awards and Honours (www.ulethbridge.ca/vp-academic/awards-and-honours)

Teaching is a core value of the University of Lethbridge and recognizing and enhancing teaching excellence among our faculty is encouraged and supported. Along with the Teaching Excellence Award and Board Teaching Chairs our faculty have been recognized with prestigious awards such as the 3M National Teaching Fellowship.

4. Student Awards and Honours (www.ulethbridge.ca/president/distinguished-achievements)

There are numerous ways the University of Lethbridge recognizes the achievements of our students, and we are pleased that our students have received recognition within national and international platforms through Rhodes Scholars and Canadian Association for Cooperative Education (CAFCE) Co-op Students of the Year awards.

13. ERRATA AND ADDENDA

The University of Lethbridge Academic Calendar(s) are 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 2021/2022 Calendar will be posted at www.ulethbridge.ca/ross/academic-calendar. The online edition of the Calendar may be changed to reflect these changes. Please check this web page regularly for information about changes.

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I. INTRODUCTION

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.

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 term 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.

A program may deliver a special course offering outside the term or session dates of the academic schedule. Any uniquely scheduled courses that fall outside the normal delivery dates are subject to course-specific deadlines, such as Add/Drop, Withdrawal, etc., as communicated by the program-specific graduate office offering the course.

The Academic Schedule is also available online and contains a tentative schedule (subject to change) for Summer 2022 to Spring 2024. Updated information will be available from the Registrar's Office website at www.ulethbridge.ca/ross/academic-calendar.

Admission application and document deadlines – see **Admission, Application Deadlines (p. 30)**.

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

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 2021 to Spring 2022

Summer Term 2021

Summer Term – full term May 3 - Aug 16

Summer Session I May 3 - Jun 18

Summer Session II Jul 5 - Jul 26

Summer Session II/III Jul 5 - Aug 18

Summer Session III Aug 4 - Aug 25

Fall Term 2021 Sep 8 - Dec 18

Spring Term 2022 Jan 5 - Apr 20

2. SUMMER TERM**Grade Submission Deadlines** – Deadline for submission of final grades – 12:00 p.m. (noon)

Session I	Jun 21, 2021
Session II	Jul 29, 2021
Session II/III	Aug 30, 2021
Session III	Aug 30, 2021
Summer – full term	Aug 30, 2021

May 2021

May 1	First day of the academic year.
May 3	First day of Summer Term – full term (classes begin).
May 3	First day of Summer Session I (classes begin).
May 6	Last day for course add/drop and registration for Summer Session I, for all students.
May 7	Registration for Audit Students for Summer Session I.
May 7 - 11	Submission of Credit/Non-Credit course designations for Summer Session I.
May 10	Last day for cancellation of course registration (extended drop) for Summer Session I. After this date, students are assessed full fees. ²
May 10	Last day for course add/drop and registration for Summer Term – full term.
May 10	First day for submission of Credit/Non-Credit course designations for Summer Term - full term.
May 10, 11	Registration for Audit Students for Summer Term – full term.
May 24	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. ²

June 2021

Jun 1	Last day for submission of Credit/Non-Credit course designations for Summer Term – full term.
Jun 1	Summer Term – full term, and all Summer Session fees due. ²
Jun 3, 4	Spring Convocation.
Jun 7	Deadline for submission of Grade Appeal forms for courses completed in the Spring term.
Jun 14	Last day of classes for Summer Session I.
Jun 14	Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session I.
Jun 14	Last day for application for Withdrawal with Cause for Summer Session I.
Jun 15	Summer Session I final examinations for Tuesday-Thursday classes. ¹
Jun 16	Summer Session I final examinations for Monday-Wednesday classes. ¹
Jun 18	Summer Session I final examinations for Friday-Saturday classes. ¹
Jun 18	Last day of Summer Session I.
Jun 28 - Jul 3	Summer Term Break (Summer Term – full term classes only) (No classes)

July 2021

Jul 1	Canada Day Observance (University offices closed)
Jul 5	First day of Summer Session II and II/III (classes begin).
Jul 8	Last day for course add/drop and registration for Summer Session II and II/III, for all students.
Jul 9	Registration for Audit Students for Summer Session II and II/III.
Jul 9 - 13	Submission of Credit/Non-Credit course designations for Summer Session II and II/III.
Jul 12	Last day for cancellation of course registration (extended drop) for Summer Session II and II/III. After this date, students are assessed full fees. ²
Jul 23	Last day of classes for Summer Session II.
Jul 23	Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II.
Jul 23	Last day for application for Withdrawal with Cause for Summer Session II.
Jul 26	Summer Session II final examinations.
Jul 26	Last day of Summer Session II.
Jul 27	Last Tuesday class meeting for Summer Term – full term courses scheduled Tuesday only.
Jul 28	Last Wednesday class meeting for Summer Term – full term courses scheduled Wednesday only.

August 2021

Aug 1	Registration begins for Open Studies and Visiting Students for the Fall term.
Aug 2	Civic Holiday (University offices closed)
Aug 3	Deadline for Application for Graduation for Fall Convocation.
Aug 4	Additional and last class meeting for Summer Term – full term courses scheduled on Monday only.
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 4	First day of Summer Session III (classes begin).
Aug 7	Summer Term – full term final examination period begins.
Aug 9	Last day for course add/drop and registration for Summer Session III, for all students.
Aug 9	Last day for cancellation of course registration (extended drop) for Summer Session III. After this date, students are assessed full fees. ²
Aug 10	Registration for Audit Students for Summer Session III.
Aug 10 - 12	Submission of Credit/Non-Credit course designations for Summer Session III.
Aug 16	Summer Term – full term final examination period ends.
Aug 16	Last day of Summer Term – full term.
Aug 16	Last day of classes for Summer Session II/III.
Aug 16	Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II/III.
Aug 16	Last day for application for Withdrawal with Cause for Summer Session II/III.
Aug 17	Summer Session II/III final examinations for Tuesday-Thursday classes. ¹
Aug 18	Summer Session II/III final examinations for Monday-Wednesday classes. ¹
Aug 18	Last day of Summer Session II/III.
Aug 24	Last day of classes for Summer Session III.
Aug 24	Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session III.
Aug 24	Last day for application for Withdrawal with Cause for Summer Session III.
Aug 25	Summer Session III final examinations.
Aug 25	Last day of Summer Session III.
Aug 30	Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in Summer Session.

¹ Calgary campus final examination schedule may vary slightly from the Lethbridge campus schedule.

² See **Fees (p. 45)**.

3. FALL TERM**Grade Submission Deadlines** – Deadline for submission of final grades – 12:00 p.m. (noon)

Fall Term Dec 21, 2021

September 2021

Sep 3	Deadline for Withdrawal of Application for Graduation for Fall Convocation.
Sep 6	Labour Day (University offices closed)
Sep 6, 7	New Graduate Student Orientation (Open to all students).
Sep 7	Orientation meeting and classes for Professional Semester I students in the Faculty of Education.
Sep 8	First day of Fall term (classes begin).
Sep 14	Last day for course add/drop and registration for the Fall term.
Sep 15	First day for submission of Credit/Non-Credit course designations.
Sep 15, 16	Registration for Audit Students.
Sep 24	Last day for cancellation of course registration (extended drop) for the Fall term. After this date, students are assessed full fees.

October 2021

Oct 1	Last day for submission of Credit/Non-Credit course designations.
Oct 1	Fees due. ²
Oct 7	Deadline for submission of Grade Appeal forms for courses completed in Summer Session.
Oct 11	Thanksgiving (University offices closed)
Oct 16	Fall Convocation.
Oct 18	Registration dates available on the Bridge.

November 2021

Nov 1	Deadline for Application for Graduation for students completing program requirements in the Fall term.
Nov 8 - 13	Fall Term Break (No classes)
Nov 11	Remembrance Day Observance (University offices closed)

December 2021

Dec 1	Last Wednesday class meeting for courses scheduled Wednesday only.
Dec 3	Last class meeting for courses scheduled Wednesday/Friday only.
Dec 8	Additional and last class meeting for courses scheduled on Monday only.
Dec 8	Last day of classes for Fall term.
Dec 8	Last day for withdrawal from individual courses, or complete withdrawal, for the Fall term.
Dec 8	Last day for application for Withdrawal with Cause for the Fall term.
Dec 10	Fall term final examination period begins. ¹
Dec 16	Registration begins for Open Studies and Visiting Students for the Spring term.
Dec 18	Fall term final examination period ends.
Dec 18	Last day of Fall term.
Dec 24	Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in the Fall term.
Dec 25 - 31	Holiday Observance (University offices closed)

¹Calgary campus final examination schedule may vary slightly from the Lethbridge campus schedule.²See **Fees (p. 45)**.

4. SPRING TERM**Grade Submission Deadlines** – Deadline for submission of final grades – 12:00 p.m. (noon)

Spring Term Apr 25, 2022

January 2022

Jan 3	New Year's Observance (University offices closed)
Jan 4	University open.
Jan 4	New Graduate Student Orientation (Open to all students).
Jan 4	Deadline for Withdrawal of Application for Graduation for February conferral.
Jan 5	First day of Spring term (classes begin).
Jan 11	Last day for course add/drop and registration for the Spring term.
Jan 12	First day for submission of Credit/Non-Credit course designations.
Jan 12, 13	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. ²

February 2022

Feb 1	Conferral in Absentia for students completing program requirements in the Fall term.
Feb 1	Last day for submission of Credit/Non-Credit course designations.
Feb 1	Fees due. ²
Feb 7	Deadline for submission of Grade Appeal forms for courses completed in the Fall term.
Feb 19 - 25	Spring Term Break (No classes)
Feb 21	Family Day (University offices closed)

March 2022

Mar 1	Registration dates available on the Bridge.
Mar 1	Deadline for Application for Graduation for Spring Convocation.

April 2022

Apr 5	Last day of classes for Spring term.
Apr 5	Last day for withdrawal from individual courses, or complete withdrawal, for the Spring term.
Apr 5	Last day for application for Withdrawal with Cause for the Spring term.
Apr 8	Spring term final examination period begins. ¹
Apr 15	Good Friday (University offices closed)
Apr 16	Registration begins for Open Studies and Visiting Students for Summer Session.
Apr 18	Easter Monday (University offices closed)
Apr 20	Spring term final examination period ends.
Apr 20	Last day of Spring term.
Apr 29	Deadline for Withdrawal of Application for Graduation for Spring Convocation.
Apr 30	Last day of the academic year.

¹ Calgary campus final examination schedule may vary slightly from the Lethbridge campus schedule.² See **Fees (p. 45)**.

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I. INTRODUCTION

The School of Graduate Studies governs over 70 programs delivered by five Faculties and Schools at the University of Lethbridge: the Faculty of Arts and Science; the Faculty of Education; the Faculty of Fine Arts; the Faculty of Health Sciences; and the Dhillon School of Business. Applications for admission to graduate programs are welcome from all applicants for fall term (beginning September), spring term (beginning January) and summer term (beginning May) or summer session (beginning July). The University of Lethbridge does not limit applicants based upon country of residence or citizenship.

School of Graduate Studies

Office: B610 (University Hall)
Email: sgsinquiries@uleth.ca
Phone: 403-329-2793
Web: www.ulethbridge.ca/future-student/graduate-studies

Registrar's Office

Office: SU140 (Students' Union Building)
Email: inquiries@uleth.ca
Phone: 403-320-5700
Fax: 403-329-5159
Web: www.ulethbridge.ca/ross

Admission information in this Calendar pertains to applicants beginning studies in the 2021/2022 academic year. Admission requirements for future years will be available upon approval at www.ulethbridge.ca/ross/admissions.

2. APPLICATION AND ADMISSION PROCEDURES

Applicants submit an *Application for Admission* to a graduate program through the online application system (see www.ulethbridge.ca/graduate-studies/apply). Application reviews are conducted using the University's Admit System (see www.ulethbridge.ca/graduate-studies/confidentiality).

Applications must be submitted with the non-refundable application fee by the application deadline (see www.ulethbridge.ca/graduate-studies/apply, and **Fees, Non-refundable Application and Registration Fees, p. 48**). Applicants must apply with their full legal name and list any previous legal names on the application. By completing the application, applicants agree that the information they supply is complete and correct.

Applicants applying to the Doctor of Philosophy program through the Master's Transfer Admission Route please see **Doctor of Philosophy Transfer from a University of Lethbridge Master's Program, p. 33**.

a. Application Documents

Applicants can submit the following documents online with the application. Additional admission requirements exist for some individual programs (see **Admission Routes and Academic Qualifications, p. 30**).

I. Academic Transcripts

An academic transcript is a document that shows a student's academic record.

The University will consider unofficial academic transcripts and documents reporting in-progress grades or courses to make an admission decision.

By submitting an *Application for Admission*, applicants authorize the University of Lethbridge to request academic transcripts on their behalf from Alberta Education and/or educational institutions participating in ApplyAlberta. Applicants currently studying at non-ApplyAlberta educational institutions are strongly advised to arrange, at the time of application, for the submission of final, official academic transcripts when they become available.

The applicant's eligibility for admission, including current competitive admission standards, is confirmed through the evaluation of final, official academic transcripts. The University must receive official academic transcripts directly from the issuing educational institution. If official academic transcripts are not received by the end of the student's first term of study, as indicated on the **Academic Schedule (p. 19)**, a registration hold is placed on the student's account. The student is not eligible to register in courses until official academic transcripts are received.

Official academic transcripts must be sent to:

Registrar's Office
University of Lethbridge
4401 University Drive West
Lethbridge, Alberta, Canada
T1K 3M4

The School of Graduate Studies will contact the applicant if additional documentation is required.

Applicants previously suspended or expelled from another educational institution will be considered for admission review only with the written recommendation of the Registrar and approval of the Provost and Vice-President (Academic).

2. References

Applicants will provide contact information for referees who are willing to submit a confidential assessment via the online application system. Reference requirements vary by program, and are outlined in **Table 1: Reference Requirements by Program**. Academic referees must articulate the student's background preparation and suitability for graduate work. The University prefers that professional referees have supervised the applicant in a work setting.

Table 1: Reference Requirements by Program

Program(s)	Reference Requirements
Graduate Certificate in Advanced Clinical Study of Addiction (G.C.A.C.S.A.)	N/A
Graduate Certificate in Health Services Management (G.C.H.S.M.)	One academic (applicant must have studied with at the University level) Two professional (preferably referees who have served in a supervisory capacity)
Graduate Certificate in Epidemiology and Biostatistics (G.C.E.B.)	N/A
Graduate Certificate in Public Health Program and Policy Planning and Evaluation (G.C.P.H.P.E.)	N/A
Graduate Diploma in Addiction and Mental Health Psychotherapy (G.D.A.M.H.P.)	One academic Two professional
Master of Arts (M.A.) Master of Science (M.Sc.)	Two academic (applicant should have studied with at least one)
Master of Counselling (M.C.) Master of Education (M.Ed.) Master of Health Services Management (M.H.S.M.)	One academic Two professional
Master of Fine Arts (M.F.A.) Master of Music (M.Mus.)	Three academic (applicant should have studied with at least two)
Master of Science (Management) (M.Sc. (Mgt.)) Master of Nursing (M.N.)	Three academic or professional
Doctor of Philosophy (Ph.D.) - Education	Two academic One professional
Doctor of Philosophy (Ph.D.) - All other majors	Three academic (applicant should have studied with at least two)

3. Curriculum Vitae (C.V.)

The applicant's C.V. includes academic background, work experience, awards, scholarships, and publications.

4. Letter of Intent

The Letter of Intent provides the Program Committee with information on the applicant's proposed research. Specific details of the Letter of Intent vary by program and are outlined in **Table 2: Letter of Intent Requirements by Program**.

Table 2: Letter of Intent Requirements by Program

Program(s)	Information Required in the Letter of Intent
Graduate Certificate in Advanced Clinical Study of Addiction (G.C.A.C.S.A.)	N/A
Graduate Certificate in Health Services Management (G.C.H.S.M.)	Nature of interest in the program and the intended career outcome upon completion.
Graduate Certificate in Epidemiology and Biostatistics (G.C.E.B.)	N/A
Graduate Certificate in Public Health Program and Policy Planning and Evaluation (G.C.P.H.P.E.)	N/A
Graduate Diploma in Addiction and Mental Health Psychotherapy (G.D.A.M.H.P.)	Nature of interest in the program and the intended career outcome upon completion.
Master of Arts (M.A.)	Goals or objectives for seeking a graduate degree in the chosen discipline. Nature of proposed research and alignment with supervisor's expertise.

Program(s)	Information Required in the Letter of Intent
Master of Arts (M.A.) - Cultural, Social, and Political Thought	Description of the proposed research topic, including research question and methodology; rationale for choosing the interdisciplinary Cultural, Social, and Political Thought major and the proposed supervisor(s). The purpose of the letter is to provide the admission committee with information on your proposed research. Maximum length is one page.
Master of Nursing (M.N.) Master of Science (M.Sc.)	Goals or objectives for seeking a graduate degree in the chosen discipline.
Master of Counselling (M.C.) Master of Education (M.Ed.)	Nature of interest in the program and the intended career outcome upon completion.
Master of Fine Arts (M.F.A.) Master of Music (M.Mus.)	Direction of the applicant's current area of research and practice, and the specific nature of interest in the program and the discipline to which they are applying. Maximum length is 1500 words.
Master of Health Services Management (M.H.S.M.)	Nature of interest in the program and the intended career outcome upon completion. Maximum length is 500 words.
Master of Science (Management) (M.Sc. (Mgt.))	Goals or objectives for seeking a graduate degree including potential research interests in the chosen discipline (major). Maximum length is 500 words.
Doctor of Philosophy (Ph.D.) - Cultural, Social, and Political Thought	Description of the proposed research topic including: research question, methodology, relationship of proposed project to existing research and potential contribution to knowledge; discussion of sources and evidence to be analyzed; rationale for choosing the interdisciplinary Cultural, Social, and Political Thought major and the proposed supervisor(s). The purpose of the letter is to provide the admission committee with information on your proposed research. Maximum length is three pages.
Doctor of Philosophy (Ph.D.) - Education	Goals or objectives for seeking a graduate degree in the chosen discipline.
Doctor of Philosophy (Ph.D.) - All other majors	Goals or objectives for seeking a graduate degree in the chosen discipline. Maximum length is one page.

5. English Language Proficiency (ELP)

All applicants must meet English Language Proficiency (ELP) through recognized study or a valid standardized assessment (see **English Language Proficiency Requirement (ELP), p. 35**). Student copies of test scores, if available, should be submitted with the application.

b. Confidentiality of Application Documents

Applications and all supporting documents are collected, managed, and retained according to the *Confidentiality of Student Records* policy (see www.ulethbridge.ca/policy).

All documents supporting an application become the property of the University and are only released or copied to other employees of the University as required regarding admission, registration, awards, and financial support administration.

c. Misrepresentation/Falsified Documents

For the purposes of this section, the term 'documents' refers to all transcripts, reference letters, test results, portfolios, letters of intent, and other documents or statements that support an *Application for Admission*, application for readmission, or transfer credit assessment. These documents are submitted by, or on behalf of, an applicant.

Admission and transfer credit decisions are made on the basis of complete and accurate information from the applicant or by educational institutions at the request of the applicant.

Applicants may be required to disclose all secondary and are required to disclose all post-secondary educational institutions where they were registered, and arrange for all official academic transcripts to be sent directly to Admissions. Applicants who fail to meet these requirements may have their admission and registration canceled and/or lose transfer credit.

Submission of required documents or information containing false information, statements, or intentional omissions is considered misrepresentation of a student's admission qualifications.

Where there is evidence that an applicant has 1) submitted, or arranged for the submission of, an Application for Admission with false statements or intentional omissions; and/or 2) failed to provide any related document(s); and/or 3) submitted falsified documents, the University reserves the right to rescind admission and registration according to the following procedures:

- I. The Manager of Admissions reviews the alleged offence(s) with the individual (applicant or student) and advises the individual to refer to the Misrepresentation/Falsified Admission Documents policy in this section.

If the Manager of Admissions determines that the alleged offence(s) has occurred, they will provide the individual with a letter of reprimand and place a copy in the individual's official file, and may take any of the following actions:

- Disqualify the individual from consideration for future admission for a definite or indefinite period of time.
- Notify other educational institutions regarding details of the incident.
- Rescind the individual's admission status and/or registration privileges, and potentially permanently dismiss the individual from the University.
- Note the following on the individual's official academic transcript: "Suspended due to submission of false documents."

The individual has seven working days after the date of the letter to appeal, in writing, to the Registrar. If the Registrar does not receive an appeal within the seven-day period, the Manager of Admissions will action the penalties outlined in the letter of reprimand.

d. Documents not Issued in English/French

Certified English translations are required for all admission documents that are not issued in either English or French.

e. Supervision

Applicants to M.A. (excluding the major in Economics), M.Sc., and Ph.D. programs are required to obtain the support of a faculty member who has been approved to supervise graduate students. The applicant's proposed research interest must complement the supervisor's current, active research program.

To secure a supervisor, the applicant will contact a University of Lethbridge faculty member with expertise in the applicant's research area. To identify a supervisor, visit www.ulethbridge.ca/graduate-studies/guidelines. Applicants submit supervisory information with their application. Applicants are not admitted without documented support from a supervisor.

f. Admission Decisions

The University of Lethbridge considers the criteria in the **Admission Decision Criteria** tables below, in forming admission decisions.

Applicants who are suitable candidates for a master's or Ph.D. program, but lack some necessary preparation, may be considered for admission and offered one of two options: 1) the required preparation is completed prior to admission, with the permission of the Program Committee; or, 2) the required preparation is completed after admission and completed within the time frame specified by the Program Committee. The Program Committee may also decide that offering either option is not necessary.

In either case, the Program Committee establishes a definite date by which all conditions must be satisfied. This work is normally in addition to the master's or doctor of philosophy degree admission requirements.

The program-specific graduate office, on behalf of the Dean of the School of Graduate Studies, unofficially informs the applicant of the admission decision. All applicants will be notified of their official admission status by Admissions no later than April 1 (Summer Term/Summer Session), July 1 (Fall Term), or December 1 (Spring Term). Successful applicants will be advised of registration procedures at that time.

Table 3: Graduate Certificate and Graduate Diploma Admission Decision Criteria

Admission Decision Criteria	G.C.A.C.S.A.	G.C.H.S.M.	G.C.E.B.	G.C.P.H.P.E.	G.D.A.M.H.P.
Applicant					
Academic record, including GPA and relevancy of undergraduate degree*	•	•	•	•	•
English Language Proficiency	•	•	•	•	•
Breadth of undergraduate courses		•			
Graduate admission test scores					
References		•			•
Body of creative work, exhibition/performance/reviews, and publishing record					
Audition					
Interview		•			
Relevant work and/or volunteer experience		•			•

*Applicants who have significant work and/or life experience who do not meet current competitive GPA admission requirements may be eligible for admission.

Table 4: Master's Degree and Doctor of Philosophy Admission Decision Criteria

Admission Decision Criteria	M.A.	M.C.	M.Ed.	M.F.A.	M.H.S.M.	M.Mus.	M.N.	M.Sc.	M.Sc. (Mgt.)	Ph.D.
Applicant										
Academic record, including GPA and relevancy of undergraduate degree*	•	•	•	•	•	•	•	•	•	•
English Language Proficiency	•	•	•	•	•	•	•	•	•	•
Breadth of undergraduate courses		•	Some majors		•					Some majors
Graduate admission test scores									•	
References	•	•	•	•	•	•	•	•	•	•
Body of creative work, exhibition/performance/reviews, and publishing record				•		•				
Audition				•		•				
Interview		•	•	•		•				•
Relevant work and/or volunteer experience		•	•		•		•			
University										
Proposed supervisor's record of scholarship, completed and current, especially in relation to the applicant's proposed work	•							•		•
Feasibility of the project in light of available resources	•			•		•		•		•
Financial support for the student	•			•		•		•		•
Matching of a student with Faculty or School resources, research interests, and availability for supervising theses in the available majors									•	

*Applicants who have significant work and/or life experience who do not meet current competitive GPA admission requirements may be eligible for admission.

g. Confirmation of Admission

Applicants who have received an *Offer of Admission* are required to submit their *Confirmation of Admission* and pay a non-refundable tuition deposit to confirm their acceptance by the expiry date on the *Offer of Admission* (see **Fees, Non-refundable Application and Registration Fees, p. 48**). Unless alternative arrangements are made, failure to confirm acceptance prior to the date specified in the *Offer of Admission* will result in the applicant forfeiting admission status.

Registration will be available after the *Confirmation of Admission* and tuition deposit payment have been received and processed, during the appropriate registration period.

h. Admission Appeals

Admission and readmission decisions are final. Admission decisions may not be appealed to any Faculty/School or department of the University of Lethbridge.

3. APPLICATION DEADLINES

Application deadlines for all graduate programs are available at: www.ulethbridge.ca/ross/admissions/grad/deadlines.

Applicants who are not admitted must reapply to be considered for a future term.

4. ADMISSION ROUTES AND ACADEMIC QUALIFICATIONS

Applicants are considered for admission under the admission route most appropriate to their academic qualifications. The academic and language standards outlined below are the minimum requirements for graduate certificate's, diploma's, master's, and doctoral admission at the University of Lethbridge. Admission is subject to satisfying academic qualifications for admission. The highest level of education will be the first consideration for admission. Individual programs may require additional qualifications for admission.

The Registrar's Office will convert grades to the University of Lethbridge 4.00 GPA scale if necessary for calculating the admission GPA and granting transfer credit.

a. Graduate Certificate/Graduate Diploma

Applicants will meet the following minimum requirements to be considered for admission:

1. A baccalaureate degree from a recognized degree-granting institution.
2. Admission requirements are outlined below:

Table 5: Graduate Certificate and Graduate Diploma Degree Qualifications by Program

Program(s)	Major(s)	Admission Requirements	
		Minimum Admission GPA*	Additional Requirements
Graduate Certificate in Advanced Clinical Study of Addiction (G.C.A.C.S.A.)	Advanced Clinical Study of Addiction	3.00	
Graduate Certificate in Health Services Management (G.C.H.S.M.)	Health Services Management	3.00	1. University of Lethbridge Baccalaureate Degree Admission Route: <ol style="list-style-type: none"> A University of Lethbridge baccalaureate degree in Management, Health Sciences, Nursing, or Therapeutic Recreation. University of Lethbridge's Bachelor of Management/ Bachelor of Health Sciences Combined Degree. 2. Baccalaureate Degree Admission Route: <ol style="list-style-type: none"> A baccalaureate degree in management or health from a recognized degree-granting institution in the discipline of interest or in a closely related discipline. A baccalaureate degree, or its academic equivalent, in other disciplines will be considered on a case-by-case basis. Approximately two years of work experience in the health sector is normally required for the Baccalaureate Degree Admission Route.
Graduate Certificate in Epidemiology and Biostatistics (G.C.E.B.)	Epidemiology and Biostatistics	3.00	Completion of a 3.0 credit hour university-level statistics course and a 3.0 credit hour epidemiology course.
Graduate Certificate in Public Health Program and Policy Planning and Evaluation (G.C.P.H.P.E.)	Public Health Program and Policy Planning and Evaluation	3.00	Completion of a 3.0 credit hour university-level statistics course.
Graduate Diploma in Addiction and Mental Health Psychotherapy (G.D.A.M.H.P.)	Addiction and Mental Health Psychotherapy	3.00	

*Calculated on the terms containing the last 20 graded university courses (60.0 credit hours).

b. Master's Degree

Applicants will meet the following minimum requirements to be considered for admission:

1. A baccalaureate degree from a recognized degree-granting institution in the discipline of interest or in a closely related discipline.
2. Admission requirements by program are outlined below:

Table 6: Master's Degree Qualifications by Program

Program(s)	Major(s)	Admission Requirements	
		Minimum Admission GPA*	Additional Requirements
Master of Arts (M.A.)	All majors	3.00	
Master of Counselling (M.C.)	All majors	3.00	<ul style="list-style-type: none"> Approximately two years of work experience in a counselling or related setting. Volunteer experience in counselling settings is also desirable. Applicants submit a Fieldwork Experience form to describe details of relevant paid or volunteer experience. 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. Applicants may be interviewed by the Selection Committee.

Program(s)	Major(s)	Admission Requirements	
		Minimum Admission GPA*	Additional Requirements
Master of Education (M.Ed.)	General	3.00	<ul style="list-style-type: none"> Approximately two years of successful teaching or other relevant educational experience. Candidates preparing themselves for a career which involves teacher certification must hold Teacher Certification at the time of admission. Applicants may be interviewed by the Selection Committee.
	Educational Leadership	3.00	<ul style="list-style-type: none"> Approximately two years of successful teaching or other relevant educational experience. Preference is given to applicants who have leadership experience and/or demonstrated leadership potential. Candidates preparing themselves for a career which involves teacher certification must hold Teacher Certification at the time of admission. Applicants may be interviewed by the Selection Committee.
	Counselling Psychology	3.00	<ul style="list-style-type: none"> Approximately two years of successful teaching and/or counselling experience. Volunteer experience in counselling settings is also desirable. A breadth of undergraduate courses in counselling, educational psychology, or psychology. Particular emphasis is paid to courses in human development, learning, personality, and counselling skills. Applicants may be interviewed by the Selection Committee.
Master of Fine Arts (M.F.A.) Master of Music (M.Mus.)	All majors	3.00	<ul style="list-style-type: none"> Portfolio and/or audition/interview (see Master of Fine Arts (M.F.A.) Programs, p. 119 and Master of Music (M.Mus.) Programs, p. 129).
Master of Health Services Management (M.H.S.M.)	Health Services Management	3.00	<p>Baccalaureate Degree Admission Route</p> <ul style="list-style-type: none"> A baccalaureate degree in management or health from a recognized degree-granting institution in the discipline of interest or in a closely related discipline. A baccalaureate degree, or its academic equivalent, in other disciplines will be considered on a case-by-case basis. Evidence of successful experience in the health sector is normally required. Preference will be given to those applicants who have two or more years of work experience. <p>University of Lethbridge Baccalaureate Degree Admission Route</p> <ul style="list-style-type: none"> A University of Lethbridge baccalaureate degree in Management, Health Sciences, Nursing, or Therapeutic Recreation. A University of Lethbridge Bachelor of Management/Bachelor of Health Sciences Combined Degree. <p>Graduate Certificate in Health Services Management Admission Route</p> <ul style="list-style-type: none"> A minimum GPA of 3.00 (based on the University of Lethbridge 4.00 scale) in the Graduate Certificate of Health Services Management.
Master of Nursing (M.N.)	Nursing	3.00	<ul style="list-style-type: none"> Applicant must be a regulated member in good standing in a Canadian Jurisdiction on the Registered Nurse, Psychiatric Nurse, Graduate Nurse Practitioner, or Nurse Practitioner Register. Supporting documentation must be received by August 1.
Master of Science (M.Sc.)	All delivered by the Faculty of Arts and Science	3.00	
	All delivered by the Faculty of Health Sciences	3.00	

Program(s)	Major(s)	Admission Requirements	
		Minimum Admission GPA*	Additional Requirements
Master of Science (Management) (M.Sc. (Mgt.))	Management	3.00	<ul style="list-style-type: none"> A minimum test score of 550 on the Graduate Management Admission Test (GMAT) and a minimum of 4.0 on the Analytical Writing portion. The Graduate Record Exam (GRE) or alternative graduate entrance exam will be considered where circumstances merit the substitution. Please see Master of Science (Management), Admission Requirements (p. 144) for further details regarding graduate entrance exams. An interview may be required. In 2022/2023 GMAT requirements will change. A minimum test score of 600 and a 4.0 on the Analytical Writing portion is required. All bands must be in the 50th percentile or higher. Band scores under the 50th percentile will be considered on a case-by-case basis.

*GPA of applicants to the M.C. or M.Ed. is calculated on the terms containing the last 20 graded university courses (60.0 credit hours). GPA of applicants to all other programs is calculated on the terms containing the last 20 graded university courses (60.0 credit hours) OR calculated on the most recently completed master's degree if applicant is applying for another master's degree.

c. Doctor of Philosophy

Applicants will meet the following minimum requirements to be considered for admission:

1. A master's degree from a recognized institution in the discipline of interest or in a closely related discipline with clear evidence of research ability or potential.
2. Admission requirements by program are outlined in the table below.

Applicants to the Ph.D. program may be invited to attend an interview with the relevant Ph.D. Program Committee.

Table 7: Doctor of Philosophy Qualifications by Program

Program(s)	Major(s)	Admission Requirements	
		Minimum Admission GPA* (Cumulative on all graded master's-level courses)	Additional Requirements
Doctor of Philosophy (Ph.D.)	Cultural, Social, and Political Thought	3.50	<ul style="list-style-type: none"> Letter of Intent - maximum three pages in length. Evidence of scholarly competence.
	Education	3.50	<ul style="list-style-type: none"> Applicants typically must hold a Master of Education or Master of Arts in Education. 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 other majors	3.00	<ul style="list-style-type: none"> Letter of Intent - maximum one page in length. Evidence of scholarly competence.

*Calculated on the most recently completed Ph.D. degree if applicant is applying for another Ph.D. degree in a closely related discipline.

d. Doctor of Philosophy Transfer from a University of Lethbridge Master's Program

Applicants who intend to transfer from a University of Lethbridge master's degree program (excluding M.Ed. and M.A. (Education) programs) to an approved Ph.D. program must satisfy four criteria before the University will consider approving the transfer. The applicant must:

1. Be currently enrolled in a master's program at the University of Lethbridge, have completed a minimum of 12 months* up to a maximum of 24 months of the master's program, and have completed the program's required coursework.
2. Be in good standing in the master's program. See **Academic Regulations, Academic Standings (p. 59)**.
3. Have demonstrated academic and research excellence.
4. Agree to work with the same supervisor(s).

*A student in a master's program can apply for a transfer and complete the transfer examination before the 12-month minimum, but 12 months of the program and the transfer examination must be successfully completed prior to 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.

Any student going through this transfer process must also apply for admission to the Ph.D. program by the relevant application deadline. See **Application and Admission Procedures (p. 26)**.

Students pursuing M.Ed. or M.A. (Education) degrees are not normally permitted to transfer into the Ph.D. in Education program. For further information, contact the Graduate Studies and Research Office in the Faculty of Education.

The process to approve an applicant's transfer is as follows:

1. **Assign Transfer Committee**

The relevant Department Graduate Education Committee, or the Academic Unit in the absence of a Department Graduate Education Committee, assigns a Transfer Committee to oversee the transfer evaluation and approval and submits these details to the relevant graduate program office. The relevant doctoral program committee must approve the assigned Transfer Committee. The Transfer Committee consists of a non-voting chair and three members. One member should be from outside the applicant's discipline. The supervisor/co-supervisors is not part of the Transfer Committee.

2. **Certify that the applicant is eligible to transfer**

The applicant's supervisor/co-supervisors prepare(s) a letter indicating support for the applicant's transfer to the Ph.D. program without completing a master's degree. The supervisor/co-supervisors forward(s) this letter to the approved Transfer Committee.

3. **Provide evidence of research and academic excellence**

The applicant and their supervisor/co-supervisors provide evidence of academic and research excellence to the Transfer Committee Chair. Acceptable evidence of academic excellence may include completion of required coursework, GPA, and letters of reference. Acceptable evidence of research excellence includes: publications, posters, and presentations. In the event the committee deems the applicant is not eligible to transfer, the Transfer Committee Chair must notify the relevant graduate program office.

4. **Schedule and approve the transfer examination**

The Transfer Examination Committee Chair submits the request to schedule the transfer examination. The schedule must be approved by the relevant doctoral program committee.

5. **Complete transfer examination**

The applicant completes a transfer examination that demonstrates the ability to develop, write, and defend their research ideas. The transfer examination is managed by the Transfer Committee. The transfer examination has a written and oral component. The written requires the applicant to develop a detailed research proposal based upon their research program and interests. The oral component consists of a defense of the proposal. The Transfer Committee's assessment of the transfer examination, including the committee's recommendation of transfer, must be submitted to the relevant program office no later than five working days prior to the beginning of the term for which the proposed transfer to the Ph.D. program will begin.

e. **Admission to a Second Master's Degree or Second Doctoral Degree**

Applicants are not normally eligible to pursue a second master's or doctoral degree with a major that is identical or closely related to one already completed at a recognized institution.

An applicant holding a recognized master's or doctoral degree who wishes to pursue a different field of study, or international students holding a master's or doctoral degree in a related field that is not recognized by the University of Lethbridge, may be considered for admission to a University of Lethbridge program provided all admission requirements are met.

f. **Dual Admission**

The University of Lethbridge has a Dual Admission agreement with a partner institution for the M.Sc. (Mgt.) program. Applicants seeking Dual Admission are admitted to a program at the partner institution and to an eligible degree program at the University of Lethbridge. Dual Admission applicants must meet all program-specific admission requirements in effect at the time of application. For details contact the Dhillon School of Business Graduate Program at dhillon.msc@uleth.ca.

g. **Exchange Student Admission Route**

Students registered in a graduate program at another educational institution may be considered to enroll in courses at the University of Lethbridge under approved exchange agreements. The University of Lethbridge is a signatory of the Western Deans' Agreement (see **Registration, Western Deans' Agreement, p. 43**). Contact the School of Graduate Studies for application and registration information.

Admission is based on satisfying academic qualifications for admission (see **Admission Routes and Academic Qualifications, p. 30**).

h. **Visiting Student Admission Route**

A student is considered a Visiting Student when a formal exchange arrangement is not in place and permission is granted by both the sending and receiving institutions. Contact the School of Graduate Studies for application and registration information.

Admission is based on satisfying academic qualifications for admission (see **Admission Routes and Academic Qualifications, p. 30**).

In the M.Ed. programs, Visiting Students may register in up to two University of Lethbridge graduate-level Education courses.

i. **Deferral of Admission**

A request to defer an *Offer of Admission* to a graduate program at the University of Lethbridge is only accepted from international applicants who have not secured a study permit to attend the term to which they applied. The deferral is for the next available term to the applicant's program, provided that term falls within one Academic Calendar year (i.e. May 1st to April 31st) of the initial term applied for (i.e. an applicant may defer from fall to spring, but not from fall to fall of the following year).

An applicant may only request one deferral per application. Individuals applying to programs that offer admission once per calendar year, or those who would prefer an admission date later than the next available term, must re-apply to their desired program.

Official documents must be received and the supervisor must confirm availability and funding for the later term to successfully defer admission.

The non-refundable tuition deposit (see **Fees, Non-refundable Deposits, p. 48**) is applied to the deferred admission term only, but not to any future terms.

j. Continuing Students Changing Programs

A continuing student who wishes to change their academic program or major is required to contact the program-specific graduate office (see www.ulethbridge.ca/graduate-studies).

k. Returning After an Unapproved Absence from the University of Lethbridge

A student who is absent for one term without prior approval is withdrawn from the University. Individuals who desire to return after an unapproved absence of one or more terms must apply for readmission according to current application procedures and deadlines. Students returning after an unapproved absence due to extenuating circumstances may obtain approval to return from the Dean of the School of Graduate Studies.

1. Students who previously completed one or more terms at the University and have not completed any transferable courses at another institution during their absence may be considered for readmission to their previous program in accordance with the policies of the relevant program.
2. Students who are seeking readmission to a different program or who have completed transferable courses at another educational institution during their absence must meet current admission requirements for the program they are intending to pursue (see also **Transfer Credit, p. 36**).
3. Students on academic probation upon leaving the University may be readmitted on academic probation and in accordance with policies outlined by the appropriate Faculty/School.

4. Readmission after Required Withdrawal

Students seeking readmission after required withdrawal from the University of Lethbridge will be considered for admission after one year from the date of required withdrawal, in accordance with the admission policies for the applicable program.

Students required to withdraw from the University twice are not normally eligible for readmission and will be considered after the Registrar's Office has consulted with the School of Graduate Studies.

Applicants readmitted to the University after being required to withdraw are normally readmitted on academic probation. See the Academic Standards section within the appropriate graduate degree for details.

5. Readmission after Suspension or Expulsion.

See Student Discipline Policy - Academic Offenses - www.ulethbridge.ca/policy/resources/student-discipline-policy-academic-offences-graduate-students.

5. INTERNATIONAL STUDENTS

All international applicants must present qualifications equal to those of Canadian applicants.

Applicants who have completed appropriate secondary qualifications from other countries will be considered for admission under the admission route most appropriate to their academic qualifications (see **Admission Routes and Academic Qualifications, p. 30**).

Master's degree program admission requirements for applicants with international educational credentials can be found at www.ulethbridge.ca/ross/admissions/grad/international. Please contact Admissions for requirements for countries not shown.

6. ENGLISH LANGUAGE REQUIREMENTS

English is the primary language of instruction and communication at the University of Lethbridge. All applicants must demonstrate English Language Proficiency (ELP) in order to meet the demands of classroom instruction, written assignments, research, and participation in tutorials and discussions.

The ELP requirement must be met prior to registration in a graduate program (see **Conditional English Language Proficiency, p. 36**). The University reserves the right to determine adequate levels of language proficiency. The decision of the School of Graduate Studies shall be final.

a. 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.

b. English Language Proficiency Requirement (ELP)

ELP may be demonstrated through 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 www.ulethbridge.ca/ross/admissions/grad/elr). The student's work must have been in English

OR

ELP may be demonstrated by any of the following within two years of applying to the University:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. See www.ulethbridge.ca/admissions/elp_exempt_sgs for a list of recognized institutions. Other institutions will be considered on a case-by-case basis. The student's work must be in English.
2. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **University of Lethbridge International, English for Academic Purposes (EAP), p. 72**).

3. Test of English as a Foreign Language (TOEFL) with a minimum scores of 86 on the internet based TOEFL (iBT).
Website: www.toefl.org (University of Lethbridge Destination Institution (DI) code: 0855)
4. Academic International English Language Testing System (IELTS) test with a minimum overall score of 6.5, and a minimum score of 6.0 in each band.
Website: www.ielts.org
5. Academic Pearson Test of English (PTE) with a minimum overall score of 63.
Website: www.pearsonpte.com
6. Canadian Academic English Language (CAEL) assessment with a minimum overall score of 70.
Website: www.cael.ca

7. CONDITIONAL ADMISSION

Admission decisions are made based on the information available at the time an application is reviewed. A conditional *Offer of Admission* may be issued based on the condition that admission requirements are met by the start of the first term of study (see **Academic Schedule (p. 19)**).

An *Offer of Admission* will not be reissued upon fulfillment of the conditions. Upon request by the applicant, the Registrar's Office will issue a letter confirming that all conditions have been met.

Admission may be rescinded and/or registration privileges may be restricted if official documentation that confirms the applicant's eligibility for admission is not received by the Registrar's Office by the start of the first term of study. Final official documents must be received by the end of the first term of study, as indicated in the **Academic Schedule (p. 19)**. If an *Offer of Admission* is rescinded within two weeks prior to the start of the term up until the end of term, the applicant may be allowed to complete the term as an Open Studies student (see **Registration, Open Studies Student, p. 41**).

See also **Caveat - Authority To Rescind Admission/Registration Privileges (p. 37)**.

a. Applicants Currently Attending an Educational Institution

Applicants currently attending an educational institution, including the University of Lethbridge, receive *Offers of Admission* based on all courses and grades reported to date, provided the applicant is in their last year of study at their current institution. These offers are conditional based on unofficial academic transcripts indicating satisfactory completion of all outstanding courses by the start of the first term of study. Final official academic transcripts must be received by the end of the first term of study.

Satisfactory completion is defined as final grades and GPAs that meet or exceed the minimum general and program admission requirements, including current competitive standards.

b. Conditional English Language Proficiency

Highly-qualified applicants who do not meet the minimum English Language Proficiency (ELP) requirement may be issued a conditional *Offer of Admission*.

Conditional admission allows applicants to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **University of Lethbridge International, English for Academic Purposes (EAP), p. 72**).

Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies provided that the ELP requirement is met by another approved means by August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

To be considered for Conditional English Proficiency Admission (ELP), the applicant must:

1. Meet the academic requirements of the desired program;
 2. Have a minimum score of 6.0 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), IELTS and iBT TOEFL test must be written within two years of application to the University of Lethbridge; and
 3. Be recommended for Conditional English Proficiency Admission by the appropriate graduate Program Committee.
- Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, and the University reserves the right to move the applicant to a lower level if deemed necessary.
- Applicants are expected to successfully complete the Advanced Level of the EAP program in the term indicated in their *Offer of Admission* and begin their graduate program the next available term. Applicants who do not fulfill the ELP requirement during the specified period will have their *Offer of Admission* rescinded. These applicants may continue in the EAP program and reapply to a graduate program for a future term.

Upon successful completion of the EAP program, the student will proceed directly into the graduate degree program in the next available term.

Students admitted via the Conditional English Proficiency Admission route may not make academic progress or engage in academic research toward their desired University of Lethbridge program before the ELP condition from the Offer of Admission is met. 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 students while enrolled in the EAP program.

8. TRANSFER CREDIT

See **Credit for Previous Work** in each program section in this Calendar.

9. GENERAL POLICIES FOR ALL APPLICANTS

a. Student Status

An individual who has submitted an *Application for Admission* to a graduate program at the University of Lethbridge in a full-time, part-time, visiting, or any other capacity, is not considered a 'student' of the University of Lethbridge until the date that the individual commences academic studies at the institution. Therefore, this individual does not share the same rights and privileges as a 'student'. This also applies to Open Studies applicants.

b. Access to Courses

The University of Lethbridge guarantees that students will have timely access to courses required to complete their programs. However, the University does not guarantee that a student will be able to register for any particular course in a given term.

c. Enrolment Limits

The University of Lethbridge does not guarantee that students who meet the published minimum program requirements will be admitted to their desired program. In cases where the number of qualified applicants exceeds the spaces available, the University reserves the right to limit enrolment in a Faculty/School, or program and establish additional requirements beyond the published minimum requirements without advance notice.

d. Year of the Calendar

The specific Academic Calendar and Course Catalogue in effect at the time a student begins their academic program governs the student's program requirements for the duration of their program.

e. Simultaneous Enrolment

No student may enroll in a University of Lethbridge graduate program while simultaneously enrolled in a program at another institution. This does not apply to students studying at a partner institution under a University of Lethbridge Dual Admission (see **Dual Admission, p. 34**) or Dual Degree agreement.

10. CAVEAT - AUTHORITY TO RESCIND ADMISSION/REGISTRATION PRIVILEGES

- a. Until modified by resolution of the Board, the President shall have the power and authority in their capacity as President, and as representative of the Board of Governors, to rescind an *Application for Admission* to a graduate studies program at the University of Lethbridge, either in a full-time, part-time, visiting, or any other category of admission, at any time prior to the date that the applicant commences academic studies at the University or the first day of the academic term/session for which the application applies, whichever shall occur last. This same presidential authority in its entirety applies to Open Studies students and authorization to register for courses.
- b. The powers of the President to rescind an *Application for Admission* or any applicant, or to rescind authorization to register from Open Studies students, may be exercised in any circumstance where the President in their 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 as a student at the University.
- c. The foregoing powers of the President may be exercised, notwithstanding that an applicant may have been provided a notification of acceptance into a program or course of study at the University of Lethbridge, and any such decision shall be final and without appeal to any body in the University of Lethbridge.
- d. 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 admission/registration privileges have been addressed.

11. EXPLANATION OF TERMS

Accredited or Recognized Institution - An educational institution approved by the government of the country in which it is located to grant degrees, diplomas, or certificates, or to provide educational courses leading to these qualifications; or one licensed for educational purposes.

Transferable course - A course completed at another educational institution that may be granted transfer credit and/or used for admission purposes.

REGISTRATION

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I. STUDENT RECORDS RETENTION POLICY

The permanent official record for each student is maintained by the Registrar's Office. The student record shall be purged 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.

The Registrar's Office shall maintain the student's electronic record according to the policies governing admission, registration, and academic history.

For more information, see Confidentiality of Student Records Policy (www.ulethbridge.ca/policy/confidentiality-student-records).

2. ADVICE AND INFORMATION

Students who require advice or additional information regarding their programs during registration should consult their respective graduate program office (www.ulethbridge.ca/graduate-studies/contact).

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.ulethbridge.ca/ross, by email (regoffice@uleth.ca), by phone ((403) 320-5700), or visit 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. 42**).

3. TERMS USED DURING REGISTRATION

a. The Bridge

The University's online registration system is available for all graduate students to register in their courses (www.ulethbridge.ca/bridge).

b. Full-time and Part-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 graduate course in any term will be considered to have withdrawn unless a leave of absence has previously been granted by the respective graduate program administrator (see **Academic Regulations, Leave of Absence, p. 61**).

c. Visiting and Exchange Students

1. University of Lethbridge Students Studying Elsewhere (Outgoing)

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 **Western Deans' Agreement, p. 43**).

Where applicable, with the appropriate permission of the receiving university and the University of Lethbridge as confirmed by the relevant graduate program office, students pursuing a degree, diploma, or certificate at the University of Lethbridge may be able to take courses at another post-secondary institution where formal exchange agreements are not in place.

2. Students from Other Institutions (Incoming)

Under approved exchange arrangements, students who are not pursuing a degree, diploma, or certificate at the University of Lethbridge and are registered in a program at another post-secondary institution may be admitted as Exchange students to take courses under the Western Deans' Agreement (see **Admission, Exchange Student Admission Route, p. 34**, and **Western Deans' Agreement, p. 43**).

Where applicable, with the appropriate permission of the sending institution and the University of Lethbridge, students registered in a program at another post-secondary institution may be admitted as Visiting students to take courses where formal exchange arrangements are not in place.

Students must satisfy the normal admission requirements of the University of Lethbridge (see **Admission, Visiting Student Admission Route, p. 34**).

Exchange and Visiting students from other institutions register for courses at the University of Lethbridge as Open Studies students (see **Open Studies Student, p. 41**).

d. Audit a Course

To audit a course, a student must have permission from the instructor and graduate program administrator to attend classes on the understanding that the student may not participate in class discussions (except by invitation of the instructor), submit assignments, or sit for examinations. No degree credit is granted for the course. An Audit Registration form must be submitted to the Registrar's Office by the indicated deadline.

Refer to the **Academic Schedule (p. 19)** for the applicable deadlines.

English Language Proficiency (ELP) is not a requirement to audit a course.

Non-admitted students auditing a course are granted the same access to University services as community users.

e. Substitute a Course

A student registered in a program must obtain approval from the relevant program committee to substitute a course. The student must forward the course substitution request to the program-specific graduate office prior to registering for the term.

f. Open Studies Student

Open Studies student registration allows individuals interested in taking courses to register without having to gain admission to a University program. Registration as an Open Studies student is available 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 an official academic transcript, and 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 **Admission, English Language Proficiency Requirement (ELP), p. 35**).
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 an Open Studies student's registration privileges have been suspended, the student may not register in a course until they have been admitted to a University of Lethbridge program.
6. A minimum cumulative GPA of 3.0 must be achieved by a student taking courses while under Open Studies status.
7. Open Studies students are not eligible to use the Credit/Non-Credit designation.
8. 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 **Admission, p. 25**).
9. Only students who are admitted to a University of Lethbridge program may graduate with a University of Lethbridge degree, diploma, or certificate. Open Studies students, including those who have been required to withdraw, must be admitted to a University program before they will be permitted to graduate. Students must fulfill program admission requirements for the calendar year of admission. Students should see the program-specific graduate office with regard to their calendar year and graduation requirements.

4. WHEN TO REGISTER

a. Continuing Admitted Students

Students currently admitted to a program at the University will receive an email to their University of Lethbridge email account with instructions on registering for courses.

b. Newly Admitted Students

Newly admitted students who have accepted their *Offer of Admission* and paid the tuition deposit will have access to the registration period in effect the day after the deposit is received. If the deposit is received prior to the early registration period, access will be granted to the earliest applicable registration period.

c. Open Studies Students

Open Studies registration dates for each term are published in the **Academic Schedule (p. 19)**.

d. Graduated Students

A student who has graduated from a program at the University of Lethbridge must successfully apply for admission to another program or submit an Open Studies Registration form in order to continue studies (see **Open Studies Student, p. 41**).

Students who fail to complete registration by the specified add deadline and are permitted to register late will be assessed a late fee (see **Fees, p. 45**).

Note: Students who have been verified as having a disability may receive assistance with registration from the Accommodated Learning Centre.

5. ORDER OF PRIORITY REGISTRATION

Registration occurs in the following order:

- a. Graduate students.
- b. Undergraduate students.
- c. Open Studies students, including incoming Exchange and Visiting students.
- d. Students auditing courses.

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. Academic Timetable Conflicts

Students may not register in courses that overlap or create time conflicts. To avoid delays at registration, students should consult the current term Academic Timetable and register in courses as soon as possible.

b. Duplication of Registration

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

c. Faculty and School Quotas

Admission to the University does not constitute a guarantee that a student will be able to register for any specific course in a given term. Enrolment limits are enforced by all Faculties and Schools.

d. Registration Holds

The University may place holds on a student's registration privileges owing to outstanding fees, academic or non-academic offences, etc. A Faculty/School may place specific registration limitations upon a student, e.g. the number of courses or which courses a student may register in. Students should consult the relevant program office if they have questions about their registration hold.

e. Registration Restrictions

Registration in some course sections may be restricted to students based on admitted degree, major, year of study, etc. Students unable to register for courses required in their program should consult the relevant program office.

f. Prerequisites and Corequisites

Course prerequisites and corequisites must be met where applicable. Faculties and Schools are responsible for ensuring prerequisites and corequisites 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 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. If written permission is granted, 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, the student must register in and successfully complete it at some point unless a substitution has been approved by the relevant Program Committee.

7. CLASSROOM PRIVILEGES

Students have classroom privileges for the course offering in which they are registered or auditing. Individuals who are not registered in or have dropped or withdrawn from a course do not have course-related 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 shown in the **Academic Schedule (p. 19)**. Before making changes to course registration, graduate students should consult their respective graduate program administrator as it may affect their ability to continue in their program or meet graduation requirements. 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. 48**).

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. 19)**. A 'W' designation is assigned for each course from which a student withdraws (see **Academic Regulations, Grading, p. 56**).

Graduate students wishing to withdraw from one or more courses **must** consult their respective graduate program administrator. Changes to course registration may affect students' ability to continue in their program or meet graduation requirements.

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 their request for withdrawal is submitted on the Bridge by the relevant deadline (see **Academic Schedule, p. 19**).

a. Course Withdrawal

A graduate student wishing to withdraw from one or more courses in the term, but not all courses, must withdraw on the Bridge by the relevant deadline (see **Academic Schedule, p. 19**).

b. Complete Withdrawal

A graduate student wishing to withdraw from all courses in the term must withdraw on the Bridge by the relevant deadline (see **Academic Schedule, p. 19**). Students **must** contact their graduate program administrator prior to withdrawing. If a graduate student withdraws from all of their course registration without first securing approval from the School of Graduate Studies, they will be contacted and may be ineligible to continue with their program.

c. Withdrawal with Cause

Withdrawal with Cause is granted only in the 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 upon application to and approval from the School of Graduate Studies. For Open Studies students, the 'WC' is recorded upon only application to and approval from the School of Graduate Studies. A student seeking Withdrawal with Cause from one or more courses must contact the School of Graduate Studies office for review and approval.

10. WESTERN DEANS' AGREEMENT

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

- a. The period for which the fees are remitted does not exceed two academic terms of four months each; and
- b. 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 institution, and they pay applicable student activity fees (general fees) at the host institution.

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 institutions must be obtained prior to registration in the courses.

Students must arrange for official academic 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 registration 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 two months from the last day of the term or session during which the course(s) in question were registered.

FEES

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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 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 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).

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 Awards and Scholarships (p. 165) or contact the Graduate Studies Awards Advisor at 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

Cash holds are placed on student accounts after fee deadlines when there is an outstanding balance owing. Students with outstanding fees on their account will not be able to apply to graduate and will not receive parchments, registration privileges, access to the Tuition and Enrolment Certificate (T2202 tax form) or official academic 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. 47**).

e. Receipts and Tax Forms

Students can verify payments on their account by viewing the *Account Summary by Term* report on the Bridge (www.uleth.ca/bridge). Printed receipts are not issued unless requested to the cash office. The Tuition and Enrolment Certificate (T2202) required for completing personal tax returns are available for download from the students' Bridge accounts before the end of the following February. The Canada Revenue Agency (CRA) requires all student to include their social insurance number (SIN) on the T2202 form. This can be entered on the students' Bridge Account under Personal Information - Update Social Insurance Number. This will update the students' record so that the form will be available to print out. Students will be charged \$5 for a printed T2202 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. 19)**.
- **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. 19)**.
- **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 Enrolment Certificate (T2202). For more information, see **Registration, Full-time and Part-time (p. 40)**.
- **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, Full-time and Part-time (p. 40)**.
- **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. PAYMENTS

Payment is considered made to the University of Lethbridge on the date it is received by the University of Lethbridge, either in our bank account or at the Cash Office.

a. Accepted Payment Methods

1. Online – Electronic Funds Transfer (EFT), Wire, or online bank payments - Bill payments 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
CDN/US cheque addressed to the University of Lethbridge, directed to:
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.
3. On-site secure drop box
In person – CDN/US cash, CDN/US cheque written to the University of Lethbridge, debit.
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. 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.
6. Payments from non-Canadian sources – transfer via Western Union or Pay My Tuition
For more information please see the Financial Services Website (www.uleth.ca/financial-services/payment-methods-international).

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 \$100 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. The interest rate will be set May 1 each year based on the prime rate posted that day. This rate will be applied for the entire year.

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.

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 (www.uleth.ca/bridge). For Extended Drop deadlines, see the **Academic Schedule (p. 19)**.

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 eligible payment received on a student account that exceeds non-refundable fees incurred will be refunded to the student upon their request to the Cash Office. Date restrictions may apply to student loan and scholarship refunds.

Refunds can be received by cheque (within four weeks of request), or debit (Cash Office from 9:00 a.m. to 3:30 p.m. Monday to Friday with valid picture identification). Refunds can also be processed by Direct Deposit. Students can enter their banking information on the Bridge - Student Account area, and will then need to contact the Cash Office to request the refund. Direct Deposit refunds can take approximately two weeks to deposit to students bank accounts. International students transferring to another Canadian post secondary institution may request their refund be paid directly to the new institution. Additional information and approvals from the student and institution would be required. Please contact the Cash Office directly to determine if this is an option for international refunds.

The University reserves the right to offer classes by varying modes of instruction, which may include classes being provided either in-person or by remote instruction. No fee refunds will be provided in the event the modality of how courses are delivered is changed.

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. 19)**. After the Extended Drop deadline, courses are assessed 100% of tuition, compulsory, and program-related fees. See also **Registration, Withdrawal (p. 42)**.

5. NON-REFUNDABLE APPLICATION AND REGISTRATION FEES

a. Application for Admission to Credential Programs

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

- Domestic (all academic transcripts from Canadian institutions): \$125
- International (any academic transcript(s) from non-Canadian institutions): \$140

All domestic applicants who have previously submitted an Application for Admission to a level of studies (e.g. graduate or post-graduate) will also pay the application fee of \$125 for subsequent applications to the same level of studies.

All international applicants who have previously submitted an Application for Admission to a level of studies (e.g. graduate or post-graduate) will also pay the application fee of \$140 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 \$60 registration fee each term they wish to register in courses. For more information, see **Registration, Open Studies Student (p. 41)**.

6. NON-REFUNDABLE DEPOSITS

a. Confirmation of Admission

All newly admitted and readmitted domestic graduate students are required to pay a non-refundable tuition deposit of \$300 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.

All newly admitted and readmitted international graduate students are required to pay a non-refundable tuition deposit of \$500 to confirm their admission on or before the expiry date of the *Offer of Admission*.

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. 41)**.

7. FEES

a. Compulsory Fees

1. University of Lethbridge fees:

- *Faculty of Fine Arts - Access Fee* - This fee will allow all full and part time, undergrad and graduate students attending on the main campus in Lethbridge, free admission to all ticketed Fine Arts events (with the exception of certain fund-raising events) on a first come-first serve basis, space permitting. Up to 50% of tickets may be reserved for public upon tickets going on sale on an event by event basis (discretion of the Dean of Fine Arts) and remaining tickets will be released to students up to 2 weeks in advance of the event. This fee supports the University's commitment to liberal education and will allow opportunities for all students to experience a broad range of cultural events held throughout the year. The funding will support direct cost of events, noon-hour concerts, ensemble concerts, Mainstage and TheatrXtra productions, Art Now, Architecture and Design Lectures and access to the Art Gallery.
- *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.

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).

4. Pronghorn Athletics Participation Activity Fee:

- This fee is \$500 for all varsity athletes and will be assessed in the Fall and Spring terms each year. This will start for NEW athletes in Fall 2020 and Fall 2021 for athletes on the 2019-20 varsity rosters. This fee will cover costs such as travel expenses, scholarships, coaches, insurance, equipment rental and athletic membership fees. The University also provides a Leadership Academy for Pronghorn athletes to develop as leaders through excellence in sport, academics and community service.

5. Other fees:

- *CKXU Fee* - Supports the operations of the student radio station.
- *Meliorist Fee* - Supports the operations of the student newspaper.
- *UPASS Fee* - Supports a citywide transit pass for all part- and full-time undergraduate students, and is assessed each term. Please contact the Student Union for more information and opt out criteria.

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.
- *Master of Music - Music Studio Differential Fee* - Music Studio courses provide one-on-one instruction for various instruments. This fee will partially cover the additional cost of private instruction, travel expenses due to instructors being from outside of Lethbridge area, and final performance (thesis presentation) costs involving specialized spaces with technical staff support.
- *School of Graduate Studies - Graduate Student Services Fee* - This fee will be applied to Master of Arts, Master of Fine Arts, Master of Music, Master of Science, Master of Science, Management and PhD (excluding Education) programs each term (Spring, Summer, Fall). This fee will cover the following services, but are not limited to - THRIVE - Professional Skills Program for Graduate Students, research competitions, new graduate student orientations, and the My Experience Transcript validation process.
- *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 or 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.
- *Ancillary Services - Elevator Service Charge* - This fee will be \$650 and will be a direct cost recovery for mischief or misuse of a residence elevator which requires a service call for repair.
- *Ancillary Services - Smoking/Vaping Progressive Charge* - This fee will be \$100 for first offence, \$250 for second offence, and \$500 for third offence. This charge is to cover damage, cleaning, and fumigation costs should a student smoke or vape inside a residence space.
- *Campus ID Card Fee* - Students' first card is free; \$5 for community users; \$11.60 plus \$5.00 UPASS replacement fee for replacement cards.
- *Campus Safety - Building Access Card Replacement Fee* - covers the cost of replacement if a card is lost, stolen or physically damaged. The first card is provided to students and staff who require one free of charge. Replacement cards - \$10.00.
- *Dining Plan Fee* - See the Housing Services website at www.uleth.ca/housing.
- *Late Fee* - Fee charged when deadlines are not met - \$100.
- *Library Fines* - Charged fines may be recorded on student accounts.
- *Parking Fee* - See the Campus Safety website at www.uleth.ca/campus-safety.
- *Residence Fee* - See the Housing Services website at www.uleth.ca/housing.
- *Counselling Late Cancellation or No-show Fee* - Students who do not attend a scheduled appointment and did not cancel the appointment one business day in advance will be charged a \$10 fee. This fee will be posted directly to the student's account.
- *Printed Official Transcript Fee* - This fee of \$10.00 per transcript would recover the cost of producing the transcript, including transcript paper, envelope, regular postage and labour.
- *Student Affairs - Visiting Student Authorization Processing Fee* - This fee will be \$100 per course taken through a Visiting Student Authorization (VSA). The fee will be levied on the course at the time the VSA application is approved, not at the time of completion.
- *Student Affairs - Verification of Graduation (Third Party)* - This fee will be \$20 per request by a third party (no students) to confirm that the alumni has received the degree they claim to have.

d. Fee Schedules

For up-to-date fee schedules, please visit the University of Lethbridge's Financial Services website at www.uleth.ca/financial-services/fee-schedules.

To see how fees are assessed, see the table below.

	Full-time		Part-time		Other					
	On Campus	Off Campus	On Campus	Off Campus	Exchange - from U of L	Exchange - to U of L	PSIII, Counselling 4050	Co-op	Senior Citizen	EAP
University of Lethbridge Fees:										
• Admission to University Program	*	*	*	*	N/A	N/A	N/A	N/A	*	*
• Fine Arts Access Fee	Yes	No	Yes	No	No	Yes	No	No	No	Yes
• Registration for Open Studies	*	*	*	*	N/A	N/A	N/A	N/A	*	*
• Student Administrative	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
• Sport and Recreation	Yes	No	Yes	No	No	Yes	No	No	No	Yes
• Tuition	Yes	Yes	Yes	Yes	Yes	No	Yes	(1)	No	Yes
Students' Union Fees:										
• Building Fund	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
• Operations Fund	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
• Capital Replacement	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
• Health and Dental Plans	Yes(2)	Yes(2)	No	No	Yes(2)	No	Yes(2)	Yes(2)	No	No
Other Fees:										
• Campus Collective Centre	Yes(2)	Yes(2)	Yes(2)	Yes(2)	No	No	Yes(2)	Yes(2)	No	No
• CKXU	Yes	No	Yes	No	No	No	No	No	No	No
• Leth. Public Interest Research	Yes(2)	Yes(2)	Yes(2)	Yes(2)	No	No	Yes(2)	Yes(2)	No	No
• Meliorist	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No
• World University Service Canada	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
• UPASS Fee	Yes(2)	Yes(2)	Yes(2)	Yes(2)	Yes(2)	Yes(2)	Yes(2)	Yes(2)	No	Yes(2)

*If applicable.

¹See Co-op fee schedule

²Opt-out option available

8. IMPORTANT DATES AND FEE DEADLINES

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

	Summer 2021	Fall 2021	Spring 2022
First day of term (classes begin)	Full Term - May 3 Session I - May 3 Session II & II/III - Jul 8 Session III - Aug 4	Sep 8	Jan 5
Add/Drop Date Last day to register in courses	Full Term - May 10 Session I - May 6 Session II & II/III - Jul 8 Session III - Aug 9	Sep 14	Jan 11
Extended Drop Deadline Last day to drop courses before tuition, program, and compulsory fees are non-refundable	Full Term - May 25 Session I - May 10 Session II & II/III - Jul 12 Session III - Aug 9	Sep 24	Jan 25
Health and Dental Opt-out Deadline	N/A	Sep 24	Jan 21
Fee Deadline Last day to pay all fees: <ul style="list-style-type: none"> • Before interest is charged on outstanding balances; and • Before automatic cancellation of registration for non-payment 	Jun 1	Oct 1	Feb 1
Withdrawal Deadline Last day to withdraw from courses and receive a "W" on transcripts	Full Term - Aug 4 Session I - Jun 14 Session II - Jul 23 Session II/III - Aug 16 Session III - Aug 24	Dec 8	Apr 5

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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 and advice 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, as well as University student policies referenced in **Student Policies (p. 63)** and found online (www.ulethbridge.ca/policy).

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 or 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, which appears on the back of official University of Lethbridge academic transcripts.

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.

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

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

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

c. Grade Point Average Calculations

The current GPA, often referred to as the 'term GPA', is calculated on all graded courses completed in a given term and appears on both official and unofficial academic transcripts. The total institution GPA, often referred to as the 'cumulative GPA', is calculated on all graded courses and appears on all academic transcripts by the level of a student's program (undergraduate, master's, or doctoral).

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
Total grade points		= GPA	51.60	= 3.82 GPA
Total weighting factor			13.50	

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, p. 57**).

d. Cr/NC - Credit/Non-Credit

Initiated by: Student

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.

At the Master's level, for completion of course requirements with a grade of 'B-' or higher, the grade earned appears on the academic transcript automatically. If a grade of 'C+' or lower is earned, an 'NC' appears on the academic transcript.

At the Doctoral level, for completion of course requirements with a grade of 'B' or higher, the grade earned appears on the academic transcript automatically. If a grade of 'B-' or lower is earned, an 'NC' appears on the academic 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. The relevant Program Committee will review a course substitution request for approval consideration.

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 academic transcript as 'AU'. Contact information is available at www.ulethbridge.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 or School 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 after a student or their agent formally withdraws from a course on the Bridge. Students are responsible for ensuring the submission is made on the Bridge by the relevant deadline. Refer to the **Academic Schedule (p. 19)** 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 record.

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 academic 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.

g. Academic Transcripts

An academic transcript is the official, permanent record of a student's enrolment activity at the University of Lethbridge, including the terms in which registration took place and the associated grades or grade symbols that were assigned. The academic transcript also includes the student's current or most recent program degree(s), major(s), minor(s), concentration(s), and specialization(s), as appropriate.

1. Official and Unofficial Academic Transcripts

Official academic transcripts bear the seal and signature of the University of Lethbridge Registrar. An official academic transcript includes, for each student at each program level (undergraduate, master's and doctoral), all University of Lethbridge courses in progress, courses attempted (successfully and unsuccessfully), courses repeated, courses withdrawn, credits earned, GPA, and academic standing by term until the day the academic transcript is produced. A summary of academic transfer credit is listed by institution and term awarded. The student's cumulative GPA is also included on the academic transcript. Upon completion of program requirements and the conferral of degrees, additional notations are included on the official academic transcript in accordance with University policies (see **Graduation, Academic Transcripts, p. 68**).

An unofficial academic transcript does not bear the Registrar's seal or signature. This type of academic transcript is not the official record of the University of Lethbridge; however, it is accessible to students online through the Bridge (www.ulethbridge.ca/bridge) to allow students to monitor their own progress as they navigate their program(s).

2. Academic Transcript Requests

Official academic transcripts are confidential and will only be issued upon request by the student. A student may request official academic transcripts to be sent directly to an institution or to be provided to the student, in a sealed envelope. When requests are made in person, appropriate documentation such as a student ID card or driver's licence is required.

Third-party requests must be authorized by the student. For more details on obtaining official academic transcripts, see www.ulethbridge.ca/ross/transcripts. Requesting separate official academic transcripts for each degree level completed at the University of Lethbridge is not possible.

Official academic transcript requests, complete with date of issue and recipient, are maintained indefinitely. Students will be notified promptly if their academic transcripts have not been issued because of academic holds, inability to authenticate the source of the request, or for other reasons which may apply.

3. Withholding Academic Transcripts

Official and unofficial academic transcripts will not be issued if the student has any outstanding financial obligations to the University.

3. ACADEMIC STANDINGS

a. Required Withdrawal from the University

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

2. Required Withdrawal - Two Consecutive Terms

Academic probation will start at the beginning of an academic term and will be assessed no earlier than four weeks prior to the end of that term. Students who remain on academic probation for two consecutive terms may be required to withdraw from the University.

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 for approval consideration

2. If a student repeats a course, the grade for each attempt is recorded on the academic 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 from 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. Exceeding Course Limits

In the case where a student exceeds any legislated course limit(s) and/or the credit hours required in the student's program, those credits will be considered extra-to-program. The extra-to-program courses may be University of Lethbridge courses taken outside of a student's program requirements or eligible electives, one of a substantially similar pair, or granted institutional transferable course credit that cannot be used to fulfill program requirements. These courses will be counted toward applicable GPAs and are maintained on the student record. Students should be aware of legislated course limits, including the maximum number of Independent Study or Introductory courses allowed in a program. Refer to **Substitute a Course (p. 41)** for information on course substitutions.

1. Substantially Similar Course Limits

Substantially similar courses contain a high percentage of similar course content and are denoted with a 'Substantially Similar' course element in the course description. Students who complete two substantially similar courses will receive credit for both courses. However, the number of credit hours of the substantially similar course will be considered extra-to-program. This substantially similar course will be counted toward applicable GPAs and will remain on the student's record, but it will not be used to fulfill program requirements for graduation.

Some courses may be applicable to more than one limit in a program.

d. Residence Requirements and Time Limits

The University of Lethbridge's residence requirements and time limits for completion of credentials are listed in the table below. Please note the following for the last three columns of the table below.

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.

Program(s)	Number of Courses in Program	A. Residence Requirement (Minimum number of terms and/or 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 (University of Lethbridge and/or transfer credit.)	C. Time Limit for Program Completion
Graduate Certificate in Advanced Clinical Study of Addiction	4 courses (12.0 cr. hrs.)	Minimum 4 course equivalents (12.0 cr. hrs)	No transfer credit	Maximum 36 months part-time continuous registration at the University of Lethbridge
Graduate Certificate in Epidemiology and Biostatistics	4 courses (12.0 cr. hrs.)	Minimum 4 course equivalents (12.0 cr. hrs)	No transfer credit	Maximum 36 months part-time continuous registration at the University of Lethbridge
Graduate Certificate in Health Services Management	6 courses (15.0 cr. hrs.)	Minimum 5 course equivalents (15.0 cr. hrs)	No limit	Maximum 36 months
Graduate Certificate in Public Health Program and Policy Planning and Evaluation	4 courses (12.0 cr. hrs.)	Minimum 4 course equivalents (12.0 cr. hrs)	No transfer credit	Maximum 36 months part-time continuous registration at the University of Lethbridge
Graduate Diploma in Addiction and Mental Health Psychotherapy	8 courses (24.0 cr. hrs.)	Minimum 8 course equivalents (24.0 cr. hrs)	No transfer credit	Maximum 72 months part-time continuous registration at the University of Lethbridge
Master of Arts	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.
Master of Counselling	12 courses (36.0 cr. hrs.) or equivalent	Minimum 10 courses (30.0 cr. hrs.)	Transfer credit must be completed within 5 years prior to admission	Maximum 6 years
Master of Education - General - Educational Leadership	12 courses (36.0 cr. hrs.) or equivalent	Minimum 8 courses (24.0 cr. hrs.)	Transfer credit must be completed within 5 years prior to admission	Maximum 5 years
Master of Education - Counselling Psychology	12-15 courses (36.0-45.0 cr. hrs.) or equivalent	Minimum 8 courses (24.0 cr. hrs.)	Transfer credit must be completed within 5 years prior to admission	Maximum 5 years
Master of Fine Arts	42.0 cr. hrs.	Minimum 24 months full-time continuous registration (6 continuous terms)	Transfer credit must be completed within 7 years prior to admission	Maximum 3 academic years
Master of Health Services Management	12 courses (36.0 cr. hrs.)	Minimum 8 courses (27.0 cr. hrs.)	Transfer credit must be completed within 4 years prior to admission	Maximum 36 months
Master of Music	54.0 cr. hrs.	Minimum 24 months full-time continuous registration (6 continuous terms)	Transfer credit must be completed within 7 years prior to admission	Maximum 3 academic years
Master of Nursing	11 courses (33.0 cr. hrs.)	Minimum 9 courses (27.0 cr. hrs.)	Transfer credit must be completed within 7 years prior to admission	Maximum 6 academic years
Master of Science	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.

Program(s)	Number of Courses in Program	A. Residence Requirement (Minimum number of terms and/or 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 (University of Lethbridge and/or transfer credit.)	C. Time Limit for Program Completion
Master of Science in Management	36.0 cr. hrs.	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 3 years prior to admission	Full-time students - Maximum 20 months. Part-time students - Maximum 40 months.
Doctor of Philosophy	Up to 6 courses (18.0 cr. hrs.) or equivalent	Minimum 24 months full-time continuous registration (6 continuous terms) at the University of Lethbridge	No limit	Maximum 48 months full-time continuous registration at the University of Lethbridge.
Doctor of Philosophy in Education - Learning, Teaching and Curriculum - Formal and Distributive Leadership	Minimum of 6 courses (18.0 cr. hrs.)	Minimum 24 months full-time continuous registration (6 continuous terms) at the University of Lethbridge	No limit	Maximum 84 months full-time continuous registration at the University of Lethbridge
Doctor of Philosophy in Education - Counselling Psychology	Minimum of 10 courses (30.0 cr. hrs.)	Minimum 24 months full-time continuous registration (6 continuous terms) at the University of Lethbridge	No limit	Maximum 84 months full-time continuous registration at the University of Lethbridge

e. 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. Students may be asked to provide a medical note to support their request for a Leave of Absence. 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. 19**).

Program	Program-Specific Policy	Program-Specific Graduate Office	Program-Specific Administrator
Graduate Certificate in Health Services Management	A Leave of Absence may be granted to a maximum of one year during the tenure of study in the graduate certificate's program.	Graduate Program Office (Dhillon School of Business)	Director
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
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 Associate Dean, Graduate Studies and Research in Education, as early as possible.	Graduate Studies and Research (Faculty of Education)	Associate Dean

Program	Program-Specific Policy	Program-Specific Graduate Office	Program-Specific Administrator
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 Associate Dean, Graduate Studies and Research in Education, as early as possible.	Graduate Studies and Research (Faculty of Education)	Associate 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.	Graduate Program Office (Faculty of Fine Arts)	Associate Dean
Master of Health Services 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	Graduate Program Office (Dhillon School of Business)	Director
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.	Graduate Program Office (Faculty of Fine Arts)	Associate Dean
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
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
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.	Graduate Program Office (Dhillon School of Business)	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
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 Associate Dean, Graduate Studies and Research in Education as early as possible.	Graduate Studies and Research (Faculty of Education)	Associate Dean

f. Academic Respite Leave for Student Leadership Positions

Students studying at the graduate level occasionally elect to participate in formalized leadership roles for the Graduate Students' Association (GSA) that interrupt or significantly reduce progress in their studies. The President of the GSA may apply for a 12-month Academic Respite Leave from his/her graduate program.

An approved Academic Respite Leave starts on May 1st and ends on April 30th only. During an approved Academic Respite Leave, the following conditions apply:

- The President of the GSA must maintain continuous registration in their degree program;
- The President of the GSA will receive the Service Leadership Award;
- Term tuition and other fees are levied each term;
- Assistantships, grants, awards, scholarships, and other financial aid provided by the University are put into abeyance, where applicable;
- The time granted for the Academic Respite Leave is not counted toward the residence requirement and time limits of the student's graduate degree;
- Residence requirements must still be met;
- The President of the GSA is entitled to all the rights and privileges as a full-time registered graduate student; and
- The President of the GSA may be actively engaged in coursework or the research requirements of their degree program at a level commensurate with the workload required for the leadership position.

4. STUDENT POLICIES

Prior to the 2019/2020 Academic Calendar and Course Catalogue, policies **a. - f.** (below) were published in Academic Regulations and are now referenced below and available online. Students are bound by the current versions of these policies which are located online.

The University of Lethbridge provides many policies to support student learning and the student experience. A comprehensive listing of policies - academic and non-academic - can be found online. Students are bound by all the policies that are currently in effect, and the official versions are contained on the policy website (www.ulethbridge.ca/policy).

a. **Assessment of Student Learning Policy and Procedures for Undergraduate Courses**

This policy specifies the components required in course outlines, identifies expectations of students, and provides procedures for the conduct and scheduling of formal learning assessments, reporting grades, and handling student work once assessment is complete.

The full policy is available online at www.ulethbridge.ca/policy/resources/assessment-student-learning-policy-and-procedures-graduate-student.

Prior to the 2019/2020 Academic Calendar and Course Catalogue, this policy was published in Academic Regulations and is now available entirely online.

b. **Grade Appeal Policy**

Grade appeals deal with claims that a student's course grade has been improperly determined. Student grade appeals will be directed to the academic unit delivering the course. Students shall first discuss the grade and how it was determined with the instructor.

The full policy is available online at www.ulethbridge.ca/policy/resources/final-grade-appeal-procedure-undergraduate-and-graduate-students.

Prior to the 2019/2020 Academic Calendar and Course Catalogue, this policy was published in Academic Regulations and is now available entirely online.

c. **Student Discipline Policy - Academic Offences**

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).

The policy defines plagiarism, cheating, duplication, confidential materials, misrepresentation and other offences along with the disciplinary action.

The full policy is available online at www.ulethbridge.ca/policy/resources/student-discipline-policy-academic-offences-graduate-students.

Prior to the 2019/2020 Academic Calendar and Course Catalogue, this policy was published in Academic Regulations and is now available entirely online.

d. **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 Chief Safety Officer (telephone: 403-329-2345) or call 911.

The integrity of the University community depends upon student conduct which upholds the Principles of Student Citizenship (see **Introduction, University of Lethbridge Principles of Student Citizenship, p. 13**). 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." The following describes the principle 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).

The policy defines disruption; abuse harassment and dangerous activity; misuse or misappropriation of University Property, equipment facilities or services; misrepresentation and falsified documents and other offences along with initiation of disciplinary procedures.

The full policy is available online at www.ulethbridge.ca/policy/resources/student-discipline-policy-non-academic-offences-undergraduate-and-graduate-students.

Prior to the 2019/2020 Academic Calendar and Course Catalogue, this policy was published in Academic Regulations and is now available entirely online.

e. Authority to Rescind Registration Privileges/Prohibit Access to University Property

This policy specifies the circumstance where the President may rescind registration privileges.

The full policy is available online at www.ulethbridge.ca/policy/resources/caveat-authority-rescind-registration-privilegesprohibit-access-university-property.

Prior to the 2019/2020 Academic Calendar and Course Catalogue, this policy was published in Academic Regulations and is now available entirely online.

f. 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 School of Graduate Studies.

The full policy is available online at www.ulethbridge.ca/policy/resources/appeal-application-policy-other-program-appeals-grade-or-student-discipline.

Prior to the 2019/2020 Academic Calendar and Course Catalogue, this policy was published in Academic Regulations and is now available entirely online.

g. Program Appeals

All program-specific appeals (e.g., transfer examination, comprehensive examinations, thesis proposal, probation, required to withdraw, etc.) should be directed to the School of Graduate Studies within 30 working days of the decision reached by the relevant Program Committee.

The full policy is available online at www.ulethbridge.ca/policy/resources/program-appeals-graduate-students.

h. 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.

The full policy is available online at www.ulethbridge.ca/policy.

i. Artwork Placement Policy

The University of Lethbridge encourages and nurtures creative expression and supports the display of student artist artwork. This policy outlines artwork replacement rules and artwork placement locations to ensure safe installation and removal.

The full policy is available online at www.ulethbridge.ca/policy.

j. 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.

The full policy is available online at www.ulethbridge.ca/policy.

k. 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 evaluated by others. At the same time, the right to privacy assert 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.

The full policy is available online at www.ulethbridge.ca/policy.

l. Copyright

All University of Lethbridge students are obliged to uphold Canadian copyright law. Students needing assistance in using copyrighted materials in copyright-compliant ways are encouraged to contact the University Copyright Advisor office (copyright@uleth.ca; 403-332-4472) or consult the wide range of information available on the University's Copyright website (library.ulethbridge.ca/copyright).

m. 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.ulethbridge.ca/policy.

n. 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.

The full policy is available online at www.ulethbridge.ca/policy.

o. 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.

The full policy is available online at www.ulethbridge.ca/policy.

p. 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 full policy is available online at www.ulethbridge.ca/policy.

q. Revoking Degrees

The policy defines conditions where a degree could be revoked.

The full policy is available online at www.ulethbridge.ca/policy.

r. Behavioural Intervention Policy

The Behavioural Intervention Policy provides a procedure and mechanism by which worrisome or potentially harmful behaviours may be reported, assessed, and responded to by the University.

The full policy is available online at www.ulethbridge.ca/policy.

s. Student Housing Policy

Student housing accommodation at the University provides convenient living accommodation together with services and programs from which residents may secure additional education, 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.ulethbridge.ca/policy.

t. Student Safety Abroad Policy

This policy sets out standards to ensure safer experiences for University of Lethbridge students who travel internationally as part of a University program or activity.

The full policy is available online at www.ulethbridge.ca/policy.

u. Recording 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.

v. Other Policies

For more information regarding other University policies pertaining to alcohol, animals on campus, cannabis, sexual violence, smoking, weapons, research, and others, see www.ulethbridge.ca/policy

GRADUATION

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I. APPLICATION FOR GRADUATION

Each degree, diploma, or certificate candidate must formally apply to graduate by completing the *Application for Graduation* available on the Bridge (www.ulethbridge.ca/bridge).

Students who are not eligible to graduate will submit another application by the appropriate future deadline.

a. Application Deadlines

All dates and deadlines regarding graduation and convocation are located in the Academic Schedule (see **Academic Schedule, p. 19**).

b. Outstanding Accounts

Students owing the University of Lethbridge fees, fines, or other charges will not be permitted to graduate and will have academic transcripts withheld. Outstanding fees include tuition fees, housing charges (including Telecom charges), and library fines.

2. CREDENTIAL

A credential is evidence of program completion and is represented as a notation on the academic transcript. A parchment is a document made of superior paper that recognizes the credential.

a. Academic Transcripts

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 academic transcripts of graduated students that the degree has been awarded. This notation includes the major(s), concentration, and specialization designation, and any Co-operative Education designations.

3. CONVOCATION INVITATION

In late March (for May/June Convocation) or late August (for October Convocation), an invitation is mailed to each applicant's permanent address. Applicants can also access this information online at www.ulethbridge.ca/convocation.

4. CONFERRAL

The conferral of degrees, diplomas, and certificates occurs during Convocation ceremonies held twice annually, and in absentia once annually.

Convocation ceremonies, where conferral takes place for students who have fulfilled degree, diploma, or certificate requirements, during the fall and spring terms are scheduled for the Thursday and Friday following the week of the Victoria Day long weekend. Students who have completed degree requirements in the fall term and had their credential conferred upon them in absentia in February will be invited to attend this Convocation ceremony to celebrate and receive their parchments.

A Convocation ceremony for students who have fulfilled degree, diploma, or certificate requirements during the summer term is scheduled for the Saturday following Thanksgiving in October. See the **Academic Schedule (p. 19)** for dates.

If a graduand is absent from their appointed Convocation ceremony, their degree, diploma, or certificate parchment will only be released following the Convocation ceremony.

Term of Completion	Conferral	Convocation Ceremony
Fall	February	May/June
Spring	May/June	May/June
Summer	October	October

a. Order of Conferral

For information regarding the order of conferral, please see www.ulethbridge.ca/convocation.

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. 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.**

6. ISSUANCE OF A PARCHMENT

The original parchment is provided to the graduand as part of the graduation process.

In order to receive an additional or replacement parchment, the graduand will need to submit a signed request and the original parchment to the Registrar's Office. Accommodations may be arranged if the original parchment is not able to be submitted.

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. CONVOCAATION ATTENDANCE

a. Graduands

Graduands include only those whose degrees have been approved by Graduate Studies Council and who have no outstanding accounts with the University.

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.

b. Guests

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.

c. Academic Staff

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.

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.

d. Chancellor's Party

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 Iniskim Education Committee 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.

9. ACADEMIC DRESS

The University of Lethbridge academic dress has been uniquely designed for the University. At Convocation, graduating students wear celebratory regalia with a hood associated with the credential being conferred, as described below.

a. Gown

Bachelor's degree, Master's degree, Diploma and Certificate graduands wear a black gown.

Doctor of Philosophy graduands wear a royal blue gown with walden blue velvet facings and chevrons, outlined in bright gold piping.

In place of the gown, the University invites North American Indigenous graduands to wear cultural dress in combination with the hood associated with their academic program.

b. Hood

All graduands will wear a hood associated with the credential being conferred.

The Graduate certificate and diploma hood is a shell of black lined with blue. An exterior border of light blue satin indicates the hood is for the graduate-level, trimmed with a twisted gold and blue cord without a braid.

The Master's degree hood is a shell of black lined with blue. An exterior border of light blue satin indicates the hood is for a Master's-level degree and the distinguishing braid follows the colours of the undergraduate hood.

The Doctor of Philosophy hood is 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.

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 Health Sciences Management	Red and light 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

c. Cap

Graduands in the academic procession will be provided with the approved academic headwear which is worn, without alteration, at the Convocation ceremony.

Bachelor's degree, Master's degree, Diploma, and Certificate graduands wear a black mortarboard with a black tassel.

Doctor of Philosophy graduands wear a walden blue befeater with a bright gold tassel.

Graduands may opt to wear religious headwear or cultural North American Indigenous headwear in place of the academic cap provided.

d. Honourary Degree

Honourary degree recipients wear a blue robe with thin gold trim and gold sleeves, and a blue mortarboard with a gold tassel. Honourary degree hoods are a shell of light blue with a chevron of gold and blue lining with a border of white velvet.

e. Academic Staff Party

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.

North American Indigenous academic staff are invited to wear cultural dress.

10. RECOGNITION AND CELEBRATORY DRESS**a. Indigenous Stole**

Self-declared North American Indigenous graduands will receive the gift of a University of Lethbridge Indigenous stole to be worn as part of the regalia. The decorative stole is embroidered with an Eagle Feather, Metis infinity symbol, buffalo, and Inukshuk. These stoles are available for all self-declared North American Indigenous graduands who attend their Convocation Ceremony.

11. REVOKING DEGREES

The University has a policy to govern the revoking of a degree after it has been awarded, See **Academic Regulations, Student Policies (p. 63)**. The full policy is available online at www.ulethbridge.ca/policy/revoking-degrees-policy.

UNIVERSITY OF LETHBRIDGE INTERNATIONAL

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I. INTERNATIONAL STUDENTS

An international student is any student whose country of citizenship is not Canada, and who is not a Permanent Resident of Canada.

a. Admission

All international applicants must present qualifications equal to those of Canadian applicants.

Applicants who have completed appropriate secondary qualifications from other countries will be considered for admission under the admission route most appropriate to their academic qualifications (see **Admission, Admission Routes and Academic Qualifications, p. 30**).

Master's degree program admission requirements for applicants with international educational credentials can be found at www.ulethbridge.ca/ross/admissions/grad/international. Please contact Admissions for requirements for countries not shown.

b. Fees

For information on international student fees, see the fee schedules in **Fees (p. 45)**.

c. Mandatory Health Care Insurance for International Students

The University of Lethbridge requires all students to obtain and carry basic health insurance, in addition to the Students' Union supplementary health insurance plan or equivalent. 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 reserves the right to rescind registration privileges from any student not carrying basic health insurance.

d. Authorization to Study in Canada

Most foreign nationals require a study permit to study in Canada. Visit www.canada.ca/en/services/immigration-citizenship.html for information on how to obtain a study permit after admission to the University of Lethbridge.

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. Outgoing Exchange Students

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 Schools or programs at the University of Lethbridge. To see a current list of countries available for exchange, please visit www.ulethbridge.ca/international/content/education-abroad.

For further information, contact the International Office:

Office: SU060 (Students' Union Building)
Email: outgoing@uleth.ca
Phone: 403-329-2053
Fax: 403-382-7140

b. Incoming Exchange Students

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

For procedures and information pertaining to Exchange Students, see **Registration, Visiting and Exchange Students (p. 40)**.

3. INTERNATIONAL STUDENT ADVISING

The International Office provides non-academic advising services to assist international students in adapting to campus life. International Student Advisors provide assistance related to immigration, and academic and cultural transition.

For further information, contact the International Office:

Office: SU060 (Students' Union Building)
Email: international.advice@uleth.ca
Phone: 403-329-2053
Fax: 403-382-7140

4. ENGLISH FOR ACADEMIC PURPOSES (EAP)

The University of Lethbridge English Language Institute (ELI) is responsible for the English for Academic Purposes program, a non-credit English as an Additional Language program.

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.

Details regarding the EAP program can be found within the **International** part of the **University of Lethbridge Undergraduate Calendar**.

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. For more information, please see **Admission, Conditional English Language Proficiency (p. 36)**.

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I. GENERAL PHILOSOPHY AND INFORMATION

The University of Lethbridge Library works to advance the scholarly research and creative endeavours of the University through information literacy instruction and information management support. It aims to develop, within the University Community, the skills required to discern the value, authority, relevance and significance of information retrieved to meet post-secondary educational outcomes. The Library promotes teaching excellence, research, information literacy, and research data management for undergraduate and graduate students, and for other members of the University Community. It achieves this through provision of rich and relevant collections, innovative technologies, exemplary assistance, quality instruction, and varied learning and study spaces.

Information literacy is integral to the four pillars of Liberal Education, and is a foundational background for discipline-specific and trans-disciplinary programming.

Library Contact and Hours

The Library's hours vary throughout the year. Please check the Library's website for current Library hours.

Email: gsd.library@uleth.ca
Phone: 403-329-2265
Web: www.ulethbridge.ca/lib/hours

Library Website

The University of Lethbridge Library website (www.ulethbridge.ca/lib) provides access to resources and services available both on and offcampus. These include access to the Library catalogue, electronic resources (indexes and databases, e-journals, e-books, etc.), a virtual tour, help guides, and electronic reference services. Off-campus access to licensed online resources is restricted to current University of Lethbridge students and staff.

2. SERVICES

a. Campus Services

The University of Lethbridge Library offers a variety of services to students. For further information on the services outlined here, please visit the Library's website.

1. Assistance

Library staff are available to assist students with research questions and to provide instruction in the effective use of information resources and the tools available to locate them. Staff are available in person at the Research Help Desk, by telephone, email, or via instant messaging (www.ulethbridge.ca/lib/Ask_Us). Tours of physical and virtual resources are offered at the beginning of the fall term or by special request.

2. Borrowing

Individuals with a valid University of Lethbridge Campus ID Card (including alumni) are entitled to borrow circulating materials from the Library. University of Lethbridge students are also able to obtain The Alberta Library (TAL) Card and a Council of Prairie and Pacific University Libraries (COPPUL) Card at no cost. The TAL Card provides borrowing privileges in more than 300 participating postsecondary and public libraries throughout Alberta, while the COPPUL Card provides reciprocal borrowing privileges in participating academic libraries across Canada.

Loan periods vary depending on the type of material borrowed as 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 details regarding borrowing policies and privileges, see library.ulethbridge.ca/borrowing.

3. Interlibrary Loans

Students may request that the Library obtain materials required for study and research that are not available at the University of Lethbridge Library. To learn about Interlibrary Loans, visit library.ulethbridge.ca/ILborrowing.

4. Media

A collection of equipment is available for loan and includes PC/Mac laptops, projectors, camcorders, audio recorders, etc. Note that some services are restricted to members of the University Community.

5. Study and Creative Facilities

The Library provides a variety of study spaces including bookable group workrooms (www.ulethbridge.ca/lib/booking), carrels, lounge seating, and tables. There is access to general-use computers equipped with a variety of creative and productivity software, and access to hardware and software to support the production of multimedia projects. Listening and viewing equipment is available for use with a variety of media types. Group workrooms are equipped with wall-mounted televisions for connecting to laptops. Copiers/printers/scanners are available on all three levels of the Library.

b. Liaison Librarians

Through a subject area liaison model, each academic subject area, including the School of Graduate Studies, is assigned a liaison librarian. Liaison librarians offer a wide range of instructional and research services, and are also responsible for collection development and management in their assigned subject area disciplines. Liaison librarians work with designated library representatives from each Faculty or School to facilitate communication with staff and students.

c. Scholarly Communications and Research Support

Librarians inform and support research at the University through consultation, programming, online resources and self-education via web resources in areas such as Open Access publishing, research data management, and scholarly research mobilization. Librarians provide support for the scholarly communications and research lifecycle, including grant-writing, data management, publishing, and understanding measures of research impact. The Library's Centre for the Study of Scholarly Communication (www.ulethbridge.ca/research/centres-institutes/centre-study-scholarly-communication) includes academic staff from the Library and Faculties/Schools, complementing the delivery of scholarly communication and research support.

d. University Copyright Advisor

The University Copyright Advisor office provides strategic direction, operational leadership, and copyright services to students and staff. The office offers:

- Advice on how best to maintain copyright compliance.
- Assistance in interpreting copyright legislation and licence agreements.
- Permissions clearance services for instructors and course packs.
- Timely updates on changes in the University's copyright environment.
- Workshops and educational sessions on copyright.

Current information on copyright issues, support and advice can be found at library.ulethbridge.ca/copyright.

3. INSTRUCTION

a. Credit Courses

The Library offers credit courses in Library Science (LBSC) and research methods at both the undergraduate and graduate levels.

b. Embedded Instruction

The Library offers instruction within a number of subject-specific credit courses. This embedded instruction may take the form of tutorials, labs, workshops, and guest lectures, and may or may not be a graded component of the course.

c. Additional Instructional Programming

The Library provides out-of-classroom opportunities to support graduate students, post-doctoral fellows, and other researchers in the changing information environment. Lectures, public presentations, workshops supporting opportunities for students to enhance their technological fluency, problem solving and creativity, and training sessions covering a variety of topics, including EndNote, current issues in scholarly communication, Open Access publishing, Research Data Management, measuring research impact, and more. Instruction is also available online through subject-specific research guides and e-learning modules (libguides.ulethbridge.ca).

4. COLLECTIONS

University of Lethbridge Library collections are selected and maintained based on an assessment of quality, relevance, and balance to support and strengthen teaching, learning, and research across campus. The Library provides access to educational materials in a variety of formats that support the University's academic and research programs.

a. Physical Collections

There are roughly 1.4 million physical items in the collection including books, journals, government publications, audiovisuals, maps, and microforms. Most of this collection is housed in a high-density stack area on Level 9, with current serials, newspapers, the reference collection, new additions to the collection, and a Lethbridge Public Library popular collection being housed on Level 10.

b. Digital Collections

The Library provides online access to scholarly journals in all disciplines, key reference and government information sources, images, streaming audio and video, and a growing collection of scholarly work published as Open Access. This also includes locally digitized collections of historical and cultural significance to southern Alberta.

1. Blackfoot Digital Library

Hosted by the University Library in partnership with Red Crow Community College, the Blackfoot Digital Library contains primary source materials related to the knowledge, language and history of the Blackfoot people. For more information, see www.blackfootdigitallibrary.com.

2. Institutional Repository

Theses, articles, and other research outputs produced by the University of Lethbridge academic community can be accessed electronically (opus.ulethbridge.ca). This interface also allows for graduate student submission of theses via an e-thesis system.

3. Numerical Data

The University Library is a member of the Data Liberation Initiative, which provides access to Statistics Canada's micro data collections. Other numerical data products the Library subscribes to include SDA@CHASS, Canadian Census Analyser and the Inter-University Consortium for Political and Social Research (ICPSR) Data Archive.

4. GIS and Spatial Data

The Library is a member of the GEODE Consortium, which provides enhanced access to digital mapping data pertaining to Alberta. It is also a participant in the DMTI Spatial Academic Consortium, which provides access to digital mapping products produced by DMTI Spatial.

c. Special Collections

The University of Lethbridge Library maintains special collections of rare and antiquarian books as well as a collection of local histories. Special collections are available for private research and reading within the Library as a non-circulating collection. Special collections are housed within University Archives.

d. Faculty of Education Curriculum Laboratory

The Curriculum Laboratory, located on Level 11, is a learning resource centre designed to support programs offered by the Faculty of Education. Multi-format materials relevant to the Alberta school curriculum are available for viewing and/or loan. Collections and facilities include group study spaces, Mac computers, a scanner, and other preview and materials preparation equipment. Circulating materials are signed out and returned at the Library's Services Desk. For more information visit www.ulethbridge.ca/education/currlab.

e. University Archives

University of Lethbridge Archives is responsible for the collection and preservation of official records which document the University's fulfillment of its teaching, research and public service. University Archives appraises, acquires, arranges, describes, preserves, and makes records available for teaching and research. For more information visit library.ulethbridge.ca/aschome.

5. POLICIES AND REGULATIONS

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 can be found within **Academic Regulations, Student Policies (p. 63)** and are available online at www.ulethbridge.ca/lib.

GRADUATE CERTIFICATE IN ADVANCED CLINICAL STUDY OF ADDICTION (G.C.A.C.S.A.)

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1. G.C.A.C.S.A. PROGRAM GRID**Certificate**

G.C.A.C.S.A.

Major

Not applicable

2. STATEMENT OF PURPOSE

The purpose of the Graduate Certificate in Advanced Clinical Study of Addiction (G.C.A.C.S.A.) program is to provide students with in-depth study on addictive processes and disorders. This part-time, online program provides study of the latest research in addiction and is appropriate for a diverse range of individuals in health and social services, program developers, policymakers, or researchers.

3. ADMISSION REQUIREMENTS

Applicants to the Graduate Certificate in Advanced Clinical Study of Addiction program are advised to refer to **Admission (p. 25)** for admission requirements and policies.

4. REQUIREMENTS FOR CERTIFICATE

The G.C.A.C.S.A. program consists of 12.0 credit hours of part-time study as outlined below.

a. Course Work

Advanced Clinical Study of Addiction 5000 - Addiction and Addictive Disorders

Advanced Clinical Study of Addiction 5004 - Social Ecology of Addiction

Advanced Clinical Study of Addiction 5006 - Biological Bases of Addiction

Advanced Clinical Study of Addiction 5008 - Cognitive Processes of Addiction

5. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.ca/ross/courses.

6. GENERAL REGULATIONS**a. Residence Requirements and Time Limits**

Residence is defined as courses taken at the University of Lethbridge. The minimum residence requirement for G.C.A.C.S.A. students is four course equivalents (12.0 credit hours).

Note: *Transfer credit will not be awarded to students admitted to the G.C.A.C.S.A. program.*

For G.C.A.C.S.A. students, the maximum time limit for certificate completion is 36 months continuous registration in the program. All courses specified by the relevant graduate program committee must be completed within the maximum time limit. Except with the written permission of the relevant graduate 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 relevant graduate 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 student being required to withdraw from the program.

b. Leave of Absence

See **Academic Regulations, Leave of Absence (p. 61)**.

c. 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 and in all qualifying courses, if any. A student who receives two grades below a 'B-' may be required to withdraw from the program. 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 relevant graduate program committee may be placed on probation; continued unsatisfactory performance may result in the student being required to withdraw from the program.

d. Appeals

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy – Academic Offences, and Student Discipline Policy – Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

e. Academic Offences and Discipline

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

f. Fees

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

7. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

8. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

GRADUATE CERTIFICATE IN EPIDEMIOLOGY AND BIostatISTICS (G.C.E.B.)

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1. G.C.E.B. PROGRAM GRID**Certificate**

G.C.E.B.

Major

Not applicable

2. STATEMENT OF PURPOSE

The purpose of the Graduate Certificate in Epidemiology and Biostatistics (G.C.E.B) program is to provide students with in-depth study of the latest research in public health.

Upon successful completion of the part-time G.C.E.B. program, eligible students may apply to have their courses laddered into the Public Health specialization in the Health Sciences major of the Master of Science program (see **General Regulations, p. 82**).

3. ADMISSION REQUIREMENTS

Applicants to the Graduate Certificate in Epidemiology and Biostatistics program are advised to refer to **Admission (p. 25)** for admission requirements and policies.

4. REQUIREMENTS FOR CERTIFICATE

The G.C.E.B. program consists of 12.0 credit hours of part-time study as outlined below.

a. Course Work

Public Health 5001 - Biostatistics I

Public Health 5003 - Advanced Epidemiology

Public Health 5500 - Biostatistics II

One of:

Public Health 5000 - Applied Public Health Research Methods

Public Health 5006 - Applied Infectious Diseases

5. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.ca/ross/courses.

6. GENERAL REGULATIONS**a. Laddering to Public Health Specialization in the Health Sciences Major of the M.Sc. program**

Students in the G.C.E.B. program interested in entering the Public Health Specialization in the Health Sciences major of the M.Sc. program should apply for admission by the appropriate deadline (see **Admission, p. 25**). Admission is contingent upon the student maintaining a minimum of 'B' (3.00 on the University of Lethbridge 4.00 scale) in all courses which are graded and which count toward the Certificate (see **Academic Standards, p. 82**).

b. Residence Requirements and Time Limits

Residence is defined as courses taken at the University of Lethbridge. The minimum residence requirement for G.C.E.B. students shall be four course equivalents (12.0 credit hours).

Note: Transfer credit will not be awarded to students admitted to the G.C.E.B. program.

For G.C.E.B. students, the maximum time limit for certificate completion shall be 36 months continuous registration in the program. All courses specified by the relevant graduate program committee must be completed within the maximum time limit. Except with the written permission of the relevant graduate 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 relevant graduate 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 student being required to withdraw from the program.

c. Leave of Absence

See **Academic Regulations, Leave of Absence (p. 61)**.

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 and in all qualifying courses, if any. A student who receives two grades below a 'B-' may be required to withdraw from the program. 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 relevant graduate program committee may be placed on probation; continued unsatisfactory performance may result in the student being required to withdraw from the program.

e. Appeals

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy – Academic Offences, and Student Discipline Policy – Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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. Program Fees

See **Fees, Important Dates and Fee Deadlines (p. 52)**.

7. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

8. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

GRADUATE CERTIFICATE IN HEALTH SERVICES MANAGEMENT (G.C.H.S.M.)

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I. G.C.H.S.M. PROGRAM GRID**Certificate**

G.C.H.S.M. (offered jointly by the Dhillon School of Business and the Faculty of Health Sciences)

2. CAMPUSES

The Dhillon School of Business and the Faculty of Health Sciences jointly offer and deliver the G.C.H.S.M. through the Calgary campus.

3. STATEMENT OF PURPOSE

The purpose of the Graduate Certificate in Health Services Management (G.C.H.S.M.) program is to provide basic management knowledge for practitioners and entry-level managers in the health sector. The focus is on providing students who already have a baccalaureate degree in a health discipline with the knowledge necessary to enter a management position in the Canadian healthcare system.

Upon successful completion of the G.C.H.S.M., eligible students may apply to have their courses laddered into the Master of Health Services Management Program.

The G.C.H.S.M. is a cohort-based, part-time program that is offered at the Calgary campus of the University of Lethbridge. The program will be delivered in a compressed, weekend format using a combination of blended learning techniques, distance delivery and residential (face-to-face) sessions. The delivery model allows students to attend school while continuing to work. This is a particularly important feature for students who must maintain practice credentials.

4. ADMISSION REQUIREMENTS

Applicants to the Graduate Certificate in Health Services Management (G.C.H.S.M.) are advised to refer to **Admission (p. 25)** for admission requirements and policies.

5. REQUIREMENTS FOR CERTIFICATE

The G.C.H.S.M. program consists of 15.0 credit hours of part-time study as outlined below.

a. Course Work

The required courses for the G.C.H.S.M. program are as follows:

Term 1 - Design Module (3.0 credit hours)

Health Services Management 5100 - Organization Design (3.0 credit hours), or
Health Services Management 5120 - Health Services Design (3.0 credit hours)

Term 2 - Leading and Bridging Module (3.0 credit hours)

Health Services Management 5300 - Leading People in Health Services (3.0 credit hours)

Term 3 - Financial Structures Module (3.0 credit hours)

Health Services Management 5200 - Accounting in Health Services (3.0 credit hours)

Term 4 - Political Environment Module (3.0 credit hours)

Health Services Management 5400 - Strategy, Power and Politics (1.5 credit hours), and
Health Services Management 5420 - The Art of Negotiating Relations and Conflict Management (1.5 credit hours)

Term 5 - Conceptualization Module (3.0 credit hours)

Health Services Management 5500 - Leading Meaningful Change in Health Services (3.0 credit hours)

6. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.ca/ross/courses.

7. GENERAL REGULATIONS**a. Transfer to Master of Health Services Management**

Students interested in transferring to the Master of Health Services Management (M.H.S.M.) program should contact the Dhillon School of Business Graduate Programs Office. Transfer is contingent upon the student maintaining a minimum of 'B' (3.00 on the University of Lethbridge 4.00 scale) in all courses which are graded and which count toward the certificate (see **Academic Standards, p. 87**).

b. Residence Requirements and Time Limits

Residence is defined as courses taken at the University of Lethbridge.

The minimum residence requirement for G.C.H.S.M. students shall be five course equivalents (15.0 credit hours).

For G.C.H.S.M. students, the maximum time limit for degree completion shall be 36 months continuous registration in the program. All courses specified by the Program Committee must be completed 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 student being required to withdraw from the program.

c. Leave of Absence

See **Academic Regulations, Leave of Absence (p. 61)**.

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 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 G.C.H.S.M. program are included in the calculation of the program GPA for graduation purposes. Transfer credit is not included in the GPA on the official academic 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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy – Academic Offences, and Student Discipline Policy – Non-Academic Offences (see **Academic Regulations, Student Policies**, p. 63).

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. Program Fees

Fees are charged on a program basis.

Note: *Tuition will not be reduced if students complete their programs earlier than the minimum time limit.*

A program fee shall be assessed for each 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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

8. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

9. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

GRADUATE CERTIFICATE IN PUBLIC HEALTH PROGRAM AND POLICY PLANNING AND EVALUATION (G.C.P.H.P.E.)

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1. G.C.P.H.P.E. PROGRAM GRID**Certificate**

G.C.P.H.P.E.

Major

Not applicable

2. STATEMENT OF PURPOSE

The purpose of the Graduate Certificate in Public Health Program and Policy Planning and Evaluation (G.C.P.H.P.E.) program is to provide students with in-depth study of the latest research in public health.

Upon successful completion of the part-time G.C.P.H.P.E. program, eligible students may apply to have their courses laddered into the Public Health specialization in the Health Sciences major of the Master of Science program (see **General Regulations, p. 90**).

3. ADMISSION REQUIREMENTS

Applicants to the Graduate Certificate in Public Health Program and Policy Planning and Evaluation program are advised to refer to **Admission (p. 25)** for admission requirements and policies.

4. REQUIREMENTS FOR CERTIFICATE

The G.C.P.H.P.E. program consists of 12.0 credit hours of part-time study as outlined below.

a. Course Work

Public Health 5000 - Applied Public Health Research Methods

Public Health 5002 - Advanced Program Planning, Implementation and Evaluation

Public Health 5005 - Advanced Public Health Policy and Ethics

One of:

Health Services Management 5430 - Health Systems with a Global Perspective

Public Health 5001 - Biostatistics I

Public Health 5004 - Qualitative and Mixed Methods Research

Public Health 5006 - Applied Infectious Diseases

5. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.ca/ross/courses.

6. GENERAL REGULATIONS**a. Laddering to Public Health Specialization in the Health Sciences Major of the M.Sc. program**

Students in the G.C.P.H.P.E. program interested in entering the Public Health Specialization in the Health Sciences major of the M.Sc. program should apply for admission by the appropriate deadline (see **Admission, p. 25**). Admission is contingent upon the student maintaining a minimum of 'B' (3.00 on the University of Lethbridge 4.00 scale) in all courses which are graded and which count toward the Certificate (see **Academic Standards, p. 90**).

b. Residence Requirements and Time Limits

Residence is defined as courses taken at the University of Lethbridge. The minimum residence requirement for G.C.P.H.P.E. students shall be four course equivalents (12.0 credit hours).

Note: *Transfer credit will not be awarded to students admitted to the G.C.E.B. program.*

For G.C.P.H.P.E. students, the maximum time limit for certificate completion shall be 36 months continuous registration in the program. All courses specified by the relevant graduate program committee must be completed within the maximum time limit. Except with the written permission of the relevant graduate 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 relevant graduate 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 student being required to withdraw from the program.

c. Leave of Absence

See **Academic Regulations, Leave of Absence (p. 61)**.

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 and in all qualifying courses, if any. A student who receives two grades below a 'B-' may be required to withdraw from the program. 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 relevant graduate program committee may be placed on probation; continued unsatisfactory performance may result in the student being required to withdraw from the program.

e. Appeals

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy – Academic Offences, and Student Discipline Policy – Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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. Program Fees

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

7. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

8. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

GRADUATE DIPLOMA IN ADDICTION AND MENTAL HEALTH PSYCHOTHERAPY (G.D.A.M.H.P.)

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I. G.D.A.M.H.P. PROGRAM GRID**Certificate**

G.D.A.M.H.P.

Major

Not applicable

2. STATEMENT OF PURPOSE

The purpose of the Graduate Diploma in Addiction and Mental Health Psychotherapy (G.D.A.M.H.P.) program is to prepare students for careers in psychotherapy with special emphasis on addiction and mental health.

3. ADMISSION REQUIREMENTS

Applicants to the Graduate Diploma in Addiction and Mental Health Psychotherapy program are advised to refer to **Admission (p. 25)** for admission requirements and policies.

4. REQUIREMENTS FOR CERTIFICATE

The G.D.A.M.H.P. program consists of 24.0 credit hours of part-time study as outlined below.

a. Course Work

Addiction and Mental Health Psychotherapy 5001 - Theories of Addiction and Mental Health Psychotherapy
 Addiction and Mental Health Psychotherapy 5003 - Methods of Inquiry in Addiction and Mental Health
 Addiction and Mental Health Psychotherapy 5005 - Therapeutic Skills in Addiction and Mental Health
 Addiction and Mental Health Psychotherapy 5007 - Ethics in Addiction and Mental Health Psychotherapy
 Addiction and Mental Health Psychotherapy 5009 - Therapeutic Interventions in Addiction and Mental Health
 Addiction and Mental Health Psychotherapy 5013 - Addiction and Mental Health Assessment

Two of:

Addiction and Mental Health Psychotherapy 5011 - Issues in Addiction and Mental Health Psychotherapy (Series)
 Addiction and Mental Health Psychotherapy 5015 - Practicum I
 Addiction and Mental Health Psychotherapy 5017 - Practicum II
 *Addiction and Mental Health Psychotherapy 5990 - Independent Study

**A maximum of one Independent Study may be taken to meet this requirement.*

5. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.ca/ross/courses.

6. GENERAL REGULATIONS**a. Residence Requirements and Time Limits**

Residence is defined as courses taken at the University of Lethbridge. The minimum residence requirement for G.D.A.M.H.P. students shall be eight course equivalents (24.0 credit hours).

Note: *Transfer credit will not be awarded to students admitted to the G.D.A.M.H.P. program.*

For G.D.A.M.H.P. students, the maximum time limit for diploma completion shall be 72 months continuous registration in the program. All courses specified by the relevant graduate program committee must be completed within the maximum time limit. Except with the written permission of the relevant graduate 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 relevant graduate 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 student being required to withdraw from the program.

b. Leave of Absence

See **Academic Regulations, Leave of Absence (p. 61)**.

c. 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 and in all qualifying courses, if any. A student who receives two grades below a 'B-' may be required to withdraw from the program. 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 relevant graduate program committee may be placed on probation; continued unsatisfactory performance may result in the student being required to withdraw from the program.

d. Appeals

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy – Academic Offences, and Student Discipline Policy – Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

e. Academic Offences and Discipline

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

f. Program Fees

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

7. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

8. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

MASTER OF ARTS (M.A.) PROGRAM

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I. M.A. PROGRAM GRID

Degree: M.A.

Majors delivered by the Faculty of Arts and Science

- Agricultural Studies
- Anthropology
- Archaeology
- Canadian Studies
- Cultural Resource Management
- Cultural, Social, and Political Thought
- Economics
- English
- French
- French/German
- French/Spanish
- Geography
- German
- History
- Indigenous Studies (formerly Native American Studies)
- Kinesiology
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Sociology
- Urban and Regional Studies
- Women and Gender Studies

Majors delivered by the Faculty of Education

- Education

Majors delivered by the Faculty of Fine Arts

- Art
- Dramatic Arts
- Music
- New Media

Majors that may be delivered by any Faculty or School

- Individualized Multidisciplinary

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

Applicants to the Master of Arts program are advised to refer to **Admission (p. 25)** for admission requirements and policies.

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:

I. Cultural Resource Management Major

Archaeology 5010 - Cultural Resource Management (3.0 credit hours)

Required Co-operative Education component:

Arts and Science 5011 - Co-op Work Experience I (0.0 credit hours)

2. 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 must be chosen in consultation with the supervisor. These courses may include independent study courses or other graduate courses offered in other Faculties/Schools or Departments on campus.

Credit earned towards a previous degree may not be used towards the master's degree. However, substitutions may be approved for courses deemed to be equivalent. Substitution requests must be submitted to the relevant master's program committee for approval consideration.

3. 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.

4. 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.

Students enrolled in the M.A. (Economics) must submit their initial Thesis Proposal within nine months of the start of their program and their final Thesis Proposal by the end of the third term of their program.

Thesis Proposal details are outlined in the *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies 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 (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.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; website: www.ulethbridge.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 successfully complete 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 academic 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, Non-Grade Designations**, p. 57). Where approval is granted by the Coordinator of Co-operative Education and the Dean of Graduate Studies, a 'WC' will be entered on the academic 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 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 (p. 61)**.

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 academic 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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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.

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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

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 School of Graduate Studies Policies and Procedures manual available at www.ulethbridge.ca/graduate-studies.

9. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

10. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

MASTER OF COUNSELLING (M.C.) PROGRAM

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I. 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

Applicants to the Master of Counselling program are advised to refer to **Admission (p. 25)** for admission requirements, policies and application deadlines.

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

Some possible examples for final projects include:

- Theoretical analysis or critique
- Synthesis and extension of scholarly literature
- Curriculum development

- Model development: assessment, intervention, consultation, etc.
- Case analyses of individuals, groups, or systems
- Needs assessment, program development, or program evaluation

Guidelines for completing the culminating activity are contained in the *School of Graduate Studies Policies and Procedures* manual, available from the Office of Graduate Studies and Research in the Faculty of Education or online at www.ulethbridge.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.

5. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.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.

- 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.
- The student treats clients, peers, counselling psychology agency personnel and faculty with dignity and respect and is considerate of their circumstances.
- The student acts in a responsible manner which includes being punctual, dependable, trustworthy, consistent and reliable.
- 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.
- The student demonstrates empathy for others by showing concern for and having an understanding of others' feelings and/or ideas.
- The student responds to feedback by listening to, evaluating, and responding to suggestions.
- 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.
- The student shows enthusiasm and initiative by being actively involved as a participant while encouraging the involvement and participation of others.
- The student shows maturity and sound judgment in accordance with the standards of professional conduct.
- The student demonstrates a commitment to counselling through interest in learning about the field of counselling psychology, consulting, questioning, reading and discussing.
- 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.
- 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.
- The student acts in a manner which maintains the honour and dignity of the profession and the University of Lethbridge.
- The student does not make representations on behalf of the Faculty of Education, the University of Lethbridge, the counselling psychology agency, or the profession.
- 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.ulethbridge.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. 43**) procedures. A waiver of residence requirement may be allowed for courses completed in this manner, subject to approval by the Associate Dean of Graduate Studies and Research (Faculty of Education).

c. Academic Standards

For all courses which count toward the M.C. degree students must receive a minimum grade of 'B-' (2.70 on the University of Lethbridge 4.00 scale) in courses which are graded and a designation of Pass ('P') in courses using Pass/Fail. A designation of a Pass ('P') for the Project requirement, and a minimum cumulative GPA of 3.00 for all letter-graded courses completed and included in GPA calculations, are required in order to graduate.

d. Appeals

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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 (p. 61)**.

g. Fees

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

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 Associate Dean of Graduate Studies and Research (Faculty of Education), and the Dean 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. Probation/Required Withdrawal

Students with unsatisfactory performance (see **Academic Standards, p. 106**) in the M.C. 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 M.C. program if the student fails to meet the **Standards Of Professional Conduct For Counselling Psychology Students (p. 105)**.

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 Associate 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. 105**). The Faculty of Education reserves the right to deny or terminate a placement in any practicum course to any student if the Dean 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, 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.ulethbridge.ca/graduate-studies or contact the Office of Graduation Studies and Research in the Faculty of Education at edu.masters@uleth.ca.

10. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

11. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

¹⁰⁶ Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

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

Master of Education (offered in the Faculty of Education)

Majors

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

Applicants to the Master of Education (General) program are advised to refer to **Admission (p. 25)** for admission requirements, policies and application deadlines.

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 Associate Dean of Graduate Studies and Research (Faculty of Education).

Guidelines for completing the culminating activity are contained in the *School of Graduate Studies Policies and Procedures* manual, available from the Office of Graduate Studies and Research in the Faculty of Education or online at www.ulethbridge.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 Associate 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. 43**) procedures. A waiver of residence requirement may be allowed for courses completed in this manner, subject to approval by the Associate Dean of Graduate Studies and Research (Faculty of Education).

2. Academic Standards

For all courses which count toward the M.Ed. degree students must receive a minimum grade of 'B-' (2.70 on the University of Lethbridge 4.00 scale) in courses which are graded and a designation of a Pass ('P') in courses using Pass/Fail. A designation of a Pass ('P') for the Thesis, Project or Capstone requirement, and a minimum cumulative GPA of 3.00 for all letter-graded courses completed and included in GPA calculation, are required in order to graduate.

3. Appeals

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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 the Faculty of Education section 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 (p. 61)**.

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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

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 Associate Dean of Graduate Studies and Research (Faculty of Education), and the Dean 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. 108**). 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.ulethbridge.ca/education/grad; email: 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 **Admission, Admission Routes and Academic Qualifications, p. 30**), 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 Associate 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 Associate 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, p. 25**) 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. 110**).

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 Associate 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

Students with unsatisfactory performance (see **Academic Standards, p. 109**) in the M.Ed. (General) 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 M.Ed. (General) program if the student fails to meet the Standards of Professional Conduct (see **Standards of Professional Conduct, p. 109**).

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 Associate 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. 109**). 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, 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 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.

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

Applicants to the Master of Education (Educational Leadership) program are advised to refer to **Admission (p. 25)** for admission requirements, policies, and application deadlines.

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 5638 - Aakaomianistsipoka - Supporting Application of Foundational Knowledge: FNMI
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 Associate Dean of Graduate Studies and Research (Faculty of Education).

Guidelines for completing the culminating activity are contained in the *School of Graduate Studies Policies and Procedures* manual, available from the Office of Graduate Studies and Research in the Faculty of Education or online at www.ulethbridge.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 Associate 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. 43**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, subject to approval by the Associate Dean of Graduate Studies and Research (Faculty of Education).

2. Academic Standards

For all courses which count toward the M.Ed. degree students must receive a minimum grade of 'B-' (2.70 on the University of Lethbridge 4.00 scale) in courses which are graded and a designation of a Pass ('P') in courses using Pass/Fail. A designation of a Pass ('P') for the Thesis, Project or Capstone requirement, and a minimum cumulative GPA of 3.00 for all letter-graded courses completed and included in GPA calculation, are required in order to graduate.

3. Appeals

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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 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 (p. 61)**.

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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

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 Associate Dean of Graduate Studies and Research (Faculty of Education), and the Dean 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. 111**). 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.ulethbridge.ca/education/grad; email: 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 **Admission, Admission Routes and Academic Qualifications, p. 30**), 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 Associate 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 Associate 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, p. 25**) 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. 114**).

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 Associate 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. Probation/Required Withdrawal

Students with unsatisfactory performance (see **Academic Standards, p. 113**) in the M.Ed. (Educational Leadership) 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 M.Ed. (Educational Leadership) program if the student fails to meet the Standards of Professional Conduct (see **Standards of Professional Conduct, p. 112**).

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 Associate 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. 112**). The Faculty of Education reserves the right to deny or terminate a placement in any practicum/internship course to any student if the Dean 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 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

Applicants to the Master of Education (Counselling Psychology) program are advised to refer to **Admission (p. 25)** for admission requirements, policies, and application deadlines.

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 Associate Dean of Graduate Studies and Research (Faculty of Education).

Guidelines for completing the culminating activity are contained in the *School of Graduate Studies Policies and Procedures* manual, available from the Office of Graduate Studies and Research in the Faculty of Education or online at www.ulethbridge.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 Associate 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 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.
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. 43**) procedures. A waiver of residence requirement may be allowed for courses completed in this manner, subject to approval by the Associate Dean of Graduate Studies and Research (Faculty of Education).

2. Academic Standards

For all courses which count toward the M.Ed. degree students must receive a minimum grade of 'B-' (2.70 on the University of Lethbridge 4.00 scale) in courses which are graded and a designation of a Pass ('P') in courses using Pass/Fail. A designation of a Pass ('P') for the Thesis, Project or Capstone requirement, and a minimum cumulative GPA of 3.00 for all letter-graded courses completed and included in GPA calculation, are required in order to graduate.

3. Appeals

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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 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 (p. 61)**.

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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

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 Associate Dean of Graduate Studies and Research (Faculty of Education), and the Dean 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. 115**). 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.ulethbridge.ca/education/grad; email: 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 **Admission, Admission Routes and Academic Qualifications, p. 30**), 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 Associate 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 Associate 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, p. 25**) 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. 118**).

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 Associate 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. Probation/Required Withdrawal

Students with unsatisfactory performance (see **Academic Standards, p. 117**) in the M.Ed. (Counselling Psychology) 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 M.Ed. (Counselling Psychology) program if the student fails to meet the Standards of Professional Conduct (see **Standards of Professional Conduct for Counselling Psychology Students, p. 116**).

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 Associate 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. 116**). The Faculty of Education reserves the right to deny or terminate a placement in any practicum course to any student if the Dean 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, 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 (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.ca/ross/courses.

6. GRADUATE ASSISTANTS

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

7. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

8. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

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

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I. 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, Drama, 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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.ca/graduate-studies.

4. ADMISSION REQUIREMENTS

Applicants to the Master of Fine Arts program are advised to refer to **Admission (p. 25)** for admission requirements, policies, and application deadlines.

a. Portfolio or Audition/Interview

Applicants will submit a portfolio and/or attend an audition/interview based on the requirements of their chosen major:

1. Art Major

Applicants submit a portfolio that effectively represents their body of work/research to date. Submission should include 20 digital still images or 10 images and one 5-minute video compilation. The 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:

- RGB or grayscale
- A maximum resolution of 1200 pixels
- In .jpg file format

Video files must be:

- In .mov, .mpg or .mpeg format
- Viewable with QuickTime, RealPlayer or VLC

2. Theatre and Dramatic Arts Major

Applicants 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.

3. New Media Major

Applicants submit a portfolio including representative samples of their most current work. Portfolio samples should be based on digital media in any individual areas enumerated below or any cross between these areas:

- 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)

An interview may be required.

4. Online Portfolio Submission

Applicants submit portfolios online along with their application.

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 Drama - 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 their 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, p. 122**).

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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.ca/graduate-studies.

An Examination Committee is appointed to conduct the Final Oral Examination in accordance with the procedures described in the *School of Graduate Studies Policies and Procedures* manual. Once the Thesis is final (i.e., assessed and corrected, if necessary), it must be submitted in electronic formats.

6. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.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. The maximum time limit for degree completion shall be three academic years. If needed, a graduate student may apply for an extension up to one academic year. All required courses and the 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 School of Graduate Studies' Dean 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 (p. 61)**.

d. Academic Standards

A student 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. 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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

8. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the School of Graduate Studies Policies and Procedures manual available at www.ulethbridge.ca/graduate-studies.

9. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

10. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

MASTER OF HEALTH SERVICES MANAGEMENT (M.H.S.M.)

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1. M.H.S.M. PROGRAM GRID

Degree

M.H.S.M. (offered jointly by the Dhillon School of Business and the Faculty of Health Sciences)

Major

Not Applicable

2. CAMPUSES

The Dhillon School of Business and the Faculty of Health Sciences jointly offer and deliver the M.H.S.M. on the Calgary campus.

3. STATEMENT OF PURPOSE

The Master of Health Services Management (M.H.S.M.) program is designed to provide interdisciplinary knowledge and experience for health care practitioners and entry-level managers in the health sector who wish to move into more senior positions. The focus is therefore on providing students with the knowledge necessary to become effective managers in the Canadian healthcare system. Development of applied research, critical thinking, and decision-making skills is embedded throughout the program, culminating with application in an integrated experience point project.

M.H.S.M. is a cohort-based, part-time program that is offered at the Calgary campus of the University of Lethbridge. The program will be delivered in a compressed, weekend format using a combination of blended learning techniques, distance delivery and residential (face-to-face) sessions. The delivery model allows students to attend graduate school while continuing to work. This is a particularly important feature for students who must maintain practice credentials.

The M.H.S.M. program prepares individuals to function effectively as managers/administrators in a wide range of public and private health care environments.

4. ADMISSION REQUIREMENTS

Applicants to the Master of Health Services Management program (M.H.S.M.) are advised to refer to **Admission (p. 25)** for admission requirements, policies, and application deadlines.

5. REQUIREMENTS FOR DEGREE

The M.H.S.M. program consists of 36.0 credit hours of part-time study and a culminating Integrated Experience Point Project as outlined below.

a. Course Work and Integrated Experience

The required courses for the M.H.S.M. program are as follows. The terms shown are the terms in which the courses will normally be offered, but are subject to change depending on instructor availability and other factors.

Term 1 - Design Module (6.0 credit hours)

Health Services Management 5100 - Organization Design (3.0 credit hours)
Health Services Management 5120 - Health Services Design (3.0 credit hours)

Term 2 - Leading and Bridging Module (6.0 credit hours)

Health Services Management 5300 - Leading People in Health Services (3.0 credit hours)
Health Services Management 5320 - Marketing in Health Services (3.0 credit hours)

Term 3 - Financial Structures Module (6.0 credit hours)

Health Services Management 5200 - Accounting in Health Services (3.0 credit hours)
Health Services Management 5220 - Finance in Health Services (3.0 credit hours)

Term 4 - Political Environment Module (6.0 credit hours)

Health Services Management 5400 - Strategy, Power and Politics (1.5 credit hours), and
Health Services Management 5420 - The Art of Negotiating Relations and Conflict Management (1.5 credit hours)
Health Services Management 5430 - Health Systems with a Global Perspective (3.0 credit hours)

Term 5 - Conceptualization Module (6.0 credit hours)

Health Services Management 5500 - Leading Meaningful Change in Health Services (3.0 credit hours)
Health Services Management 5520 - Service Quality Management (3.0 credit hours)

Note: The integrated experience requirement comprises a job shadowing experience in each of the five modules that is incorporated as part of one course in each module. The job shadowing consists of shadowing/observing an administrator or a manager working on the related course topics in a health organization, thus reinforcing the content of that course through field experience.

b. Culminating Activity

Health Services Management 6100 - Integrated Experience Point Project (6.0 credit hours)

The written project may be reflective, theoretical or applied. It must be relevant to the practice of health services management, and will demonstrate an in-depth knowledge and understanding of the five modules. The project will require that students utilize existing research (theoretical, empirical, or applied). It is a means for students to identify a challenge or opportunity in a health organization and integrate conceptual learning and critical thinking in a contextually meaningful fashion.

Students may elect to start the Integrated Experience Point Project while completing course work and then finish the culminating written project after completing all the required modules.

6. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.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 four years prior to the student's admission to the program.

Students who have completed the G.C.H.S.M. within the last three years, and who have been accepted to the M.H.S.M. may apply to have their G.C.H.S.M. courses credited towards the Master of Health Services Management Program. All courses considered for transfer credit must carry a grade of 'B' or higher and must have been completed no longer than four years prior to the student's admission to the program.

b. Residence Requirements and Time Limits

Residence is defined as courses taken at the University of Lethbridge.

The minimum residence requirement for M.H.S.M. students shall be seven (3.00 credit hours) course equivalents (21 credit hours) and the 6.0-credit-hour integrated project. The integrated project is not transferable.

For M.H.S.M. students, the maximum time limit for degree completion shall be 36 months continuous registration in the program. All courses specified by Program Committee must be completed and the Integrated Experience Point Project 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 student being required to withdraw from the program.

c. Leave of Absence

See **Academic Regulations, Leave of Absence (p. 61)**.

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 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.H.S.M. 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 academic 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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy – Academic Offences, and Student Discipline Policy – Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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. Program Fees

Fees are charged on a program basis.

Note: Tuition will not be reduced if students complete their programs earlier than the minimum time limit.

A program fee shall be assessed for each 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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

h. Required Documentation

The Masters in Health Services Management Program does not require immunizations or police checks (criminal record checks) for program admission. However, generally organizational hosts for job shadowing or other experiential opportunities that occur on the host's premises will require proof of immunizations and a police check. The organizational hosts typically require the Program to verify to the host that students have received whatever immunizations are required as well as confirm there are no criminal convictions. Students may choose not to provide immunization and police check information to the Program so that the Program can provide this verification but are then responsible for arranging their own job shadowing and any other required experiential opportunities.

The consequence of a prior criminal conviction on a student's status in the program will be examined and discussed on an individual basis. Please note that students with certain criminal convictions may be refused by agencies and organizations providing experiential opportunities. Should a job shadow/experiential opportunity placement be refused for any reason by an organization the Faculty does not guarantee an alternate placement and the student will be required to do a self initiated placement.

Students are required to inform the School of Graduate Studies if a change in their criminal record status has occurred while they are in the program and submit a new copy of their police check.

8. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

9. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

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 either a Performance Capstone or Thesis 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 music student in consultation with a faculty member from the Department of Music 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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.ca/graduate-studies.

4. ADMISSION REQUIREMENTS

Applicants to the Master of Music program are advised to refer to **Admission (p. 25)** for admission requirements, policies, and application deadlines.

a. Portfolio Submission

Applicants will submit 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 submit their portfolios online along with their application.

b. Audition

Following review of the completed application, 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 applicants' proficiency in Music Theory, Musicianship Skills, and Music History. Applicants are considered on a case-by-case basis.

5. REQUIREMENTS FOR DEGREE

The total credit hours for the M.Mus. program is 54.0 credit hours.

a. Course Work (27.0 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)

Three courses (9.0 credit hours) chosen from offerings of:

Music 5000 - Musicology Seminar (Series) (3.0 credit hours)

Music 5010 - Music Theory Seminar (Series) (3.0 credit hours)

Approved graduate level course in Music (3.0 credit hours)

Students will complete three courses from the following based on whether they intend to culminate the degree with the Performance Capstone (Studio) or Thesis (Research):

One of:

Music 5740 - Research Project I (3.0 credit hours)

Music 5748 - Graduate Studio I (3.0 credit hours)

One of:

Music 5750 - Research Project II (3.0 credit hours)

Music 5758 - Graduate Studio II (3.0 credit hours)

One of:

Music 5840 - Research Project III (3.0 credit hours)

Music 5848 - Graduate Studio III (3.0 credit hours)

Electives:

A minimum of 6.0 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 - Voice (3.0 credit hours)
 Music 5451 - Collaborative Piano - 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 their supervisor, tailor the course work to the needs of the student, with approval from the Program Committee.*

b. Performance Capstone

Students emphasizing Studio Performance will complete the Performance Capstone.

During the final term of the M.Mus. program, students must perform a lecture recital. The topic of this lecture recital 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 typically 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, 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 will be accompanied by a support paper which is a more formal version of the material presented at the lecture. The lecture recital and support paper will be defended in the Defence/Oral Examination of the Performance Capstone.

Music 6001 - Performance Capstone (27.0 credit hours)

c. Thesis

Students emphasizing Research will culminate their program with a Thesis.

A Thesis Proposal must be submitted to the Program Committee for approval by no later than June 30th of the first year of the program. The format and direction of the Thesis must be determined by the student in consultation with the supervisor. Specific elements may vary depending on the proposed Thesis. The proposed 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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.ca/graduate-studies.

When complete, the candidate must defend the Thesis in an oral examination (see **Defence/Oral Examination of Performance Capstone or Thesis, p. 131**).

Music 6002 - Thesis (27.0 credit hours)

d. Defence/Oral Examination of Performance Capstone or Thesis

Once the supervisor approves the Performance Capstone or Thesis, the Defence/Oral Examination is scheduled by the supervisor.

An Examination Committee is appointed to conduct the final Defence/Oral Examination of Performance Capstone or Thesis in accordance with the procedures described in the *School of Graduate Studies Policies and Procedures* manual.

6. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.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. The maximum time limit for degree completion shall be three academic years. If needed, a graduate student may apply for an extension up to one academic year. All required courses, including the Performance Capstone or 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 School of Graduate Studies' Dean 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 (p. 61)**.

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.Mus. 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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

8. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the School of Graduate Studies Policies and Procedures manual available at www.ulethbridge.ca/graduate-studies.

9. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

10. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

MASTER OF NURSING (M.N.) PROGRAMS

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I. 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

Applicants to the Master of Nursing (M.N.) program are advised to refer to **Admission (p. 25)** for admission requirements, policies, and application deadlines.

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. Core Courses (15.0 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)

b. Courses Required for Specific Culminating Activity

Student may choose either a Thesis or Project option.

1. Project Option (9.0 credit hours)

Health Sciences 5510 - Program Planning and Evaluation

Nursing 5170 - Teaching and Learning in Nursing (3.0 credit hours)

Nursing 5180 - Concepts and Innovations in Nursing Practice (3.0 credit hours)

Note: 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 (3.0 credit hours)

Research methods elective (3.0 credit hours)

c. Culminating Activity**1. Project Option (9.0 credit hours)**

Nursing 5150 - Project Development Seminar (3.0 credit hours)

Nursing 6002 - Final Project (6.0 credit hours)

2. Thesis Option (15.0 credit hours)

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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies 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 (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.ca/ross/courses.

6. GENERAL REGULATIONS

a. Credit for Previous Work

With the permission of the Program Committee in each case, a maximum of two 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 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 courses completed at the University of Lethbridge. A minimum of nine courses (27.0 credit hours) is required. 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 (p. 61)**.

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 academic 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, p. 55**). 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 (p. 135)**.

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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

i. Fees

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

j. 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 School of Graduate Studies Policies and Procedures manual available at www.ulethbridge.ca/graduate-studies.

8. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

9. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

MASTER OF SCIENCE (M.SC.) PROGRAM

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I. M.SC. PROGRAM GRID

Degree: M.Sc.

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
- Neuroscience
- Physics
- Psychology
- Remote Sensing

Majors delivered by the Faculty of Health Sciences

- Addictions Counselling
- Health Sciences
Specialization: Public Health
- Nursing

Majors that may be delivered by any Faculty or School

- Individualized Multidisciplinary

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/Schools.

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

Because of the nature of the M.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**

Applicants to the Master of Science (all majors delivered by the Faculty of Arts and Science) program are advised to refer to **Admission (p. 25)** for admission requirements, policies, and application deadlines.

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.

I. **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. Neuroscience Major
 - Neuroscience 5901 - Neuroscience Research Dialogues I (0.75 credit hours)
 - Neuroscience 5902 - Neuroscience Research Dialogues II (0.75 credit hours)
 - Neuroscience 5903 - Neuroscience Research Dialogues III (0.75 credit hours)
 - Neuroscience 5904 - Neuroscience Research Dialogues IV (0.75 credit hours)
- g. 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

Students 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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies 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 or Schools.

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

Because of the nature of the M.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

Applicants to the Master of Science (all majors offered by the Faculty of Health Sciences) program are advised to refer to **Admission (p. 25)** for admission requirements, policies, and application deadlines.

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, a minimum of four graduate term courses or equivalent (12.0 credit hours) are required, as listed below:

Health Sciences 5100 - Research Methods

One of:

Health Sciences 5300 - Advanced Statistics

Health Sciences 5400 - Advanced Qualitative Analysis

Two additional graduate term courses or equivalent (6.0 credit hours), which should be selected in consultation with the student's supervisor.

If deemed appropriate, in addition to the required four graduate term courses, students may take up to two additional courses at either the graduate or senior undergraduate level or equivalent (6.0 credit hours). These additional courses should be selected in consultation with the student's supervisor.

Specializations have specific program requirements, as listed below:

a. Requirements for Health Sciences major with Public Health specialization

Public Health 5000 - Applied Public Health Research Methods

Public Health 5001 - Biostatistics I

Public Health 5002 - Advanced Program Planning, Implementation and Evaluation

Public Health 5003 - Advanced Epidemiology

Two of:

Public Health 5004 - Qualitative and Mixed Methods Research

Public Health 5005 - Advanced Public Health Policy and Ethics

Public Health 5006 - Applied Infectious Diseases

Public Health 5500 - Biostatistics II

Writing 5850 - Essentials for Scholarly Communication

Public Health 5501 - Advanced Public Health Practicum

Health Services Management 5430 - Health Systems with a Global Perspective

Additional courses should be selected in consultation with the student's supervisor.

2. Health Sciences 6000 - Master's 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.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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies 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 (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.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 Career Bridge office (AH151; tel. 403-382-7154; email: career.bridge@uleth.ca; website: www.ulethbridge.ca/career-bridge).

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. 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 Career Bridge 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 academic 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, Non-Grade Designations, p. 57**). Where approval is granted by the Coordinator of Co-operative Education and the Dean of Graduate Studies, a 'WC' will be entered on the academic 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, 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 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 (p. 61)**.

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.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 academic 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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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.

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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

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 School of Graduate Studies Policies and Procedures manual available at www.ulethbridge.ca/graduate-studies.

8. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

9. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

MASTER OF SCIENCE (MANAGEMENT) PROGRAMS

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1. M.Sc. (MGT.) PROGRAM GRID**Degree**

M.Sc. (Mgt.) (offered in the Dhillon School of Business)

Majors

Accounting

Finance

Human Resource Management and Labour Relations

Information Systems

International Management

Marketing

Policy and Strategy

2. CAMPUSES

The Dhillon School of Business offers the M.Sc. (Mgt.) program on two campuses: Lethbridge and Calgary.

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, course work and workshops, and culminates in a significant Master's Thesis with oral defence. 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.

Not all majors may be offered every year.

Students may complete their degrees in either a full- or part- time capacity.

4. ADMISSION REQUIREMENTS

Applicants to the Master of Science (Management) program are advised to refer to **Admission (p. 25)** for admission requirements, policies and application deadlines.

Standardized Graduate Achievement Test

A minimum GMAT (Graduate Management Admissions Test) score of 550 and a 4.0 on the Analytical Writing portion is required. Applicants are strongly encouraged to provide GMAT results upon application. 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.

GMAT Waiver Requests: GMAT waivers are requested upon application and considered on a case-by-case basis in the following circumstances:

- a. Students with an excellent academic record may qualify for a Special Case GMAT Waiver. Students qualifying for a Special Case GMAT Waiver must:
 1. 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. Degree must be awarded from an external accredited (AACSB, EQUIS or EMBA) to qualify.
 2. Have a minimum GPA of 3.70 or equivalent (based on the University of Lethbridge 4.00 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 completed graduate (Master's) degree from an external accredited (AACSB, EQUIS or EMBA) institution.

Securing a GMAT Waiver does not guarantee admission to the M.Sc. (Mgt.) program.

Note: Changes for the 2022/2023 academic year.

GMAT requirements will change for the 2022/2023 academic year.

- A minimum GMAT score of 600 on the Analytical Writing portion is required. All bands must be in the 50th percentile or higher.

5. REQUIREMENTS FOR DEGREE

The M.Sc. (Mgt.) consists of 36.0 credit hours of full-time study involving an orientation, course work, research and career oriented workshops, a Thesis and Oral Thesis Defence. At the time of application, students are required to declare an approved Management major.

a. Course Work (21.0 credit hours)

Management 5100 - Orientation, Research and Skill Development (0.0 credit hours)

Management 5130 - Ways of Knowing (1.5 credit hours)

Management 5140 - Academic Literature Review (1.5 credit hours)

Management 5150 - Research Methods in Management (3.0 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 OR
 Management 5230 - Major Seminar III (3.0 credit hours) if required by the supervising area OR
 Writing 5850A - Essentials for Scholarly Communication (3.0 credit hours)
 Management 5170 - Data Management and Statistical Techniques I (1.5 credit hours)
 Management 5175 - Data Management and Statistical Techniques II (1.5 credit hours)
 Management 5200 - Major Seminar I (Series) (3.0 credit hours)
 Management 5225 - Major Seminar II (Series) (3.0 credit hours)
 Management 5300 - Thesis Proposal Development (3.0 credit hours)

b. 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 the area of specialization. The Thesis must be a written document of publishable quality and reflect a substantive contribution to knowledge. The Thesis must also be defended in an oral examination. Details concerning the Supervisory Committee for the Thesis, the Thesis Examination Committee, the oral defense, assessment of the thesis and the oral defense, and final approval procedures are provided in the School of Graduate Studies Policies and Procedures document.

6. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.ca/ross/courses.

7. CO-OPERATIVE EDUCATION/INTERNSHIP OPTION

The Co-operative Education/Internship Option is available to students for the M.Sc. (Mgt.) 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 Career Bridge office (AH151; tel. 403-394-3935; email: career.bridge@uleth.ca; website: www.ulethbridge.ca/dhillon/student-experience/co-operative-education).

a. Admission

Students may be accepted into the Co-op Option in the second term of their graduate program. Students are therefore encouraged to contact the Career Bridge as soon as possible upon admission into their graduate program.

The criteria for admission include:

1. Admission to a M.Sc. (Mgt.) program
2. GPA and academic standing
3. A resume and application form
4. A personal interview
5. Approval of the student's supervisor, in consultation with the Management Graduate Programs Office and the Career Bridge.

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. (Mgt.) 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:

Management 5011 - Co-op Work Experience I
 Management 5012 - Co-op Work Experience II

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

Management 5013 - Co-op Work Experience III
 Management 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 academic 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, Non-Grade Designations, p. 57**). Where approval is granted by the Coordinator of Co-operative Education and the Director of the Dhillon School of Business Graduate Programs, a 'WC' will be entered on the academic 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. (Mgt.) program may not transfer Co-op terms from other institutions.

8. 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 20 months continuous registration in the program. For part-time students, the maximum time limit for degree completion shall be 40 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 (p. 61)**.

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 academic 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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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.

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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

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 **Requirements for Degree, p. 144**). 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. 43**).

Contact the Dhillon School of Business Graduate Programs Office (phone: 403-380-1819; email: dhillon.msc@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).

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.

9. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the School of Graduate Studies Policies and Procedures manual available at www.ulethbridge.ca/graduate-studies.

10. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

11. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

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.

<p>Major Biomolecular Science</p> <p>Concentrations</p> <ul style="list-style-type: none"> Biochemistry Bioinformatics Biophysics Biotechnology Molecular and cellular biology Molecular genetics and development Structural biology <p>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.</p>	<p>Major Evolution and Behaviour</p> <p>Concentrations</p> <ul style="list-style-type: none"> Animal behaviour Behavioural ecology Ethology and comparative psychology Evolution and cognition Evolutionary ecology Evolutionary psychology Language development Sexuality <p>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.</p>
<p>Major Biosystems and Biodiversity</p> <p>Concentrations</p> <ul style="list-style-type: none"> Biogeography Ecology Environmental science Evolutionary biology Global change Physiology Resource ecology Systematics Water resource policy and management <p>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.</p>	<p>Major Neuroscience</p> <p>Concentrations</p> <ul style="list-style-type: none"> Behavioural neuroscience Cell and molecular neuroscience Cognitive neuroscience Computational neuroscience Neuroimaging Neuropsychology <p>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.</p>
<p>Major Cultural, Social, and Political Thought</p> <p>Concentrations N/A</p> <p>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.</p>	<p>Major Population Studies in Health</p> <p>Concentrations</p> <ul style="list-style-type: none"> 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 <p>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.</p>
<p>Major Earth, Space, and Physical Science</p> <p>Concentrations</p> <ul style="list-style-type: none"> 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 <p>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.</p>	<p>Major Theoretical and Computational Science</p> <p>Concentrations</p> <ul style="list-style-type: none"> Applied mathematics Bioinformatics Biophysics Computational and theoretical chemistry Computer science Geophysics Mathematical biology Nanoscience Pure mathematics Statistics Theoretical physics <p>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.</p>
<p>Major Education</p> <p>Concentrations</p> <ul style="list-style-type: none"> Counselling Psychology Formal and Distributive Leadership Learning, Teaching, and Curriculum <p>The Ph.D. in Education is delivered by the Faculty of Education.</p>	

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. 150**). 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.ulethbridge.ca/graduate-studies.

The Ph.D. program is administered centrally by the School of Graduate Studies rather than by individual departments or Faculties/Schools.

b. Admission Requirements, Application Deadlines and Processes

Applicants to the Doctor of Philosophy (all majors except Education) program are advised to refer to **Admission (p. 25)** for admission requirements, policies and application deadlines.

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

Note: *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

Note: *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

Note: *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/Schools/Departments on campus.

Credit earned towards a previous degree may not be used towards the doctoral degree. However, substitutions may be approved for courses deemed to be equivalent. Substitution requests must be submitted to the relevant doctoral program committee for approval consideration.

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.

e. Neuroscience

Neuroscience 7901 - Neuroscience Research Dialogues I (0.75 credit hours)

Neuroscience 7902 - Neuroscience Research Dialogues II (0.75 credit hours)

Neuroscience 7903 - Neuroscience Research Dialogues III (0.75 credit hours)

Neuroscience 7904 - Neuroscience Research Dialogues IV (0.75 credit hours)

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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.ca/graduate-studies). In cases where there are approved major-specific, Department-specific, or Faculty/School-specific comprehensive examination guidelines for the Department or Faculty/School of the supervisor or primary co-supervisor, then the supervisory committee will normally set the comprehensive examination in accordance with major-, Department- or Faculty/School-specific guidelines. All Ph.D. students registered in the Cultural, Social, and Political Thought (CSPT) major must successfully complete the comprehensive examination after obtaining the required 9.0 credits of core CSPT coursework.

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.

Students enrolled in the Ph.D. (Cultural, Social, and Political Thought) must submit their Thesis Proposal within 24 months after registration in the first term.

In some majors/programs, the Comprehensive Examination will take place before the Thesis Proposal. Both the Comprehensive Examination and the Thesis Proposal would normally be completed within 24 months.

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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 *School of Graduate Studies Policies and Procedures* manual available at www.ulethbridge.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 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 (p. 61)**.

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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

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

Applicants to the Doctor of Philosophy (Education) program are advised to refer to **Admission (p. 25)** for admission requirements, policies, and application deadlines.

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 *School of Graduate Studies Policies and Procedures* manual available from the Faculty of Education, Graduate Studies and Research in Education or online at www.ulethbridge.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 Associate 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 *School of Graduate Studies Policies and Procedures* manual, available from the Faculty of Education, Graduate Studies and Research in Education or online at www.ulethbridge.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 *School of Graduate Studies Policies and Procedures* manual, available from the Faculty of Education, Graduate Studies and Research in Education or online at www.ulethbridge.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 (p. 61)**.

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, p. 125) 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. 154**).

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 Associate 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. 154**). 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, 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, 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

Students should consult the full description of the University policies on Program Appeals, Appeal of Grade, Student Discipline Policy - Academic Offences, and Student Discipline Policy - Non-Academic Offences (see **Academic Regulations, Student Policies, p. 63**).

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.

View Fee Schedules online at www.ulethbridge.ca/financial-services/fee-schedules.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines (p. 52)**.

4. COURSES

See **Course Catalogue (p. 157)**.

A listing of all University of Lethbridge courses is available online at www.ulethbridge.ca/ross/courses.

5. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the School of Graduate Studies Policies and Procedures manual available at www.ulethbridge.ca/graduate-studies.

6. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see www.ulethbridge.ca/graduate-studies or contact the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

7. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships (p. 195)**.

Additional information regarding awards and scholarships is available at www.ulethbridge.ca/graduate-studies or by contacting the Graduate Studies Awards Advisor at sgs.awards@uleth.ca.

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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:

BMOL	Biomolecular Science
BSBD	Biosystems and Biodiversity
ESPS	Earth, Space, and Physical Science
EVBH	Evolution and Behaviour
POSH	Population Studies in Health
TCSC	Theoretical and Computational Science

2. WHERE TO GET MORE INFORMATION

Students may obtain information about the content of a specific course by inquiring at the academic unit - department, Faculty, or School - 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.ulethbridge.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. 159**).

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. 159**).

5000 - 5998

Master's-level courses taken after admission to a graduate program and available to other students only with Faculty/School permission.

6000 - 6045, 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, 7980-85

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. 19)** 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 (3.0) 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).

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. 59**).

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. 59**).

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.ulethbridge.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. 158**).

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. 59)**.

Special regulations apply to Topics and Series courses (see **Series, p. 159** and **Topics, p. 159**).

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 per term. 'Contact hours per week' are regularly scheduled weekly meeting times, while 'Other hours per term' are meeting times that are scheduled at irregular times over the term.

Contact hours per week: 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 per term: 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), Mutual Exclusion(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.

Some courses cannot be taken in conjunction with another course or if the other course has previously been successfully passed as indicated by the mutual exclusion(s). Students who are registered in or have previously passed a course listed as mutually exclusive may apply for a waiver to register 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, mutual exclusions, 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. 59).

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. 55)**. The standard grading mode employed by instructors is a letter grade; the alternative grading mode is Pass/Fail.

5. TIMETABLE

The timetable is a list of all courses scheduled in an academic term, both courses taught face-to-face as well as online. The timetable is published prior to registration opening so that students can learn more about courses being offered and plan their registration. The timetable includes information about when and where a course takes place, who is teaching the course, and other pertinent information about the course offering, such as special registration instructions or unique prerequisites. Access the timetable online (www.ulethbridge.ca/ross/timetable) or log into the Bridge Student Menu to look up and register in courses (bridge.ulethbridge.ca).

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

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 GPA).

When a student must complete two or more prerequisites, items are separated by 'AND'

Prerequisite(s): Nursing 5110 AND
Nursing 5130 AND
Nursing 5140

Corequisite(s): Nursing 5160

In this example, three prerequisites and one corequisite must be met to register in the course.

To meet the prerequisites, students must have completed Nursing 5110, Nursing 5130, AND Nursing 5140.

To meet the corequisite, students must complete or have previously completed Nursing 5160.

When a student may satisfy the prerequisite(s)/corequisite(s) by alternate methods, the alternatives are normally separated by 'OR'

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.

SUBJECT 9999

Course Title

Credit hours: 3.00

Contact hours per week: a-b-c

Other hours per term: d-e-f

This is the Course Description.

Prerequisite(s): Preliminary requirement which must be met or waived before course can be taken.

Corequisite(s): Requirement 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.

Mutually Exclusive:

Students who are currently registered or who have earned a minimum passing grade in one of the mutually exclusive courses may not subsequently register in a section of another course with which it is mutually exclusive.

Equivalent: Indicates courses that can be substituted, one for the other, to meet any specified course requirement.

Substantially Similar:

Indicates courses that 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.

Grading: Indicates what type of grade will be awarded as defined in Academic Regulations (p. 51).

Lib Ed Req: Course designation used for the purposes of meeting the Liberal Education List Requirement (p. 79).

Note: Additional information related specifically to the course not covered elsewhere in the description.

Contact hours per week: 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 per term: 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)

For additional information regarding each element of a Course Description see **Course Elements (p. 159)**.

**Addiction and Mental Health
Psychotherapy (AMHP)
Faculty of Health Sciences**

**ADDICTION AND MENTAL
HEALTH PSYCHOTHERAPY 5001
Theories of Addiction and Mental
Health Psychotherapy**

Credit hours: 3.00

Contact hours per week: 3-0-0

This course will review contemporary theories and approaches in psychotherapy with special emphasis on addiction and mental health issues. Students will integrate and critically appraise these theories in developing their approaches to therapy.

Prerequisite(s): Admission to the Addiction and Mental Health Psychotherapy diploma program

**ADDICTION AND MENTAL
HEALTH PSYCHOTHERAPY 5003
Methods of Inquiry in Addiction and
Mental Health**

Credit hours: 3.00

Contact hours per week: 3-0-0

This course is a critical appraisal of research design, analytical methods, and use of research in addiction and mental health. Issues such as data collection and sampling, qualitative and quantitative approaches, and interpretation of data will be discussed.

Prerequisite(s): Admission to the Addiction and Mental Health Psychotherapy diploma program

**ADDICTION AND MENTAL
HEALTH PSYCHOTHERAPY 5005
Therapeutic Skills in Addiction and
Mental Health**

Credit hours: 3.00

Contact hours per week: 3-3-0

Through this course students will develop the therapeutic skills needed in developing relationships within the psychotherapeutic context. Special emphasis is placed on addiction and mental health factors as they relate to developing and maintaining the therapeutic relationship.

Prerequisite(s): Admission to the Addiction and Mental Health Psychotherapy diploma program

**ADDICTION AND MENTAL
HEALTH PSYCHOTHERAPY 5007
Ethics in Addiction and Mental
Health Psychotherapy**

Credit hours: 3.00

Contact hours per week: 3-0-0

This course will discuss ethical issues in psychotherapy including informed consent, confidentiality, professional boundaries, limits of competence, record-keeping, and jurisprudence. In addition, professional standards and guidelines, and ethical decision-making will be addressed.

Prerequisite(s): Admission to the Addiction and Mental Health Psychotherapy diploma program

**ADDICTION AND MENTAL
HEALTH PSYCHOTHERAPY 5009
Therapeutic Interventions in
Addiction and Mental Health**

Credit hours: 3.00

Contact hours per week: 3-3-0

The course will address psychotherapeutic treatment for populations with addiction and mental health issues. Intervention practices and techniques are integrated into contemporary theories of addiction and mental health. Issues such as intervention planning and evaluation are discussed.

*Prerequisite(s): Addiction and Mental Health Psychotherapy 5001 AND
Addiction and Mental Health Psychotherapy 5005*

**ADDICTION AND MENTAL
HEALTH PSYCHOTHERAPY 5011
Issues in Addiction and Mental Health
Psychotherapy (Series)**

Credit hours: 3.00

Contact hours per week: 3-0-0

In-depth study of issues facing individuals with addiction and mental health problems relevant to psychotherapy.

Prerequisite(s): Completion of a baccalaureate degree

Equivalent: Health Sciences 4011

**ADDICTION AND MENTAL
HEALTH PSYCHOTHERAPY 5013
Addiction and Mental Health
Assessment**

Credit hours: 3.00

Contact hours per week: 3-0-0

The course addresses theory and techniques for the measurement of characteristics of individuals with addiction and mental health issues. Students will develop an integrated approach to assessment through development of psychometric theory and concepts, assessment interviews, and use of diagnostic classification systems.

*Prerequisite(s): Addiction and Mental Health Psychotherapy 5001 AND
Addiction and Mental Health Psychotherapy 5005*

**ADDICTION AND MENTAL
HEALTH PSYCHOTHERAPY 5015
Practicum I**

Credit hours: 3.00

Contact hours per week: 0-0-0

Other hours per term: 0-0-150

Students participate in the practice of psychotherapy in a field work setting under the supervision of a qualified professional.

*Prerequisite(s): Addiction and Mental Health Psychotherapy 5001 AND
Addiction and Mental Health Psychotherapy 5005 AND
Addiction and Mental Health Psychotherapy 5007*

**ADDICTION AND MENTAL
HEALTH PSYCHOTHERAPY 5017
Practicum II**

Credit hours: 3.00

Contact hours per week: 0-0-0

Other hours per term: 0-0-150

Students participate in the practice of psychotherapy in a field work setting under the supervision of a qualified professional.

Prerequisite(s): Addiction and Mental Health Psychotherapy 5015

Advanced Clinical Study of Addiction (ACSA)

Faculty of Health Sciences

ADVANCED CLINICAL STUDY OF ADDICTION 5000

Addiction and Addictive Disorders

Credit hours: 3.00

Contact hours per week: 3-0-0

This course will evaluate contemporary theories of addiction and describe a range of addictive disorders. Etiology, development, and risk factors associated with addiction and addictive disorders will be discussed.

Prerequisite(s): Completion of a baccalaureate degree

ADVANCED CLINICAL STUDY OF ADDICTION 5004

Social Ecology of Addiction

Credit hours: 3.00

Contact hours per week: 3-0-0

An in-depth exploration of the varying influences that lead to the development of addictions and addictive disorders. Influences to be explored are those at the individual level (including variables such as gender, age, sexual orientation and ability); the micro-systemic level (including structures that impact most directly on the individual such as family, schooling, peers and health services); the macro-systemic level (including the impact of cultural factors such as socio-economic status, poverty, ethnicity and oppression); and the chrono-system, which includes significant transitions and life events (such as marriage, divorce, and exposure to traumatic events). Students will consider the interaction of each of these systems on a person and think critically about how addiction develops within these interactions and how to approach prevention of addiction.

Prerequisite(s): Completion of a baccalaureate degree

ADVANCED CLINICAL STUDY OF ADDICTION 5006

Biological Bases of Addiction

Credit hours: 3.00

Contact hours per week: 3-0-0

This advanced course on the biological bases of addiction examines how the brain and the body respond to and are affected by the consumption of addictive substances. This course covers recent behavioural, molecular, genetic, pharmacological, and neuro-imaging addiction research across the lifespan.

Prerequisite(s): Completion of a baccalaureate degree

ADVANCED CLINICAL STUDY OF ADDICTION 5008

Cognitive Processes of Addiction

Credit hours: 3.00

Contact hours per week: 3-0-0

This advanced survey course examines how various aspects of cognitive science (i.e., the scientific investigations of sensation, perception, attention, and memory), implicit and explicit motivations, and principles of learning interact as they relate to addiction. Sociocultural factors associated with cognition, emotional expression, and learning will also be investigated.

Prerequisite(s): Completion of a baccalaureate degree

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

Grading: Pass/Fail

Note: This course cannot be used to satisfy degree requirements.

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

Grading: Pass/Fail

Note: This course cannot be used to satisfy degree requirements.

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

Grading: Pass/Fail

Note: This course cannot be used to satisfy degree requirements.

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

Grading: Pass/Fail

Note: This course cannot be used to satisfy degree requirements.

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

*Grading: Pass/Fail***Note:** This course cannot be used to satisfy degree requirements.**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

*Grading: Pass/Fail***Note:** This course cannot be used to satisfy degree requirements.**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

*Grading: Pass/Fail***Note:** This course cannot be used to satisfy degree requirements.**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

*Grading: Pass/Fail***Note:** This course cannot be used to satisfy degree requirements.**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.

Equivalent: program with a major in Art History/Museum Studies 5150 (prior to 2016/2017)

Arts and Science (ASCI) Faculty of Arts and Science

ARTS AND SCIENCE 501 I

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 M.A. or M.Sc. 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 501 I

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

Biochemistry (BCHM) Faculty of Arts and Science

BIOCHEMISTRY 5400/

NEUROSCIENCE 5400

Essential Bioinformatics

Credit hours: 3.00

Contact hours per week: 3-0-0

Introduction to the analysis and interpretation of omics data. Introduction to biological databases and simple programming languages that will enable students to conduct basic analysis of genomes, transcriptomes, epigenomes, and proteomes.

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

*Corequisite(s): Biochemistry 5410/
Neuroscience 5410*

BIOCHEMISTRY 5410/

NEUROSCIENCE 5410

Practical Bioinformatics

Credit hours: 3.00

Contact hours per week: 3-0-0

Practical exercises and lectures on basic digital literacy. Extensive practise in Unix systems and basic programming languages with an emphasis on those relevant for omics related applications such as R and Perl. Interactive tasks to help students acquire a basic understanding of the principles of generation and analysis of genetic information.

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

*Corequisite(s): Biochemistry 5400/
Neuroscience 5400*

BIOCHEMISTRY 5420/

NEUROSCIENCE 5420

Advanced Bioinformatics

Credit hours: 3.00

Contact hours per week: 3-0-0

Next-generation sequence analysis of biomolecules, and analysis and interpretation of omics data.

Computational biomarker and drug discovery, various aspects of personalized medicine, biobanks, and ethics related to bioinformatics. Designing and implementing a bioinformatics analysis project, and the communication and project management skills associated with this.

*Prerequisite(s): Biochemistry 5400/
Neuroscience 5400*

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: 3-0-0*

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: 3-0-0*

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;

CAAP 6605**Foundational Counselling and Conflict Resolution Skills***Credit hours: 3.00**Contact hours per week: 3-0-0*

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: 3-0-0*

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

CAAP 6611**General Counselling Practicum***Credit hours: 3.00**Contact hours per week: 2-0-0**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: 3-0-0*

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: 3-0-0*

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: 3-0-0*

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**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

CAAP 6631**Cognitive and Affective Bases of Behaviour***Credit hours: 3.00**Contact hours per week: 3-0-0*

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

CAAP 6633**Counselling Issues Across the Life Span***Credit hours: 3.00**Contact hours per week: 3-0-0*

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: 3-0-0*

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 psychophysiologic 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: 3-0-0*

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.

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: 3-0-0*

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 Associate 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: 3-0-0*

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

Prerequisite(s): Consent of the Associate 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: 3-0-0*

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

Prerequisite(s): Consent of the Associate 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: 3-0-0*

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

Prerequisite(s): Consent of the Associate 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 Associate 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

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, legitimization, 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): 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 5211
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, unit 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 Associate 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

Grading: Pass/Fail

EDUCATION 5552**Practicum in Education II***Credit hours: 3.00**Other hours per term: 10-0-100*

This experience allows further or additional 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 Associate Dean, Graduate Studies and Research in the Faculty of Education for more information.

Corequisite(s): Education 5550

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 Associate 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 6633 (CAAP 633) is equivalent to Education 5620 (Human Development); Any CAAP course with the same title as the offering in the Education 5620 Series

EDUCATION 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 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 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 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 5638**Aakaomianistsipoka - Supporting Application of Foundational Knowledge: FNMI***Credit hours: 3.00**Contact hours per week: 3-0-0*

An examination of the leader's role related to key issues in Indigenous education with a strong focus on supporting the application of foundational knowledge about First Nations, Métis and Inuit.

Prerequisite(s): Admission to the cohort for which the course is being offered.

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

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 AND Education 5712

Equivalent: CAAP 6611 (CAAP 611)

Grading: Pass/Fail

Note: All prerequisite courses must have a minimum 'B-' grade.

EDUCATION 571 I**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)

Grading: Pass/Fail

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 (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 5855**Exploring the Leadership Quality Standard***Credit hours: 3.00**Contact hours per week: 3-0-0*

An exploration of Alberta Education's Leadership Quality Standard and implications for the practice of educational leadership in Alberta.

Prerequisite(s): Admission to the Master of Education (General) program
OR
Consent of the Associate Dean of Graduate Studies and Research (Faculty of Education)

Equivalent: Education 5610 (Exploring the Leadership Quality Standard) (prior to 2021/2022)

Note: Course is not eligible for credit within the Master of Education (Educational Leadership) program.

EDUCATION 5856**Implementing the Leadership Quality Standard***Credit hours: 3.00**Contact hours per week: 3-0-0*

This course introduces a broad variety of methods in which knowledge and understanding of Alberta Education's Leadership Quality Standard can be enhanced and applied through field studies for professionals in education and education-related contexts in community settings.

Prerequisite(s): Education 5855
OR
consent of the Associate Dean of Graduate Studies and Research (Faculty of Education)

Equivalent: Education 5610 (Implementing the Leadership Quality Standard) (prior to 2021/2022)

Note: Course is not eligible for credit within the Master of Education (Educational Leadership) program.

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 Associate Dean, Graduate Studies and Research in the Faculty of Education for more information.

Prerequisite(s): Consent of the Associate 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***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

Grading: Pass/Fail

EDUCATION 7412**Counselling Psychology: Doctoral Seminar***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

Grading: Pass/Fail

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 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 7715**Counselling Psychology: Pre-Doctoral Internship***Credit hours: 3.00**Contact hours per week: 2.5-0-0**Other hours per term: 0-1600-0*

Supervised 1600-hour pre-Doctoral internship in counselling psychology that will include psychological assessment, interventions, consultation, research, program development and evaluation, and related activities in an approved clinical setting. Training will be provided in empirically validated interventions. Students will have the opportunity to work in more than one therapeutic modality (e.g., individual, couple, family, group). Where possible, students will have the chance to receive training and experience in providing supervision.

Prerequisite(s): Education 7411 and Education 8001

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 Associate 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

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

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

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

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

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

HEALTH SCIENCES 5510**Program Planning and Evaluation***Credit hours: 3.00**Contact hours per week: 3-0-0*

Identify and apply various theories, models, and practical tools used to plan, implement, and evaluate program interventions. Student will learn to prioritize program needs, identify best-practice intervention strategies, and explore evaluation designs to measure the impact of program interventions.

Prerequisite(s): Admission to the Master of Nursing program

Substantially Similar:

Health Sciences 3510 Program Planning and Evaluation

Health Services Management(HMGT)

Faculty of Health Sciences

Dhillon School of Business

HEALTH SERVICES MANAGEMENT 5100**Organization Design***Credit hours: 3.00**Contact hours per week: 0-0-0**Other hours per term: 36-0-0*

This course will focus on the theory of organizational design. Students are introduced to several key topics in organizational design, behaviour, and analysis. Students will gain a general understanding of these topics and theories, in addition to developing the skills necessary for the rigorous analysis of the complex problems facing organizations in the public, private, for profit and nonprofit sectors.

Prerequisite(s): Admission to a graduate program

HEALTH SERVICES MANAGEMENT 5120**Health Services Design***Credit hours: 3.00**Contact hours per week: 0-0-0**Other hours per term: 36-0-0*

This course introduces the theory and practice of health service design. Students will be exposed to the aesthetics of the health care service experience, linking quality, efficacy and good service performance to human nature, behaviour and culture. The course will apply a social technical theoretical lens and co-design methodology to create meaningful user experiences and deliver effective service solutions. Students will explore traditional reasoning in health service design and learn other techniques for extending and generating new ideas.

Prerequisite(s): Admission to a graduate program

HEALTH SERVICES MANAGEMENT 5200**Accounting in Health Services***Credit hours: 3.00**Contact hours per week: 0-0-0**Other hours per term: 36-0-0*

The purpose of this course is to provide students with the capability to use accounting and control information in a managerial decision making context specifically aimed at the health services sector. To this end, this course is concerned with the construction of accounting information as well as learning how to critically analyze, interpret and use this information. Topics include financial statements, basic principles and practices of accounting, budgeting, variance analysis, using cost and revenue information to make decisions and forecasts, and inventory management.

Prerequisite(s): Admission to a graduate program

HEALTH SERVICES MANAGEMENT 5220**Finance in Health Services***Credit hours: 3.00**Contact hours per week: 0-0-0**Other hours per term: 36-0-0*

The purpose of this course is to provide students with a basic understanding of finance in the public sector and how financial structures support decision making in day-to-day management in health services. Topics include the context of healthcare financial management, capital financing for health care providers, provider cost and payment systems.

Prerequisite(s): Admission to a graduate program

HEALTH SERVICES MANAGEMENT 5300**Leading People in Health Services***Credit hours: 3.00**Other hours per term: 36-0-0*

This course examines foundational topics in human resource management with a focus on health care settings. Topics covered include staffing, performance management, compensation, training and development, labour relations and leadership. Research and data analysis in human resource management is embedded within each topic.

Prerequisite(s): Admission to a graduate program

HEALTH SERVICES MANAGEMENT 5320**Marketing in Health Services***Credit hours: 3.00**Other hours per term: 36-0-0*

This course exposes students to the systematic, comprehensive and sequential steps of marketing management to effectively and efficiently influence desired health behaviours and to achieve individual, organizational and societal goals. Students are exposed to concepts such as audience orientation, segmentation, targeting, consumer behaviour, assessment of community needs, the exchange-mechanism, client/consumer satisfaction, marketing strategies, and research methods.

Prerequisite(s): Admission to a graduate program

HEALTH SERVICES MANAGEMENT 5400**Strategy, Power and Politics***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

This course is an in-depth study of the intersection point where politicians, policy and power meet the people who are affected, and the role of power and influence in health organizations. Personal attributes such as flexibility, stamina, and a high tolerance for conflict, and the structural factors that can help managers advance health service organization goals and achieve individual success are examined.

Prerequisite(s): Admission to a graduate program

**HEALTH SERVICES
MANAGEMENT 5420****The Art of Negotiating Relations and
Conflict Management***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

This course introduces the theory and practice of negotiating relations and conflict resolution. Particular emphasis is placed on integrating analytic skills, relationship building skills, negotiation techniques and conflict resolution methods into the practice of health management in a unionized setting.

Prerequisite(s): Admission to a graduate program

**HEALTH SERVICES
MANAGEMENT 5430****Health Systems with a Global
Perspective***Credit hours: 3.00**Contact hours per week: 0-0-0**Other hours per term: 36-0-0*

This course examines Canadian health care systems in relation to a variety of health care systems around the world. The course develops critical thinking skills by examining the influence of system theories on the process of setting health goals and priorities, devising policy, and program responses to address the realities of health care delivery.

Prerequisite(s): Admission to a graduate program

**HEALTH SERVICES
MANAGEMENT 5500****Leading Meaningful Change in Health
Services***Credit hours: 3.00**Contact hours per week: 0-0-0**Other hours per term: 36-0-0*

This course focuses on the theory and practice of organizational change in response to health service restructuring, government regulation, new technology, and evolving social needs. Students will learn key skills in risk assessment, project management, supporting themselves and others, and overcoming resistance to successfully facilitate change.

Prerequisite(s): Admission to a graduate program

**HEALTH SERVICES
MANAGEMENT 5520****Service Quality Management***Credit hours: 3.00**Contact hours per week: 0-0-0**Other hours per term: 36-0-0*

This course provides students with a solid foundation of all the core elements of quality improvement in health organizations. Comprehensive coverage of the fundamental concepts, tools, data collection and management techniques through which quality management and improvement can be delivered in a health setting.

Prerequisite(s): Admission to a graduate program

**HEALTH SERVICES
MANAGEMENT 6100****Integrated Experience Point Project***Credit hours: 6.00**Contact hours per week: Variable*

This course will require students to develop a capstone paper as the culminating activity of the Master of Health Services Management program. This paper will require students to apply a multidimensional perspective based on key concepts, theories and practices from program courses to address a current health organisational issue. Students should consult the School of Graduate Studies Policies and Procedures Manual for additional details.

Prerequisite(s): Admission to a graduate program

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)

Indigenous Studies (INDG)
Faculty of Arts and Science**INDIGENOUS STUDIES 5505****North American Indigenous
Intellectual Perspectives and
Methods***Credit hours: 3.00**Contact hours per week: 3-0-0*

Examination of contemporary critical Indigenous intellectual and theoretical approaches across North America. Topics may include land rights; gender; social, cultural, and political resurgence; linguistics; social justice; processes of decolonization and self-determination as they apply to identity, race, and Indigeneity.

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

INDIGENOUS STUDIES 5510**Contemporary Global Indigenous
Intellectual Perspectives***Credit hours: 3.00**Contact hours per week: 3-0-0*

Examination of global Indigenous perspectives and intellectual frameworks. Incorporating texts from international Indigenous scholars. Topics may include the resurgence of Indigenous knowledge (systems) across the world, the complexities of Indigenous epistemologies in a global context, and global Indigenous rights movements.

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

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) Dhillon School of Business

MANAGEMENT 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 M.Sc. (Management) program

Grading: Pass/Fail

MANAGEMENT 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): Management 5011

Grading: Pass/Fail

MANAGEMENT 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): Management 5012

Grading: Pass/Fail

MANAGEMENT 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): Management 5013

Grading: Pass/Fail

MANAGEMENT 5100 Orientation, Research and Skill Development

Credit hours: 0.00

Other hours per term: 0-0-32

Introduction to Master of Science (Management) program philosophy, structure, skills and participants. Examples of topics discussed include: IT and Systems support, Research Workshops, project management, time management, Library resources, and individual research interests with faculty.

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

OR

Admission to another graduate program at the University of Lethbridge

Grading: Pass/Fail

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 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 positivist and interpretivist approaches to social science, as well as criticisms of these and other approaches. The course will address induction, confirmation, the importance of falsification, the role of theory in research, paradigm assessment, paradigm shifts, conceptualization, limitations of the scientific method, and Indigenous ways of knowing.

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 5140 Academic Literature Review

Credit hours: 1.50

Contact hours per week: 3-0-0

This course will introduce students to the skills needed to locate, organize, and synthesize literature to develop a literature review. Types of literature reviews will be discussed as well as related tools. How to read an academic article will be reviewed. Identifying and avoiding plagiarism will also be examined.

Prerequisite(s): Admission to a graduate program at the University of Lethbridge

Substantially Similar:

Management 5850 Academic Literature Review (prior to 2021/2022)

Note: Management 5140 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 designs (e.g., experimental, ex post facto); data gathering, analysis, and interpretation; research and the issue of relevance, ethical issues in research.

Prerequisite(s): Admission to a 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): Admission to a graduate program at the University of Lethbridge

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): Admission to a 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*

An introduction to and application of measurement assessment and multivariate statistical techniques in Management. The following statistical topics will be examined: measurement; linear regression; analysis of variance; and factor analysis. Structural equation modelling and other topics may be covered if time permits.

Prerequisite(s): Management 5170

Note: All prerequisite courses must have a minimum 'B-' grade. Management 5175 is a six-week course.

MANAGEMENT 5200**Major Seminar I (Series)***Credit hours: 3.00**Contact hours per week: 3-0-0*

This course is intended to be a survey course of the discipline. It provides an introduction to significant research areas and methods within the major for which faculty are competent to supervise research. Both published and working papers may be reviewed and discussed by the instructors and students.

Prerequisite(s): Admission to a graduate program at the University of Lethbridge

MANAGEMENT 5225**Major Seminar II (Series)***Credit hours: 3.00**Contact hours per week: 3-0-0*

This course will provide additional depth in particular topics, skills, or methods to facilitate students' work on their intended thesis research topic.

*Prerequisite(s): Admission to the M.Sc. (Management) program
OR
Admission to another graduate program at the University of Lethbridge*

MANAGEMENT 5230**Major Seminar III***Credit hours: 3.00**Contact hours per week: 3-0-0*

This course will provide additional depth in particular topics, skills, or methods to facilitate students' work on their intended thesis research topic.

Prerequisite(s): Admission to a graduate program at the University of Lethbridge

MANAGEMENT 5300**Thesis Proposal Development***Credit hours: 3.00**Contact hours per week: 3-0-0*

The purpose of this course is to provide guidance to students as they develop their thesis proposal. The proposal should reflect the skills and knowledge provided in their program, and be of sufficient quality that it could be defended by the end of the course, or shortly thereafter.

Prerequisite(s): Admission to a 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. Students must have a minimum 'B-' grade in all graded courses in the previous module.

Master of Management**(MMGT)****Dhillon School of Business****MASTER OF MANAGEMENT 5100****Orientation to Management***Credit hours: 1.00**Contact hours per week: 0-0-0**Other hours per term: 35-0-0*

This orientation module will include discussions about current and emerging business trends and challenges, career skills, and focused review of key concepts in quantitative analysis, communications, academic integrity, and commonly used organizational software. The orientation will also lay the foundations for the cohort as a learning community.

Prerequisite(s): Admission to a graduate program

Grading: Pass/Fail

MASTER OF MANAGEMENT 5110**Introduction to Business and Management***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

An introduction to the functional areas and organizational and legal structures of business. The challenges of and opportunities for sustainable value creation; the changing nature of work and effects of technology; and key concepts in strategy and innovation will also be discussed.

Prerequisite(s): Admission to a graduate program

Grading: Pass/Fail

MASTER OF MANAGEMENT 5120 Professional Business Communications

Credit hours: 1.50

Contact hours per week: 0-0-0

Other hours per term: 18-0-0

This course will examine how to effectively write and speak to a variety of organizational audiences for common business purposes; how to communicate using social media; and how to use evidence and logic to build sound arguments and write with integrity.

Prerequisite(s): Admission to a graduate program

MASTER OF MANAGEMENT 5130 Problem Solving, Creativity, and Innovation

Credit hours: 1.50

Contact hours per week: 0-0-0

Other hours per term: 18-0-0

This course covers problem solving techniques and the application of the creative process to help develop new products, services, and processes. Topics covered will include models of innovation; means to foster and manage creativity and innovation in others; creativity tools; design thinking; and practical problem-solving and decision-making methods. Basic concepts related to copyright, patents, and trademarks for protecting intellectual property in Canada will also be reviewed.

Prerequisite(s): Admission to a graduate program

MASTER OF MANAGEMENT 5140 Working Effectively with Teams

Credit hours: 1.50

Contact hours per week: 0-0-0

Other hours per term: 18-0-0

This course explores team dynamics and how to foster high performing teams; personality style and team roles; and apply team planning tools and strategies. Methods for improving the social and emotional skills that contribute to a positive work environment and diagnosing and addressing team dysfunction and conflict will be explored. Values, expectations, and assumptions will be examined to aid in development of intercultural competencies and improve communication.

Prerequisite(s): Admission to a graduate program

MASTER OF MANAGEMENT 5150 Managing People

Credit hours: 1.50

Contact hours per week: 0-0-0

Other hours per term: 18-0-0

Students will apply appropriate practices and tools in recruiting, selection, and onboarding of employees; employee motivation and compensation; and performance management. Legal and illegal human resource management practices in Canada will be reviewed.

Prerequisite(s): Admission to a graduate program

MASTER OF MANAGEMENT 5160 Marketing for Managers

Credit hours: 1.50

Contact hours per week: 0-0-0

Other hours per term: 18-0-0

Students will understand the role of marketing in the creation and delivery of value to customers, and learn to critique a marketing plan. Concepts covered include the definition of marketing; linking marketing to strategy; environmental analysis; reaching global markets; marketing research; gaining customer insight; segmentation, targeting and positioning; pricing; product/service development; advertising and sales promotion; sustainable marketing and social responsibility; and digital marketing.

Prerequisite(s): Admission to a graduate program

MASTER OF MANAGEMENT 5170 Business Development and Negotiation

Credit hours: 1.50

Contact hours per week: 0-0-0

Other hours per term: 18-0-0

Students will examine the nature of power, influence and the development of long-term business relationships with customers, suppliers, funders and other key stakeholders in the organization. Students will learn techniques to improve persuasiveness and influence, refine interpersonal verbal and non-verbal communication skills, and consider ethical issues in stakeholder relationships. Students will also examine approaches to negotiation, including strategy and tactics, types of negotiation relationships, and the characteristics of an effective negotiator.

Prerequisite(s): Admission to a graduate program

MASTER OF MANAGEMENT 5180 Business Process Analysis and Operational Improvement

Credit hours: 1.50

Contact hours per week: 0-0-0

Other hours per term: 18-0-0

This course examines processes used to produce and deliver goods and services to customers; how to prioritize processes for operational improvement; process design and layouts; process, capacity and wait time analysis; lean operations/inventory control and scheduling.

Prerequisite(s): Admission to a graduate program

MASTER OF MANAGEMENT 5190 Digital Transformation

Credit hours: 1.50

Contact hours per week: 0-0-0

Other hours per term: 18-0-0

This course will review how technology is changing business and the related risks and opportunities. Topics covered will include: factors driving business disruption; capturing value from innovation; drivers of digital change; emerging trends; risk considerations; key transformative technologies such as the cloud, automation, and robo-advisors; strategies in standards-oriented technology markets, and managing new product development. Students will learn to apply approaches to identifying areas in which technology can be employed to improve performance, and how to address roadblocks to change.

Prerequisite(s): Admission to a graduate program

MASTER OF MANAGEMENT 5200 Career Skills and Experiential Learning

Credit hours: 0.50

Contact hours per week: 0-0-0

Other hours per term: 20-0-0

This orientation module will provide guidance on the skills and practices for successful integrative and experiential projects and further guidance and practice in career skills.

Prerequisite(s): Admission to a graduate program

Grading: Pass/Fail

**MASTER OF MANAGEMENT 5210
Managerial Finance***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

Students will examine implications of the time value of money concept; capital budgeting techniques; the fundamentals of share, asset and firm valuation; principles of working capital management including preparation of cash forecasts; the risk-return trade-off; assessing and managing financial risk, and sources and costs of long-term financing.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5220
Accounting, Decision Making, and Control***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

Students will interpret financial statements and performance metrics to understand financial performance; identify the limitations of financial reporting; practice budgeting and variance analysis; identify the pros and cons of common cost allocation methods, and apply the basic concepts of enterprise risk management.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5230
Leadership***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

Students will review and apply the key concepts and practices in leadership, including: the importance of leadership to organizational performance, motivating and engaging others; different approaches to leadership; developing core competencies and capabilities for leadership; coaching and mentoring of others; succession planning; crisis management; and models of resilience.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5240
Project Management***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

Students will apply the fundamental principles, techniques, and tools of project management. Topics covered include: defining the project; estimating cost and time; project networks; scheduling of resources; reducing project duration and risk management.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5250
Integrative Project***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

Students will work in groups to apply the concepts learned in the previous terms within the context of a case or organizational setting to better understand the concepts and how the various skills learned to date complement each other.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5260
Business Data Analytics***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

This course will explore data types and quality concepts as well as key data science techniques and their use in business and the data analytics life cycle. Students will apply and interpret selected techniques in visual analytics; predictive and prescriptive analytics; and machine learning. Concepts such as social network analysis will be discussed.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5270
International Business***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

This course will cover key concepts and processes in developing international business, such as researching and adapting to key political, social, economic, and business issues in other countries; and the relative merits of different internationalization strategies.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5280
Global Supply Chain Management***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

Students will examine the components of global supply chains; the fit between supply chains and organization and market; logistics drivers in supply chains and related trade-offs; supply chain strategies; considerations and approaches in expanding a supply chain globally; sourcing decisions; supplier selection; and related tools and techniques.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5290
Quality Management***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

This course reviews the principles, operational activities and processes involved in quality planning, measurement, and analysis. Students will be taught how to use selected frameworks and tools to improve quality and the related strengths and limitations.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5300
Organizational Strategy***Credit hours: 1.50**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

Students will apply principles and techniques to develop business strategy at the organizational and unit level. Topics covered will include the importance of strategy; components of strategy; advantages and disadvantages of different strategy processes; external and internal analysis; sustainable competitive advantage; value creation/capture; turning strategy into action; key approaches and processes in change management; and dealing with uncertainty and risk.

Prerequisite(s): Admission to a graduate program

**MASTER OF MANAGEMENT 5999
Placeholder***Credit hours: 0.00**Contact hours per week: 0-0-0**Other hours per term: 18-0-0*

Used to maintain continuous registration for students not otherwise taking courses in a particular term.

Prerequisite(s): Admission to a graduate program

MASTER OF MANAGEMENT 6100 **Experiential Project**

Credit hours: 6.00

Contact hours per week: 0-0-0

Other hours per term: 20-0-0

Students will work individually to apply concepts learned within the program to an organizational or industry challenge or opportunity, and document their plans, efforts, and reflections in a paper written to professional standards. The papers may be developed from experiences in the student's workplace or internship, or from other sources where workplace or internship opportunities have not been identified. Further details are provided in the School of Graduate Studies Policies and Procedures manual.

Prerequisite(s): Admission to a graduate program

Grading: Pass/Fail

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 7405

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 Ph.D. 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

MATHEMATICS 7505

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 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 - 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 - 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 5740

Research Project I

Credit hours: 3.00

Contact hours per week: Variable

Advanced research focused on the development of the thesis topic.

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

Note: Weekly contact hours will vary and be determined in consultation with the Supervisor.

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 5750

Research Project II

Credit hours: 3.00

Contact hours per week: Variable

Advanced research focused on the development of the thesis topic.

Prerequisite(s): Music 5740 or Music 5748

Note: Weekly contact hours will vary and be determined in consultation with the Supervisor.

MUSIC 5758

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. Design and presentation of a full-length recital at the discretion of the Supervisory Committee.

Prerequisite(s): Music 5740 or Music 5748

Note: All prerequisite courses must have a minimum 'B-' grade.

MUSIC 5840**Research Project III***Credit hours: 3.00**Contact hours per week: Variable*

Advanced research focused on the development of the thesis topic.

*Prerequisite(s): Music 5750 or Music 5758***Note:** *Weekly contact hours will vary and be determined in consultation with the Supervisor.***MUSIC 5848****Graduate Studio III***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 5750 or Music 5758***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 5400/ BIOCHEMISTRY 5400 Essential Bioinformatics***Credit hours: 3.00**Contact hours per week: 3-0-0*

Introduction to the analysis and interpretation of omics data. Introduction to biological databases and simple programming languages that will enable students to conduct basic analysis of genomes, transcriptomes, epigenomes, and proteomes.

*Prerequisite(s): Admission to the M.Sc. program**Corequisite(s): Biochemistry 5410/ Neuroscience 5410***NEUROSCIENCE 5410/ BIOCHEMISTRY 5410 Practical Bioinformatics***Credit hours: 3.00**Contact hours per week: 3-0-0*

Practical exercises and lectures on basic digital literacy. Extensive practise in Unix systems and basic programming languages with an emphasis on those relevant for omics related applications such as R and Perl. Interactive tasks to help students acquire a basic understanding of the principles of generation and analysis of genetic information.

*Prerequisite(s): Admission to the M.Sc. program**Corequisite(s): Neuroscience 5400/ Biochemistry 5400*

NEUROSCIENCE 5420/ BIOCHEMISTRY 5420

Advanced Bioinformatics

Credit hours: 3.00

Contact hours per week: 3-0-0

Next-generation sequence analysis of biomolecules, and analysis and interpretation of omics data.

Computational biomarker and drug discovery, various aspects of personalized medicine, biobanks, and ethics related to bioinformatics. Designing and implementing a bioinformatics analysis project, and the communication and project management skills associated with this.

*Prerequisite(s): Neuroscience 5400/
Biochemistry 5400*

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 5700 Advanced Applications of Computational Methods

Credit hours: 3.00

Contact hours per week: Variable

This course is designed to help students with data analyses on a project of their choice using MATLAB as a programming tool. Series of lectures, seminar-style meetings, and one-on-one guidance for students as they pursue individual projects.

Prerequisite(s): Admission to the M.Sc. program
Equivalent: Neuroscience 5850 (Advanced Applications of Computational Neuroscience) (prior to 2020/2021)

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 7700 Advanced Applications of Computational Methods

Credit hours: 3.00

Contact hours per week: Variable

This course is designed to help students with data analyses on a project of their choice using MATLAB as a programming tool. Series of lectures, seminar-style meetings, and one-on-one guidance for students as they pursue individual projects.

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

Equivalent: Neuroscience 7850 (Advanced Applications of Computational Neuroscience) (prior to 2020/2021)

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***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 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 5110 AND**Nursing 5130 AND**Nursing 5140**Corequisite(s): Nursing 5160**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 5110 AND**Nursing 5130 AND**Nursing 5140 AND**Nursing 5150 AND**Nursing 5170 AND**Nursing 5180 AND**Health Sciences 5510**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

Public Health**(PUBH)****Faculty of Health Sciences****PUBLIC HEALTH 5000****Applied Public Health Research Methods***Credit hours: 3.00**Contact hours per week: 3-0-2*

This course will prepare students to undertake research in public health by teaching them to critique the scientific literature, understand the ethics review process, articulate their research through grantsmanship, create a project plan, and learn how to share their research with a scientific and a non-specialist audience. By the end of the course, students will be able to conduct research from idea to proposal to execution. Students will learn to: develop meaningful and answerable research questions; complete a literature search; develop an applied research approach and plan; identify appropriate data sources and collection methods; present their project idea in a clear, concise manner; and translate research knowledge to difference audiences.

Prerequisite(s): Admission to a graduate program

PUBLIC HEALTH 5001**Biostatistics I***Credit hours: 3.00**Contact hours per week: 3-2-0*

This course will introduce the varied ways that biostatistics is used in public health including assessing the etiology of disease, monitoring and detecting population health trends, and evaluating the effectiveness of health programs and policies. This course has been designed to complement Health Sciences 2003 and can be taken in tandem with or after that course. Students will learn to choose and build models of statistical inference for the epidemiologic study designs covered in Health Sciences 2003, all without the use of complicated mathematical formulas. Applications to real data will be emphasized using the R computer package. Students will learn to perform biostatistical coding, analyses and data visualization in R; interpret R output and draw conclusions; and describe findings in a public health context.

*Prerequisite(s): Admission to a graduate program AND
A university-level statistics course*

PUBLIC HEALTH 5002**Advanced Program Planning, Implementation and Evaluation***Credit hours: 3.00**Contact hours per week: 3-0-0*

Students will learn to apply the principles of program planning, development, budgeting, implementation, management, and evaluation in organizational and community initiatives; identify critical stakeholders and engage them in the planning, implementation, and evaluation of public health programs; develop public health programs and strategies responsive to the diverse cultural values and traditions of the communities being served; understand theoretical foundations of various types and purposes of evaluation; practice development and application of program logic models and evaluation frameworks, through data collection, analysis and utilization in program quality improvement cycles; apply project ethics review to program planning, implementation and evaluation; and identify and implement the most appropriate ways of evaluation results translation to diverse stakeholders and audiences.

Prerequisite(s): Admission to a graduate program

PUBLIC HEALTH 5003**Advanced Epidemiology***Credit hours: 3.00**Contact hours per week: 3-0-2*

The prerequisite for this course, Health Sciences 2003/Biology 2003, taught introductory principles sufficient to interpret and critique basic published epidemiologic research. Public Health 5003 builds on this knowledge base by focusing on advanced principles, as well as the practice of epidemiology. Students will learn how to design their own observational or experimental epidemiologic study, and how to develop a systematic review protocol. This course will include a lab component to ensure students gain the hands on experience needed to design epidemiologic research, and the epidemiologic field methods required to support the validity, precision, and management of data collected. Advanced special topics covered in this course include clinical epidemiology, epigenetic epidemiology, environmental epidemiology, and social and psychiatric epidemiology.

Prerequisite(s): Admission to a graduate program AND Health Sciences 2003/ Biology 2003 (or equivalent)

Equivalent: Public Health 4003

PUBLIC HEALTH 5004**Qualitative and Mixed Methods Research***Credit hours: 3.00**Contact hours per week: 3-0-0*

Students will learn how to design research and analyze data for the most commonly used qualitative and mixed methods approaches in public health. Students will learn how to develop questions, interview and focus group guides, facilitate interviews and focus groups, analyze qualitative data, and report findings for narrative studies; phenomenological studies; grounded theory studies; institutional ethnographic studies; and case studies. Analysis methods will include discourse analysis and other techniques. In the second part of this course, students will learn how to triangulate research in public health through commonly used mixed methods approached (sequential exploratory, sequential explanatory, concurrent triangulation, and concurrent embedded methods); and the potential challenges to conducting mixed methods studies in our field.

Prerequisite(s): Admission to a graduate program

Recommended Background: Health Sciences 3260 (or equivalent)

PUBLIC HEALTH 5005**Advanced Public Health Policy and Ethics***Credit hours: 3.00**Contact hours per week: 3-0-0*

Building on Public Health 2100 which introduces students to fundamental concepts in policy, politics, and health; in this advanced course students will learn key ethical concepts and principles related to public health such as paternalism and autonomy, liberty and the state, the harm principle, individual consent, health equity, value pluralism, and more. They will develop a richer understanding of the policy systems and subsystems that govern, regulate, finance, and deliver public services and have the opportunity to apply ethical principles to discussions of public policy and governance. Students will develop: a sophisticated understanding of the intersections of policy and ethics in public health; the skills to critically analyze policy; and the ability to apply learnings to contemporary ethical and political policy issues.

Prerequisite(s): Admission to a graduate program

PUBLIC HEALTH 5006**Applied Infectious Diseases***Credit hours: 3.00**Contact hours per week: 3-0-0*

In this graduate course, students will apply epidemiological principles to the control and management of communicable disease outbreaks at the population level. Students will gain an in-depth understanding of disease transmission and emerging infectious disease threats locally and globally. By the end of this course students will be able to understand the dynamics of communicable disease (pathogens, hosts, transmission); and apply primary, secondary and tertiary prevention efforts to control population outbreaks.

Prerequisite(s): Admission to a graduate program AND Health Sciences 2003/ Biology 2003 (or equivalent) AND Health Sciences 2400 (or equivalent)

PUBLIC HEALTH 5500**Biostatistics II***Credit hours: 3.00**Contact hours per week: 3-2-0*

Students will learn to map biostatistical techniques onto the study designs examined in Public Health 5003 without focusing on complicated mathematical formulas. Biostatistics II will build on Biostatistics I by teaching advanced model building and diagnostics for various forms of regression, with a focus on the analysis of incidence-based designs using proportional hazards regression and other techniques. Given the frequency of nonmonotonic associations in public health, methods of working with nonlinear associations (e.g., cubic splines) will be described. Students will learn multiplicative and additive effect modification and use of propensity scores to account for covariates in models. Bayesian statistics will be introduced given the growing importance of these methods in our field. Applications to real data will be emphasized using the R computer package.

Prerequisite(s): Public Health 5001 AND Public Health 5003

PUBLIC HEALTH 5501**Advanced Public Health Practicum***Credit hours: 3.00**Contact hours per week: 0-0-0**Other hours per term: 0-0-112*

Students will engage in an experiential learning placement in a public health setting under the direction of a preceptor (or shared preceptorship within a team). This hands-on opportunity will enrich graduate training by allowing students to integrate and apply skills and knowledge gained through graduate coursework in the Public Health specialization in a variety of public health work environments. This practicum opportunity will offer advanced placements at local, provincial and national levels that will challenge and build leadership and advanced research, program and policy skills in public health. This is a pass/fail course. In order to be successful, students must meet all learning objectives and requirements for the practicum.

Prerequisite(s): Public Health 5000 AND Public Health 5001 AND Public Health 5002 AND Public Health 5003

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 (as 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.

Unless otherwise stated, all online Graduate Award applications close at midnight on May 15.

Successful applicants will be notified prior to the add/drop deadline of the fall term.

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 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.

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: October 1, February 1, June 1).

c. **Students Graduating in December** - If the award is paid in multiple 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.

Title and Donor	Value and Number	Eligibility	Criteria	Application
School of Graduate Studies Medals of Merit (University of Lethbridge)	Number: Variable	Must have completed degree requirements in the current academic year	Awarded to the most distinguished students graduating with a master's or doctoral degree	Nominated by Supervisor(s)
The Gold Medal of the Governor General of Canada (The Governor General of Canada)	Number: One	Must have completed degree requirements in the current academic year	Awarded to the graduating student with the highest academic standing in a graduate-level program	Nominated by Supervisor(s)

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 Awards

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 list of graduate awards administered by the University of Lethbridge, including deadlines and criteria, can be found on the School of Graduate Studies website (www.ulethbridge.ca/graduate-studies/award-opportunities/grad).

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. 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. FINANCIAL ASSISTANCE

Information regarding part or full-time government student financial assistance programs are available at the Scholarships and Student Finance office. 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.

The following websites have more information on government financial assistance programs for students:

- Alberta residents: www.studentaid.alberta.ca
- All other provincial/territory links can be accessed from: www.esdc.gc.ca/en/student_loans/provincial.page
- U.S. loans: The University of Lethbridge does not participate in the U.S. Department of Education (USDE) Federal Student Aid programs. A *Confirmation of Enrolment* (continuation of studies) for USDE loans are available

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 via the National Student Loan Service Centre.

b. Withdrawal While on Full-time Student Loans

Students must remain a full-time (min. 9.0 credit hours per term) throughout the funded period of study. If a student withdraws or drops below full-time standing, the following may occur: the student may be required to repay some or all funding received; grant money may be converted to loan money; second disbursement of the loan will be cancelled; repeated withdrawals may result in a 12 month suspension. Students must reply for a new loan upon return to full-time studies. 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.

Students are encouraged to email the Graduate Awards Advisor (sgs.awards@uleth.ca) if experiencing financial duress, to obtain an emergency bursary application or arrange consultation.

The full policy is available online at www.ulethbridge.ca/policy/emergency-student-loan-fund.



Registrar's Office

4401 University Drive W.
Lethbridge, Alberta T1K 3M4
403-329-2762
inquiries@uleth.ca

ulethbridge.ca/graduate-studies