The following Motions and Documents were considered by the GFC Academic Standards Committee at its Thursday, June 21, 2018 meeting:

Agenda Title: **Approval of Transfer Credit for June 2018, Office of the Registrar**

CARRIED MOTION:
THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the transfer credit for June 2018.

Final Item: 4A

Agenda Title: **Proposed changes to Admissions Requirements for the Faculty of Law - LSAT date**

CARRIED MOTION:
THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to Admissions Requirements for the Faculty of Law.

Final Item: 4B

Agenda Title: **Proposed changes to existing Entrance Requirements for the Doctoral program in Business**

CARRIED MOTION:
THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the Doctoral program in Business, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Business, and as set forth in Attachment 1, to take effect upon approval.

Final Item: 5

Agenda Title: **Proposed changes to existing Entrance Requirements for the Master's and Doctoral programs in Nursing**

CARRIED MOTION:
THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the Master's and Doctoral programs in Nursing, as submitted by the Faculty of Nursing and the Faculty of Graduate Studies & Research, as set forth in Attachment 1, to take effect upon approval.

Final Item: 6

Agenda Title: **Proposed changes to existing Entrance Requirements for the Master of Education in Health Sciences Education**

CARRIED MOTION:
THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing entrance requirements for the Master of Education in Health Sciences Education, as submitted by the Faculty of Education and the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to take effect upon approval.

Final Item: 7

Agenda Title: **Proposed changes to existing Entrance Requirements for the Master of Education in Educational Studies**

CARRIED MOTION:
THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing entrance requirements for the Master of Education in Educational Studies, as submitted by the Faculty of Education and the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to be effective upon approval.

Final Item: 8

Agenda Title: **Proposed changes to existing minimum Academic Standing Regulations for graduate programs, Faculty of Graduate Studies & Research**

CARRIED MOTION:
THAT the GFC Academic Standards Committee recommend, with delegated authority from General Faculties Council, that GFC Academic Planning Committee approve the proposed revisions to existing minimum Academic Standing Regulations for graduate programs, as submitted by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to take effect upon approval.

Final Item: 10

OUTLINE OF ISSUE
Action Item

Agenda Title: **Items Deemed Minor/Editorial to be approved under an Omnibus Motion**

4A. Approval of Transfer Credit for June 2018, Office of the Registrar

4B. Proposed changes to Admissions Requirements for the Faculty of Law - LSAT date

Item

Action Requested	☒Approval ☐Recommendation
Proposed by	Lisa Collins, Vice-Provost and Registrar; Faculty of Law
Presenter	Tammy Hopper, Vice-Provost (Programs) and Chair, GFC Academic Standards Committee

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	See individual item for detail on proposed changes submitted by the Office of the Registrar
The Impact of the Proposal is	See individual item for detail on proposed changes submitted by the Office of the Registrar
Replaces/Revises (eg, policies, resolutions)	Various sections of the University Calendar; see individual items for specific affected Calendar sections. Updates the Alberta Transfer Guide.
Timeline/Implementation Date	Item 4A: To take effect upon approval Item 4B: To take effect 2018-2019
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	N/A
Supplementary Notes and context	The Office of the Provost and Vice-President (Academic) has determined that the proposed changes are **editorial** in nature. ASC's terms of reference provide that "the term '**routine and/or editorial**' refers to proposals which do not involve or affect other Faculties or units; do not form part of a proposal for a new program; and do not involve alteration of an existing quota or establishment of a new quota. Editorial or routine changes include any and all changes to the wording of an admissions or academic standing policy" (3.A.i).

Engagement and Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Vice-Provost (Programs) and Chair, GFC Academic Standards Committee; Faculty Councils; Representatives of the Office of the Registrar and the Office of the Provost and Vice-President (Academic)
Approval Route (Governance) (including meeting dates)	GFC Academic Standards Committee – June 21, 2018
Final Approver	GFC Academic Standards Committee

Alignment/Compliance

Alignment with Guiding Documents	*For the Public Good*, Comprehensive Institutional Plan, Institutional values

Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	1. ***Post-Secondary Learning Act (PSLA)***: The *PSLA* gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. Further, the *PSLA* gives the Board of Governors authority over certain admission requirements and rules respecting enrolment of students to take courses.
	2. **GFC ASC Terms of Reference**
"A. Definitions
i. "Routine and/or Editorial
[…]
the term "routine and/or editorial" refers to proposals which do not involve or affect other Faculties or units; do not form part of a proposal for a new program; and which do not involve alteration of an existing quota or establishment of a new quota. Editorial or routine changes include any and all changes to the wording of an admissions or academic standing policy.
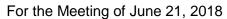[…]
B. Admission and Transfer, Academic Standing, Marking and Grading, Term Work, Examinations, International Baccalaureate (IB), Advanced Placement (AP)
i. All proposals from the Faculties or the Administration related to admission and transfer, to the academic standing of students, to institutional marking and grading policies and/or procedures and to term work policies and procedures are submitted to the Provost and Vice-President (Academic) (or delegate) who chairs the GFC Academic Standards Committee. ASC will consult as necessary with the Faculties and with other individuals and offices in its consideration of these proposals.

ii. ASC acts for GFC in approving routine and/or editorial changes to both admission/transfer policies and academic standing regulations"

"D. Alberta Transfer Guide
i. ASC approves, for inclusion in the Alberta Transfer Guide, courses for transfer credit to the University of Alberta which are offered by non-University institutions in Alberta. Approval will be based upon an assessment of course content and level of instructor qualifications.
ii. ASC denies courses for transfer credit to the University of Alberta which are offered by non-University institutions in Alberta.
iii. ASC monitors the entries in the Alberta Transfer Guide relevant to the University of Alberta.
iv. ASC rescinds, if necessary, the entries in the Alberta Transfer Guide relevant to the University of Alberta."

3. **UAPPOL Transfer Credit Articulation Procedure**

4. **UAPPOL Admissions Policy**

5. **UAPPOL Undergraduate Admissions Procedure**: |

Attachments

1. Attachment A: Office of the Registrar: Proposed Approval of Transfer Credit for June 2018

UNIVERSITY OF ALBERTA UNIVERSITY GOVERNANCE	**GFC ACADEMIC STANDARDS COMMITTEE** For the Meeting of June 21, 2018

Item No. 4A-4B

2. Attachment B: Faculty of Law: Proposed changes to Admissions Requirements - LSAT date

Prepared by: Meg Brolley, GFC Secretary, meg.brolley@ualberta.ca

UNIVERSITY OF ALBERTA: OFFICE OF THE REGISTRAR
Proposals Recommended for APPROVAL of Transfer Credit at the Academic Standards Committee Meeting on June, 21, 2018

Sending Institution	Sending Institution Courses	UofA Courses	Transfer Agreement Footnotes	Comments
Medicine Hat College	ZOOL 224 (3)	ZOOL 224 (3)		
Grande Prairie Regional College	MU 2291 (3)	MUSIC 245 (3) AUMUS 2XX (3)		
Norquest College	ANTH 1000 (3)	ANTHR 101 (3)		

Schedule B

Current Calendar Provisions	Proposed Calendar Provisions
General Admission Requirements 4. a. The last acceptable LSAT writing date for September admission is December of the previous year. Application Documentation 3. LSAT: The December test date is the last LSAT that can be written by applicants seeking admission in the following September (see Law School Admission Test).	General Admission Requirements 4. a. The last acceptable LSAT writing date for September admission is ~~December of the previous year~~ January of the year in which admission is sought. Application Documentation 3. LSAT: The ~~December~~ January test date is the last LSAT that can be written by applicants seeking admission in the following September (see Law School Admission Test).

Rationale

The Law School Admissions Council has changed the writing dates for the LSAT and now offers an additional test date in January, previously the last test date available was in December. The LSAT is compulsory for all Applicants with the test scores used to supplement a candidate's pre-law academic record. The University of Alberta Calendar states that *"the last acceptable LSAT writing date for September admission is December of the previous year."*, and *"LSAT: The December test date is the last LSAT that can be written by applicants seeking admission in the following September (see Law School Admission Test)."* This is no longer accurate as there is now a test offered in January. The calendar needs to be updated to reflect this reality.

Governance Executive Summary
Action Item

Agenda Title: **Proposed changes to existing Entrance Requirements for the Doctoral program in Business**

Motion: THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the Doctoral program in Business, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Business, and as set forth in Attachment 1, to take effect upon approval.

Item

Action Requested	☒Approval ☐Recommendation
Proposed by	Heather Zwicker, Dean and Vice Provost, Faculty of Graduate Studies and Research Joseph Doucet, Dean, Faculty of Business
Presenter(s)	David Deephouse, Graduate Coordinator, Business PhD programs, Alberta School of Business Deborah Burshtyn, Vice Dean, Faculty of Graduate Studies and Research

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (*please be specific*)	To revise Entrance Requirements for the Doctoral program in the Faculty of Business.
Executive Summary (*outline the specific item– and remember your audience*)	In 2017/18, the Faculty of Graduate Studies and Research embarked on a project to ensure that the regulations and requirements of all graduate programs were appropriately reflected in the University Calendar. Historically, this information was contained in annually approved departmental guidelines and, with the increased use of websites, much of this information moved over to that platform. It was recognized that websites provide accessibility for students and flexibility for programs; however, as a means of tracking date sensitive information, websites are not considered to be ideal. As such, all graduate programs are reviewing their documents and will be coming forward with additions and modifications to Calendar entries to ensure compliance with the FGSR guidelines. Revisions to existing regulations in the Calendar reflect current practice as published on the Alberta School of Business website: https://www.ualberta.ca/business/programs/phd/program-information/admissions New Item: • Addition of a CV to required documents. The entire proposal as submitted has received Faculty approval. FGSR delegated authority to teaching Faculty for program changes.

Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Toolkit section Student Participation Protocol>	*Those who are actively **participating**:* ● Debbie Giesbrecht, PhD Program Administrator, ASOB ● David Deephouse, Graduate Coordinator, Business PhD programs, ASOB
	*Those who have been **consulted**:* ● Maria Chia (Graduate Calendar project specialist), Janice Hurlburt Graduate Governance and Policy Coordinator, and Deborah Burshtyn, Vice Dean, Faculty of Graduate Studies and Research (FGSR) *Those who have been **informed**:*
Approval Route (Governance) (including meeting dates)	Business PhD Policy Committee—April 11, 2018 Business Council—May 2,2018 GFC ASC Subcommittee on Standards—June 7, 2018 GFC Academic Standards Committee—June 21, 2018

Strategic Alignment

Alignment with *For the Public Good*	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator	
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Business PhD Calendar copy

Prepared by: Janice Hurlburt, Graduate Governance and Policy Coordinator, jhurlbur@ualberta.ca

March 15, 2018

2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
Graduate Programs **Business [Graduate]** **General Information** The Faculty of Business offers programs leading to the degrees of Master of Business Administration, Master of Financial Management, Master of Accounting, and Doctor of Philosophy ~~in Business Management~~. In addition to the standard MBA program, specializations are available in International Business, Innovation and Entrepreneurship, Natural Resources, Energy and the Environment, Finance, Public Policy and Management, and Sustainability.	**Graduate Programs** **Business [Graduate]** **General Information** The Faculty of Business offers programs leading to the degrees of Master of Business Administration, Master of Financial Management, Master of Accounting, and Doctor of Philosophy. In addition to the standard MBA program, specializations are available in International Business, Innovation and Entrepreneurship, Natural Resources, Energy and the Environment, Finance, Public Policy and Management, and Sustainability. <u>PhD specializations are Accounting, Finance, Marketing, Operations & Information Systems, and Strategic Management & Organization.</u>
Entrance Requirements The minimum admission requirements of the Faculty of Business are those of the Faculty of Graduate Studies and Research; namely, an undergraduate degree with an average of at least 3.0 in the last two years of undergraduate work (or graduate work) at the University of Alberta, or an equivalent qualification from a recognized institution. All applicants are required to write the Graduate Management Admission Test, and have their scores forwarded to the ~~appropriate individual (i.e.,~~ Associate Dean – ~~MBA~~ Programs~~; or the Director – PhD Program; Faculty of Business). For the latest GMAT information visit www.mba.com~~. Although no arbitrary standard is employed, a score above 550 is desirable ~~for the MBA program and a score above the 90th percentile is desirable for the PhD program~~. In addition to the above requirements, all students must demonstrate English language proficiency prior to admission as described in English Language Requirement. Where degree programs offered by the Faculty of	**Entrance Requirements** <u>**Master's programs:**</u> The minimum admission requirements of the Faculty of Business are those of the Faculty of Graduate Studies and Research; namely, an undergraduate degree with an average of at least 3.0 in the last two years of undergraduate work (or graduate work) at the University of Alberta, or an equivalent qualification from a recognized institution. All applicants are required to write the Graduate Management Admission Test, and have their scores forwarded to the Associate Dean – <u>Master's</u> Programs<u>.</u> Although no arbitrary standard is employed, a score above 550 is desirable. In addition to the above requirements, all students must demonstrate English language proficiency prior to admission as described in English Language Requirement. Where degree programs offered by the Faculty of

Business are approved to be delivered in a language other than English, the English language proficiency requirement may be waived.

Additional entrance requirements are listed below, under the heading of the specific degree program.

[moved from below]
Entrance Requirements
The program seeks prospective candidates with an excellent scholastic record and a strong interest in research related to their chosen field of business studies. Potential students must have at least a bachelor's degree, which may be from any undergraduate program. Applications are evaluated by an admissions committee on the basis of academic potential as evidenced through past grades, the GMAT, letters of recommendation, and a well-written statement of purpose. There are no fixed cutoff levels for consideration (beyond the Faculty of Graduate Studies and Research minimum admission requirement) but as a guideline, past entrants have scored at least in the ninetieth percentile of the GMAT (or the equivalent on the GRE) and achieved a 3.5 grade-point average (on the 4-point letter grading system). International students must demonstrate English Language proficiency on the Test of English as a Foreign Language or the International English Language Testing System test (IELTS), prior to admission. A minimum TOEFL score of 550 (paper-based), or 88 (internet-based), or a minimum overall band score of 6.5, with at least 5 on each test band on the IELTS, is required. There is no additional language requirement.

[moved up to Academic Standing Requirements]
All students in the Business PhD program must maintain a minimum cumulative grade point average of 3.0 throughout the course of the program.

Business are approved to be delivered in a language other than English, the English language proficiency requirement may be waived.

Additional entrance requirements are listed below, under the heading of the specific degree program.

Doctoral Programs:
The Faculty of Business's minimum GPA requirements for the PhD in Business are those set out as minimum acceptable standards by the Faculty of Graduate Studies and Research. These include a baccalaureate degree or its academic equivalent in a relevant field from an academic institution recognized by the University of Alberta, with a grade point average of at least 3.0 on the 4-point scale over the last ★60. Completion of a Master's degree is not a requirement.

An academic background in business is not required; demonstrated aptitude for conducting research and familiarity with a scholarly discipline are valued credentials.

Applicants to the Accounting specialization must provide evidence of accounting expertise, such as a professional accounting designation.

The standard for English Language Requirement set by the Faculty of Graduate Studies and Research is followed.

All applicants are required to submit their scores from the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE). Scores must be from a test taken within the past five years; scores above the 90th percentile are desirable.

Applicants are also required to provide:
1. A current resume or curriculum vitae;
2. Three letters of reference;
3. A statement of purpose identifying what specific topics within the area of specialization they are interested in and why; relevant skills and past experiences; and tentative plans upon completion of the program. The applicant should also identify appropriate faculty members as potential supervisors.

Academic Standing Requirements
Doctoral Programs:
[moved from Program Requirements below]
All students in the Business PhD program must maintain a minimum cumulative grade point average of 3.0 throughout the course of the program.

Financial Assistance~~: Master's Programs~~
A limited number of bursaries and scholarships are available.

[moved from below]
~~Financial Information~~
~~T~~he Faculty of Business normally offers funding for ~~up to~~ four years (in exceptional cases for five years) made up of several kinds of support. ~~Also, assistance with~~ tuition is ~~available for the strongest candidates~~. A number of ~~attractive~~ fellowships are available (see Graduate Financial Aid section of this Calendar).

Graduate Program Requirements

[...]

The Degree of PhD (Business) [Graduate]
Information is available from the program's website: ~~www.business.ualberta.ca/PhD/~~

[moved to above]
~~Entrance Requirements~~

~~The program seeks prospective candidates with an excellent scholastic record and a strong interest in research related to their chosen field of business studies. Potential students must have at least a bachelor's degree, which may be from any undergraduate program. Applications are evaluated by an admissions committee on the basis of academic potential as evidenced through past grades, the GMAT, letters of recommendation, and a well-written statement of purpose. There are no fixed cutoff levels for consideration (beyond the Faculty of Graduate Studies and Research minimum admission requirement) but as a guideline, past entrants have scored at least in the ninetieth percentile of the GMAT (or the equivalent on the GRE) and achieved a 3.5 grade-point average (on the 4-point letter grading system). International students must demonstrate English Language proficiency on the Test of English as a Foreign Language or the International English Language Testing System test (IELTS), prior to admission. A minimum TOEFL score of 550 (paper-based), or 88 (internet-based), or a minimum overall band score of 6.5, with at least 5 on each test band on the IELTS, is required. There is no additional language requirement.~~

Program Requirements

Financial Assistance
For Master's programs, a limited number of bursaries and scholarships are available.

[moved from below]

For Doctoral programs, the Faculty of Business normally offers funding for four years (in exceptional cases for five years) made up of several kinds of support. Tuition is normally paid for the first four years. A number of fellowships are available (see Graduate Financial Support section of this Calendar).

Graduate Program Requirements

[...]

The Degree of PhD in Business [Graduate]
Information is available from the program's website: www.ualberta.ca/business/programs/phd

Program Requirements

The Business PhD program is a research-oriented program which emphasizes knowledge of a major field of business studies, a cognate area, and strong analytical skills. The distinctive feature of business PhD programs, in general, is the concomitant study of related disciplines found in the University, as well as the study of functional fields of business. The program offered by the Faculty of Business at the University of Alberta consists of a major field of study chosen from accounting, finance, operations and information systems, marketing, and strategic management and organization. In addition, two minors are selected from disciplines which underlie the major field, and/or from functional areas of business which are complementary to the chosen major field.

There are two basic stages in the program. They are the completion of coursework and comprehensive examinations, and candidacy (for thesis completion).

[moved up to Academic Standing Requirements]
All students in the Business PhD program must maintain a minimum cumulative grade point average of 3.0 throughout the course of the program.

The minimum period of residence is normally two academic years of full-time attendance at the University of Alberta.

[moved to front]
Financial Information
The Faculty of Business normally offers funding for up to four years (in exceptional cases for five years) made up of several kinds of support. Also, assistance with tuition is available for the strongest candidates. A number of attractive fellowships are available (see Graduate Financial Aid section of this Calendar).

[moved to the bottom of each specialization]
Length of Program
The program is normally full-time; candidates are expected to need two years of full-time study to complete the required coursework and comprehensive exams and, normally at least two years to complete the PhD thesis.

The PhD in Business is a full time thesis-based program.

Students must declare a Specialization and complete the Specialization and Elective courses and program requirements as outlined below.

The Degree of PhD in Business with a specialization in Accounting

Students specializing in Accounting will follow a Financial Economics discipline or Behavioral and Organizational discipline.

Coursework
Normally, all students should complete ★36 during the first two years of study.

	Required courses (★6) for all Accounting disciplines:
	• ACCTG 701 – The Methodological Foundations of Accounting Research
	• ACCTG 708 – Introduction to Financial Economics Based Research in Accounting
	
	Financial Economics Discipline:
	Required courses (★6):
	   • ACCTG 706 – Behavioral Research in Accounting **OR**
	   • ACCTG 707 – Introduction to Accounting in its Organizational and Social Context **AND**
	   • ACCTG 732 – Analytical Research in Accounting **OR**
	   • ACCTG 733 – Advanced Topics in Empirical Accounting Research
	
	Research methods courses (★15):
	Normally three graduate-level statistics or econometrics courses and two graduate-level economics courses; students with a strong background in these subjects may have modified requirements.
	
	Cognate discipline courses (★9):
	Normally comprised of two doctoral seminars in finance and one other course with the approval of the supervisor.
	
	Behavioral and Organizational Discipline:
	Required courses (★6):
	   • ACCTG 711 – Seminar on JDM Research in Accounting
	   AND
	for **Behavioral Concentration**:
	   • ACCTG 706 – Behavioral Research in Accounting **OR**
	for **Organizational Concentration**:
	   • ACCTG 707 – Introduction to Accounting in its Organizational and Social Context
	
	Research methods courses (★12):
	Normally four methodology courses covering statistics, experimental design, or qualitative research methodology; students with a strong background in these subjects may have modified requirements.
	
	Cognate discipline courses (★12):
	Normally comprised of four courses in psychology, sociology, strategic management &

organization, political science, anthropology, history, philosophy, or economics.

Thesis
Registration in 900-level THES
Students must present and defend a thesis embodying the results of their research according to FGSR regulations.

Comprehensive and Candidacy Exams
All students are required to complete comprehensive and candidacy exams. Comprehensive examinations must be successfully completed within the first 24 months; students are eligible to write the comprehensive exam for their specialization after completing the course requirements. Departments within the Faculty of Business are responsible for administering the comprehensive examinations for students in their specializations. [See Regulations of FGSR>Doctoral Degrees>Program Requirements]

[moved from above]
Length of Program
The program is normally full-time; candidates are expected to need two years of full-time study to complete the required coursework and comprehensive exams and, normally at least two years to complete the PhD thesis.

[moved from above]
Length of Program
The program is full-time; candidates are expected to complete the required coursework and comprehensive exams in the first two years, normally followed by at least two years to complete the PhD thesis.

The maximum time to completion as set by the Faculty of Graduate Studies and Research is six years.

The Degree of PhD in Business with a specialization in Finance

Students specializing in Finance may focus their research on corporate finance, corporate control, asset pricing, portfolio theory, derivatives, market microstructure, behavioral finance, financial institutions, international finance, or valuation.

Coursework
Normally, all students should complete ★36 during the first two years of study.

Required courses (★12):
- FIN 701 – Advanced Seminar in Finance I
- FIN 702 – Advanced Seminar in Finance II
- FIN 703 – Advanced Seminar in Finance III
- FIN 705 – Research Seminar in Finance

Elective courses (★6)
At least two graduate-level courses in finance, management science, or economics with the approval of

the supervisor.

Cognate discipline courses (★18)
Finance students must complete courses in **two** additional cognate areas chosen from the following: statistics/econometrics, economics, accounting, or other supporting courses with the approval of the supervisor.

Statistics/Econometrics (★9):

Any three of:
- MGTSC 705 – Multivariate Data Analysis I (Recommended)
- MGTSC 707 – Applied Business Analysis of Time Series and Panel Data
- ECON 508 – Econometrics II
- ECON 599 – Applied Econometrics
- STAT 679 – Time Series Analysis
- STAT 580 – Stochastic Processes

Other courses containing equivalent or higher level material may be substituted, with the approval of the supervisor.

Economics (★9):
- ECON 503 – Microeconomic Theory I
- ECON 505 – Microeconomic Theory II
- ECON 581 – Macroeconomic Theory I

Accounting (★9):
- ACCTG 731 – Economic Approaches to Accounting Research
- ACCTG 732 – Analytical Research in Accounting
- ACCTG 733 – Advanced Topics in Empirical Accounting Research

Students can substitute other graduate courses with the approval of the supervisor.

Thesis
Registration in 900-level THES
Students must present and defend a thesis embodying the results of their research according to FGSR regulations.

Comprehensive and Candidacy Exams
All students are required to complete comprehensive and candidacy exams. Comprehensive examinations must be successfully completed within the first 24 months; students are eligible to write the comprehensive exam for their specialization after completing the course requirements. Departments within the Faculty of Business are responsible for administering the comprehensive examinations for students in their specializations. [See Regulations of FGSR>Doctoral Degrees>Program Requirements]

[moved from above]
Length of Program
The program is ~~normally~~ full-time; candidates are

7

expected to ~~need two years of full-time study to~~ complete the required coursework and comprehensive exams ~~and~~, normally at least two years to complete the PhD thesis.	[moved from above] **Length of Program** The program is full-time; candidates are expected to complete the required coursework and comprehensive exams <u>in the first two years</u>, normally <u>followed by</u> at least two years to complete the PhD thesis. <u>The maximum time to completion as set by the Faculty of Graduate Studies and Research is six years.</u> **<u>The Degree of PhD in Business with a specialization in Marketing</u>** **<u>Coursework</u>** <u>Normally, all students should complete ★36 during the first two years of study.</u> **<u>Required courses (★15):</u>** • <u>MARK 710 – Research Methodology in Marketing</u> • <u>MARK 720 – Consumer Behavior</u> • <u>MARK 725 – Human Judgment and Decision Making</u> • <u>MARK 740 – Marketing Models</u> • <u>MARK 750 – Marketing Theory</u> **<u>Research methods courses (★9):</u>** • <u>BUS 715 – Experimental Design for Behavioural Science</u> **<u>AND</u>** • <u>two other courses with the approval of the supervisor.</u> **<u>Elective courses (★12):</u>** <u>Four courses related to a cognate discipline, usually in behavioral science, judgement and decision making, psychology, microeconomics, or statistics, with the approval of the supervisor.</u> **<u>Thesis</u>** <u>Registration in 900-level THES</u> <u>Students must present and defend a thesis embodying the results of their research according to FGSR regulations.</u> ==**<u>Comprehensive and Candidacy Exams</u>**== ==<u>All students are required to complete comprehensive and candidacy exams. Comprehensive examinations must be successfully completed within the first 24 months; students are eligible to write the comprehensive exam for their specialization after completing the course requirements. Departments within the Faculty of Business are responsible for administering the</u>==
[moved from above]	

8

Length of Program The program is ~~normally~~ full-time; candidates are expected to ~~need two years of full-time study to~~ complete the required coursework and comprehensive exams ~~and~~, normally at least two years to complete the PhD thesis.	 [moved from above] **Length of Program** The program is full-time; candidates are expected to complete the required coursework and comprehensive exams in the first two years, normally followed by at least two years to complete the PhD thesis. The maximum time to completion as set by the Faculty of Graduate Studies and Research is six years. **The Degree of PhD in Business with a specialization in Operations & Information Systems** Students specializing in Operations & Information Systems (OIS) will focus on either Operations Management (OM) or Management Information Systems (MIS). **Coursework** Normally, all students should complete ★33 during the first two years of study. **Required courses (★12):** Four of the following: • OM 701 – Introduction to Operations Management Research • OM 702 – Advanced Research Topics in Operations Management • OM 710 – Individual Research • MIS 701 – Introduction to Management Information Systems Research • MIS 702 – Advanced Research Topics in Management Information Systems • MIS 710 – Individual Research • MGTSC 705 – Multivariate Data Analysis I • MGTSC 706 – Multivariate Data Analysis II • MGTSC 707 – Applied Business Analysis of Time Series and Panel Data **Research Methods courses (★12):** At least four courses applicable to the student's program of study. These may include courses from the list above if not used to satisfy the specialization requirement. **Elective courses (★9):** At least three additional courses in cognate disciplines

with the approval of the supervisor.

Thesis
Registration in 900-level THES
Students must present and defend a thesis embodying the results of their research according to FGSR regulations.

Comprehensive and Candidacy Exams
All students are required to complete comprehensive and candidacy exams. Comprehensive examinations must be successfully completed within the first 24 months; students are eligible to write the comprehensive exam for their specialization after completing the course requirements. Departments within the Faculty of Business are responsible for administering the comprehensive examinations for students in their specializations. [See Regulations of FGSR>Doctoral Degrees>Program Requirements]

[moved from above]
Length of Program
The program is full-time; candidates are expected to complete the required coursework and comprehensive exams in the first two years, normally followed by at least two years to complete the PhD thesis.

The maximum time to completion as set by the Faculty of Graduate Studies and Research is six years.

The Degree of PhD in Business with a specialization in Strategic Management & Organization

Students may focus on a wide range of foundational as well as domain-specific topics, including entrepreneurship and innovation, family business, human resources management, industrial relations, organizational behavior, organizational theory, strategic management.

Coursework
Normally, all students should complete ★36 during the first two years of study.

Required courses (★12):
- SMO 705 – Seminar in Contemporary Issues
AND
any three of the following:
- SMO 701 – Seminar in Organizational Theory
- SMO 702 – Seminar in Human Behavior in Organization
- SMO 703 – Seminar in Strategic Management

[moved from above]
Length of Program
The program is ~~normally~~ full-time; candidates are expected to ~~need two years of full-time study to~~ complete the required coursework and comprehensive exams ~~and~~, normally at least two years to complete the PhD thesis.

	- SMO 704 – Individual Research - SMO 707 – Seminar in Special Organizational Topics - SMO 708 – Seminar in Industrial Relations Foundations - SMO 709 – Seminar in Human Resource Management (HRM) - SMO 710 – Seminar in Family Business - SMO 711 – Seminar in Entrepreneurship **Research Methods courses (★12):** At least four additional courses, including one qualitative and one quantitative, with the approval of the supervisor. **Elective courses (★12):** Four additional courses in a cognate discipline as approved by the supervisor. These may include the courses listed above in excess of the four required courses. **Thesis** Registration in 900-level THES Students must present and defend a thesis embodying the results of their research according to FGSR regulations. **Comprehensive and Candidacy Exams** All students are required to complete comprehensive and candidacy exams. Comprehensive examinations must be successfully completed within the first 24 months; students are eligible to write the comprehensive exam for their specialization after completing the course requirements. Departments within the Faculty of Business are responsible for administering the comprehensive examinations for students in their specializations. [See Regulations of FGSR>Doctoral Degrees>Program Requirements] [moved from above] **Length of Program** The program is full-time; candidates are expected to complete the required coursework and comprehensive exams in the first two years, normally followed by at least two years to complete the PhD thesis. The maximum time to completion as set by the Faculty of Graduate Studies and Research is six years. **[…]**
[moved from above] **Length of Program** The program is ~~normally~~ full-time; candidates are expected to ~~need two years of full-time study to~~ complete the required coursework and comprehensive exams ~~and~~, normally at least two years to complete the PhD thesis. **[…]**	

Justification: To revise Entrance Requirements and Academic Standing regulations for the Doctoral program in the Faculty of Business and to add a CV to required application documents. This calendar update reflects current practice.

Approved by:
- Business PhD Policy Committee 11-April-2018
- Business Council 02-May-2018

Governance Executive Summary
Action Item

Agenda Title: **Proposed changes to existing Entrance Requirements for the Master's and Doctoral programs in Nursing**

Motion: THAT the GFC Academic Standards Committee (ASC) approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the Master's and Doctoral programs in Nursing, as submitted by the Faculty of Nursing and the Faculty of Graduate Studies & Research, as set forth in Attachment 1, to take effect upon approval.

Item

Action Requested	☒Approval ☐Recommendation
Proposed by	Greta Cummings, Dean, Nursing Heather Zwicker, Dean and Vice Provost, Faculty of Graduate Studies and Research
Presenter(s)	Diane Kunyk, Associate Dean (Graduate Studies) & Associate Professor, Faculty of Nursing Debby Burshtyn, Vice Dean, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (*please be specific*)	To revise Entrance Requirements for the Master's and Doctoral programs in the Faculty of Nursing.
Executive Summary (*outline the specific item– and remember your audience*)	In 2017/18, the Faculty of Graduate Studies and Research embarked on a project to ensure that the regulations and requirements of all graduate programs were appropriately reflected in the University Calendar. Historically, this information was contained in annually approved departmental guidelines and, with the increased use of websites, much of this information moved over to that platform. It was recognized that websites provide accessibility for students and flexibility for programs; however, as a means of tracking date sensitive information, websites are not considered to be ideal. As such, all graduate programs are reviewing their documents and will be coming forward with additions and modifications to Calendar entries to ensure compliance with the FGSR guidelines. The Master of Nursing and PhD in Nursing calendar revisions reflect current practice as published on the Faculty of Nursing website: https://www.ualberta.ca/nursing/programs/graduate-programs-and-admissions New to Calendar: • Addition of other ELP test scores (IELTS) • Addition of information regarding the Post MN Program and the MN Bypass The entire proposal as submitted has received Faculty approval. FGSR delegated authority to teaching Faculty for program changes.
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Toolkit section Student Participation Protocol>	*Those who are actively **participating**:* • Diane Kunyk, Associate Dean (Graduate Studies) & Associate Professor, Faculty of Nursing • Tracy Quigley, Graduate Program Administrator
	*Those who have been **consulted**:* • Maria Chia (Graduate Calendar project specialist), Janice Hurlburt, Graduate Governance and Policy Coordinator, and Deborah Burshtyn, Vice Dean, FGSR
	*Those who have been **informed**:*
Approval Route (Governance) (including meeting dates)	Grad Education Committee, April 19, 2018 Faculty Caucus, March 12, 2018 Nursing Faculty Council, May 7, 2018 GFC ASC-SOS, June 7, 2018 GFC ASC, June 20, 2018 GFC Academic Planning Committee (for program requirements)

Strategic Alignment

Alignment with *For the Public Good*	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator	
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Nursing graduate programs, Calendar change request

Prepared by: Janice Hurlburt, Graduate Governance and Policy Coordinator, jhurlbur@ualberta.ca

<u>**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**</u>

Current	**Proposed**
Graduate Programs **Nursing [Graduate]** Faculty of Nursing, Graduate Studies Office 4-171 Edmonton Clinic Health Academy University of Alberta Edmonton, Alberta T6G 1C9 Telephone: (780) 492-9546 FAX: (780) 492-2551 E-mail: graduate@nurs.ualberta.ca **General Information** The Faculty of Nursing is organized into four broad Areas of Excellence: Nursing Pedagogy; Philosophy, and History (NPPH); Chronicity; Health Equity and Health Systems. This initiative organizes the faculty's research efforts, facilitates the development of research partnerships and interdisciplinary linkages, and directly links with courses in the Master of Nursing (MN) and the PhD. The MN program prepares nurses to fulfil leadership roles in advanced practice nursing; provide health promotion, prevention and specialized care in a variety of health care settings; teach in academic and clinical settings; and contribute to the development of health programs and policies. It provides a solid academic and practice foundation for pursuing a PhD in Nursing. [moved up from Graduate Program Requirements/The Degree of MN (Nursing)] Students who choose a clinical focus may, upon completion of the MN program, apply for Nurse Practitioner (NP) Adult licensure ~~or Nurse practitioner~~ (NP) Family ~~a~~ll Ages licensure with the College and Association of Registered Nurses of Alberta (CARNA). See the Faculty of Nursing website for further information about available clinical areas of focus. The PhD (Nursing) program is designed to educate for	**Graduate Programs** **Nursing [Graduate]** Faculty of Nursing, Graduate Studies Office 4-171 Edmonton Clinic Health Academy University of Alberta Edmonton, Alberta T6G 1C9 Telephone: (780) 492-9546 FAX: (780) 492-2551 E-mail: graduate@nurs.ualberta.ca **General Information** The Faculty of Nursing is organized into four broad Areas of Excellence: Nursing Pedagogy; Philosophy, and History (NPPH); Chronicity; Health Equity and Health Systems. This initiative organizes the faculty's research efforts, facilitates the development of research partnerships and interdisciplinary linkages, and directly links with courses in the Master of Nursing (MN) and the PhD. The MN program prepares nurses to fulfil leadership roles in advanced practice nursing; provide health promotion, prevention and specialized care in a variety of health care settings; teach in academic and clinical settings; and contribute to the development of health programs and policies. It provides a solid academic and practice foundation for pursuing a PhD in Nursing. [moved up from Graduate Program Requirements/The Degree of MN (Nursing)] Students who choose a clinical focus may, upon completion of the MN program, apply for Nurse Practitioner (NP) Adult licensure<u>,</u> Nurse <u>P</u>ractitioner (NP) Family <u>A</u>ll Ages licensure<u>, or Nurse Practitioner (NP) Neonate</u> with the College and Association of Registered Nurses of Alberta (CARNA). See the Faculty of Nursing website for further information about available clinical areas of focus. <u>The Post MN Program is for those who wish to be eligible for entry-to-practice as a Nurse Practitioner (Adult, Family/All Ages, or Neonate) and did not complete the required courses while in the MN program.</u> The PhD (Nursing) program is designed to educate for

excellence in the development and testing of nursing knowledge and research-based nursing practice. The number and types of courses included in the program will vary according to the individual needs of the student.

The embedded Graduate Certificate in Teaching and Learning in Nursing Education is recognition of the completion of three specific graduate level courses in teaching and learning. This certificate is provided to those students who, upon fulfillment of the requirements for either the Master of Nursing or PhD (Nursing) Program, have focused on the practice of teaching and completed the three graduate level teaching and learning courses. Preferably, students will declare an intention to receive the embedded Graduate Certificate in Teaching and Learning in Nursing Education at the beginning of their graduate program.

[moved up from Graduate Program Requirements/The Degree of MN (Nursing)]
Entrance Requirements

The Faculty's minimum admission requirements are
- A baccalaureate degree in Nursing with a minimum GPA of 3.0 in the final two years (or an equivalent qualification from a recognized institution). Registration with CARNA is required.
- Three letters of reference (criteria described on the application form).
- An undergraduate course in each of statistics and research methods, with a minimum grade of B (or equivalent), preferably completed within the past six years.
- A minimum of one year of clinical nursing experience in the specialty area to which the student is applying is typically required. Students interested in a clinical focus or Nurse Practitioner (NP) licensure must provide evidence of 4500 hours of RN experience.
- A TOEFL score of at least 587 (paper-based), or a total score of at least 97 with a score of at least 22 on each of the individual skill areas (Internet-based), or equivalent where applicable (see English Language Requirement of the University Calendar).

[moved up from Graduate Program Requirements/The Degree of PhD (Nursing)]
Entrance Requirements
The minimum requirements are:

- Master's degree in Nursing from the University of Alberta, or equivalent qualifications from a

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excellence in the development and testing of nursing knowledge and research-based nursing practice. The number and types of courses included in the program will vary according to the individual needs of the student.

The embedded Graduate Certificate in Teaching and Learning in Nursing Education is recognition of the completion of three specific graduate level courses in teaching and learning. This certificate is provided to those students who, upon fulfillment of the requirements for either the Master of Nursing or PhD (Nursing) Program, have focused on the practice of teaching and completed the three graduate level teaching and learning courses. Preferably, students will declare an intention to receive the embedded Graduate Certificate in Teaching and Learning in Nursing Education at the beginning of their graduate program.

[moved up from Graduate Program Requirements/The Degree of MN (Nursing)]
Entrance Requirements

For the Master of Nursing, the Faculty's minimum admission requirements are:
- A baccalaureate degree in Nursing with a minimum GPA of 3.0 in the final two years (or an equivalent qualification from a recognized institution).
- Three letters of reference.
- An undergraduate course in each of statistics and research methods, with a minimum grade of B (or equivalent), preferably completed within the past six years.
- A minimum of one year of nursing experience is typically required.
- Students applying to the clinical focus stream must provide evidence of 4500 hours of RN experience and be a regulated member in a Canadian jurisdiction.
- When required, passing scores on an English Language Examination are: A TOEFL score of at least 587 (paper-based), or a total score of at least 97 (internet-based) with a score of at least 22 on each of the individual skill areas, or an IELTS overall score of 7.0 with the following minimum scores: Listening-7.5, Reading-6.5, Writing-7.0, Speaking-7.0, Overall-7.0.

[moved up from Graduate Program Requirements/The Degree of PhD (Nursing)]

For the PhD in Nursing, the Faculty's minimum admission requirements are:
- Master's degree in Nursing from the University of Alberta, or equivalent qualifications from a

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recognized institution. Students who do not hold the equivalent to this degree may be admitted and required to undertake additional course work in nursing theory, practice and/or research.
- A GPA of 3.5 in the last two years of study.
- ~~O~~ne graduate course in statistics and one in research methods (or equivalent) with a ~~minimum~~ grade of B ~~(or equivalent) and completed within the previous six years of the application deadline~~.
- Completion of an interview with the prospective supervisor ~~who prior to admission and in writing must indicate agreement to take on the student.~~
- A TOEFL score of at least 587 (paper-based), or a total score of at least 97 (internet-based) with a score of at least 22 on each of the individual skill areas ~~(see English Language Requirement)~~
- ~~Even when study has occurred in English, the Faculty of Nursing reserves the right to request ESL 550 taken at the University of Alberta as a condition of admission.~~

The Faculty of Nursing also requires:
- Three letters of reference from academics and professionals knowledgeable about the applicant's academic and professional capabilities.
- Current curriculum vitae.
- A sample of written scholarly work, preferably a work in which the applicant is the sole or primary author.
- A completed "Background Information on PhD Applicant" form, available on the Faculty of Nursing website, that clearly outlines the applicant's academic, research and professional plans/expectations including: (a) Career Plans; (b) Research; (c) PhD Program Plan / Supervisory Expectations; (d) Name of Potential PhD Program/Dissertation Supervisor; (e) Awards/Financial Assistance applied for, if applicable.

~~Upon acceptance into the PhD in Nursing program, the following additional requirements may apply:~~
- ~~College and Association of Registered Nurses of Alberta (CARNA) Registration.~~
  ~~It is strongly recommended that students enrolled in the PhD program are registered as active members in CARNA. Detailed information is available from the Registrar of CARNA (see www.nurses.ab.ca). Students who wish to work as teaching assistants must have CARNA registration. The process of registration can take~~

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recognized institution. Students who do not hold the equivalent to this degree may be admitted and required to undertake additional course work in nursing theory, practice and/or research.
- A GPA of 3.5 in the last two years of study.
- <mark>Graduate qualitative and quantitative (with some statistics) research courses, or</mark> one graduate course in statistics and one in research methods (or equivalent), with a <u>final</u> grade of B <u>or higher</u>.
- Completion of an interview with the prospective supervisor.
- <u>Written agreement with a supervisor</u>.
- <mark>When required, passing scores on an English Language Examination are:</mark> A TOEFL score of at least 587 (paper-based), or a total score of at least 97 (internet-based) with a score of at least 22 on each of the individual skill areas<mark>, or an IELTS overall score of 7.0 with the following minimum scores: Listening-7.5, Reading-6.5, Writing-7.0, Speaking-7.0, Overall-7.0.</mark>

The Faculty of Nursing also requires:
- Three letters of reference from academics and professionals knowledgeable about the applicant's academic and professional capabilities.
- Current curriculum vitae.
- A sample of written scholarly work, preferably a work in which the applicant is the sole or primary author.
- A completed "Background Information on PhD Applicant" form, available on the Faculty of Nursing website, that clearly outlines the applicant's academic, research and professional plans/expectations including: (a) Career Plans; (b) Research; (c) PhD Program Plan / Supervisory Expectations; (d) Name of Potential PhD Program/Dissertation Supervisor; (e) Awards/Financial Assistance applied for, if applicable.

several months. Students should begin the application process as soon as they receive their letter of admission.
- Immunization
  See University Infectious Diseases Regulation.
- Cardiopulmonary Resuscitation Certification (CPR)
  Students may be asked to provide evidence of cardiopulmonary resuscitation (CPR) certification at the Basic Rescuer Level.

[moved up from Graduate Program Requirements/The Degree of MN (Nursing)]
Financial Assistance

Information regarding graduate assistantships and other forms of financial assistance will be supplied upon request.

Graduate Program Requirements

The Degree of MN (Nursing) [Graduate]

The MN program aims to prepare graduates to:
- Demonstrate in-depth knowledge in advanced nursing practice
- Engage in reflection, to think critically, and to act with scientific integrity in scholarly endeavors
- Facilitate the learning process and participate in activities that influence health and healthcare policy
- Understand the interaction of the nursing profession with social, political, economic, and historical forces

Students in the MN program can select a thesis or course-based route. Students may choose to complete a specialization in aging.

[moved above to General Information]
Students who choose a clinical focus may, upon completion of the MN program, apply for Nurse Practitioner (NP) Adult licensure or Nurse practitioner (NP) Family all Ages licensure with the College and Association of Registered Nurses of Alberta (CARNA). See

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The MN Bypass allows for outstanding MN Candidates who have successfully completed coursework in the MN program to request a change of program category to the PhD program without completing the MN degree. Additional research experience may be required within the PhD program for students selecting this option. See the Graduate Program Manual 7.2 Change of Category and see the Nursing website for the MN Bypass process.

[moved up from Graduate Program Requirements/The Degree of MN (Nursing)]
Financial Assistance

Information regarding graduate assistantships and other forms of financial assistance will be supplied upon request.

Graduate Program Requirements

The Degree of MN (Nursing) [Graduate]

Program Requirements
The MN program aims to prepare graduates to:
- Demonstrate in-depth knowledge in advanced nursing practice
- Engage in reflection, to think critically, and to act with scientific integrity in scholarly endeavors
- Facilitate the learning process and participate in activities that influence health and healthcare policy
- Understand the interaction of the nursing profession with social, political, economic, and historical forces

Students in the MN program can select a thesis-based or course-based route.

4

the Faculty of Nursing website for further information about available clinical areas of focus.

To read more about the MN program see the Faculty of Nursing website. Additional important information on graduate studies at University of Alberta is available on the Faculty of Graduate Studies and Research website (see also FGSR Scholarships and Awards).

[moved above to Entrance Requirements]
Entrance Requirements

The Faculty's minimum admission requirements are
1. A baccalaureate degree in Nursing with a minimum GPA of 3.0 in the final two years (or an equivalent qualification from a recognized institution). Registration with CARNA is required.
2. Three letters of reference (criteria described on the application form).
3. An undergraduate course in each of statistics and research methods, with a minimum grade of B (or equivalent), preferably completed within the past six years.
4. A minimum of one year of clinical nursing experience in the specialty area to which the student is applying is typically required. Students interested in a clinical focus or Nurse Practitioner (NP) licensure must provide evidence of 4500 hours of RN experience.
5. A TOEFL score of at least 587 (paper-based), or a total score of at least 97 with a score of at least 22 on each of the individual skill areas (Internet-based), or equivalent where applicable (see English Language Requirement of the University Calendar).

[moved up from below Clinical Requirements]
Program Requirements
Student programs are designed on an individual basis within the MN curriculum and in light of the student's career goals, clinical interests, and research interests. Students normally complete a minimum of ten courses plus thesis (thesis-based program) or eleven courses plus NURS 900 (course-based program) over the duration of their program.

For the Specialization in Aging, students choose either a thesis-based or a course-based program. Thesis students take ten required courses and complete a thesis. Course-based students take eleven courses (including one elective in their area of interest) and complete a capping exercise.

The Faculty of Nursing recommends that all MN students register in at least ★9 in each September to August

[moved up from below Clinical Requirements]

Student programs are designed based on the chosen focus area and in light of the student's career goals, clinical interests, and research interests.

MN Thesis-based
Students in the thesis-based MN program are required to complete 10 courses (★3, ★4 and/or ★6) for a minimum total of ★30 credits, plus a thesis.

Coursework includes five required courses. The remaining five courses are selected according to areas of focus, outlined below, and elective courses.

The thesis-based route is an opportunity for intensive research education in an area of student interest. It provides knowledge about particular content and research method and students work closely with their

5

supervisors to complete the research.

MN Course-based
Students in the course-based MN program are required to complete 11 courses (★3, ★4 and/or ★6) for a minimum total of ★33 credits, plus a ★3 capping exercise (NURS 900).

Coursework includes five required courses. The remaining six courses are selected according to areas of focus, outlined below, and elective courses. One elective course must be taken in the area of interest.

The capping exercise is individually designed and is congruent with the student's area of study and may address topics such as clinical outcomes, evidence-based practice, total quality improvement, or knowledge translation. Course-based students should complete at least three courses per year.

All part-time course-based graduate students must register in a minimum of 3 units (★3) in course-work or in M REG 800 each September to August period to maintain their student status.

Required courses(★15)
All MN students are required to take:
- NURS 502 Nature of Nursing Knowledge
- NURS 505 Transforming Practice
- NURS 506 Program Planning
- NURS 512 Quantitative Research
- NURS 513 Qualitative Research

The remaining course requirements are determined by the following areas of focus:

Clinical
This area may lead to entry-to-practice as a Nurse Practitioner (Adult, Family/All Ages, or Neonatal).

- **Focus Area required courses**
  For entry-to-practice as a Nurse Practitioner, students must select one of the clinical areas of focus.
  - **Adult/Older Adult:** NURS 507, NURS 509, NURS 510, NURS 570 and NURS 580
  - **Family All Ages:** NURS 507, NURS 509, NURS 515, NURS 575 and NURS 582
  - **Neonate:** NURS 520, NURS 522, NURS 525, NURS 572 and NURS 582

- **Elective courses**

	Students in a course-based MN must complete one elective course in their clinical area of focus.
	
	Teaching
	Students opting for a Teaching focus will be introduced to principles of learning and pedagogy. Students earn a *Graduate Certificate in Teaching and Learning in Nursing Education* which will be reflected on the student's transcript. See the teaching certificate link: Teaching and Learning Certificate
	
	• **Focus Area required courses**
	    NURS 546, NURS 556, and NURS 586.
	• **Elective courses**
	    Two (thesis-based programs) or three (course-based programs) electives are required.
	
	Research
	In the Research focus area, students develop skills in research methodologies and work closely with faculty members to conduct a research project.
	
	• **Focus Area required courses**
	    NURS 588, NURS 683, and NURS 587.
	
	• **Elective courses**
	    Two (thesis-based programs) or three (course-based programs) electives are required.
	
	Leadership
	The Leadership focus prepares students for practice within the contexts of administration and management of health services.
	
	Focus Area required courses
	NURS 536 and NURS 584
	
	Elective courses
	Three (thesis-based programs) or four (course-based programs) electives are required.
	
	Community
	The Community focus addresses leadership in community settings, population health assessment, and approaches to working with population aggregates and communities, and community health issues.
	
	Focus Area required courses
	NURS 508, NURS 536 and NURS 584
	
	Elective courses
	Two (thesis-based programs) or three (course-based programs) electives are required.

Clinical Requirements for Nursing Courses

~~The Faculty of Nursing is committed to meeting standards of practice in nursing by ensuring that students attain and maintain required certifications and meet recommended immunization standards.~~ Students are responsible for the health and safety requirements for all clinical practice courses in their graduate program. These requirements must be met prior to starting the clinical courses. If there is an associated fee, students are responsible for the costs incurred.

1. Registration with College and Association of Registered Nurses of Alberta (CARNA)

~~Clinical placements: All students doing clinical placements must be registered in the Province in which they are doing placements. For most students this will mean Alberta (CARNA) but some may be placed in other Provinces and it is mandatory that MN students are registered in the Province in which their clinical placement occurs. Students are responsible for ensuring that they meet the registration requirements of any Province in which they are placed. Proof of registration must be submitted with application documents and on an annual basis.~~

~~An RN student in a nurse practitioner program may use the term "student" with the protected "NP" title. As students in the NP program must be registered with CARNA for their practica, they must identify themselves as an RN when providing health services, even in the student role. CARNA suggests the title "RN, Student NP".~~

~~Research data collection: Any student research that involves contact with patients will require the student to be registered with CARNA. Students are responsible for being registered. This rule applies equally to MN and PhD students.~~

~~Teaching: Any graduate students involved in teaching students or working as a graduate teaching assistant (e.g., marking papers or exams) must be registered with CARNA. This rule applies equally to MN and PhD students.~~

~~Questions concerning registration should be directed to the Associate Dean of Graduate Studies Nursing. For questions about the health and safety requirements, contact Karen Peterson at~~ ~~karen.peterson@ualberta.ca~~ ~~or (780) 492-8645.~~

2. Cardiopulmonary Resuscitation Certification (CPR)

~~CPR certification at the Healthcare Provider Level is required. This course is designed for healthcare providers who have a duty to respond to medical emergencies. A CPR-Healthcare Provider certificate is valid for one year from the date of the course. Evidence of annual recertification must be presented each year while in the program. Students who do not have current CPR-Healthcare Provider Level certification cannot participate in clinical courses. Level C CPR certification is not acceptable; students must obtain CPR at the Healthcare~~

Students are responsible for the health and safety requirements for all clinical practice courses in their graduate program. These requirements must be met prior to starting the clinical courses. If there is an associated fee, students are responsible for the costs incurred.

- Registration with College and Association of Registered Nurses of Alberta (CARNA)
- Cardiopulmonary Resuscitation Certification (CPR)
- Health Status Form
- Immunization Requirements: See University Infectious Disease Regulation.
- Criminal Record Check (Security Clearance Check)
- Professional Ethics/Code of Student Behaviour

Please see the Faculty of Nursing's website for further information regarding clinical requirements

Provider Level. If students have EMT certification that they believe may be equivalent to Healthcare Provider Level CPR, contact the Faculty of Nursing.

Students in advanced clinical course NURS 580 require Advanced Cardiac Life Support course (ACLS). Students in the advanced clinical course NURS 585, require Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Cardiac Life Support course (PALS).

3. Health Status Form

Health Status Declaration: All students admitted to nursing programs must complete a Health Status Declaration (HSD) available on the Faculty of Nursing website at www.ualberta.ca/nursing.

4. Immunization Requirements

See University Infectious Disease Regulation.

5. Criminal Record Check (Security Clearance Check)

Under the *Protection for Persons in Care* Act, a criminal record check (security clearance check) may be required by any site providing clinical practice. The clinical practice site will determine the criteria for acceptance/denial of a placement. The clinical instructors will notify students if a criminal record check is required for their specific clinical placement, and students are then responsible for having the check completed prior to commencement of clinical practice. Students who have concerns related to their ability to satisfy a criminal record check should consult with the Faculty of Nursing immediately upon being admitted to the program. Criminal record checks can be obtained through the Edmonton Police Service (see the Police Information Check page for more details), a community police station, or any RCMP detachment. Students must familiarize themselves with the requirements and process before going in for their criminal record check (fees, identification to bring, processing times, etc.). Students from outside of the region are advised to obtain this requirement prior to relocating to Edmonton.

Students who obtain a criminal record check must not submit it to the Faculty of Nursing. Students need to keep their criminal record check and present it to clinical agencies upon their request. Criminal record checks are considered valid for 90 days, so additional checks will need to be acquired throughout the program.

Students enrolled in NURS 511, NURS 567, NURS 571 or 581 may also be required to obtain a Child Intervention Record Check (Child Welfare Check). These are obtained from Child and Family Services Authority offices, and specific information may be obtained at the Undergraduate Nursing Office located on the third floor of the Clinical Sciences Building.

6. Professional Ethics/Code of Student Behaviour: All students enrolled in the Faculty of Nursing are bound by, and shall comply with, the Professional Codes of Ethics governing the profession and

practice of Nursing.
  a. "Professional Codes of Ethics" means the current Canadian Nurses Association's Code of Ethics for Registered Nurses, and all other relevant professional codes and practice standards for registered nurses.
  b. It is the responsibility of each Faculty of Nursing graduate student to obtain, and be familiar with, such Professional Codes of Ethics, and their amendments as may be made from time to time. (See §30.1 and 30.2 of the Code of Student Behaviour). Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time, is housed on the University Governance website at www.governance.ualberta.ca.

[moved above to just after Entrance Requirements]
Financial Assistance
Information regarding graduate assistantships and other forms of financial assistance will be supplied on request.

[moved above to before Clinical Requirements]
Program Requirements
Student programs are designed on an individual basis within the MN curriculum and in light of the student's career goals, clinical interests, and research interests. Students normally complete a minimum of ten courses plus thesis (thesis-based program) or eleven courses plus NURS 900 (course-based program) over the duration of their program.

For the Specialization in Aging, students choose either a thesis-based or a course-based program. Thesis students take ten required courses and complete a thesis. Course-based students take eleven courses (including one elective in their area of interest) and complete a capping exercise.

The Faculty of Nursing recommends that all MN students register in at least ★9 in each September to August period. Thesis-based students who register full-time in their first full year (minimum ★9 Fall Term and minimum ★9 Winter Term) will be required by the Faculty of Graduate Studies and Research to continue with full-time registration throughout the program.

Length of Program

The Master's program can be completed within a two-year plus one term period. All requirements for the

Length of Program

The Master's program can be completed within a two-year plus one term period.

10

~~degree must be completed by thesis-based MN students within four years, and by course-based MN students within six years.~~	The maximum time to complete the thesis-based MN program as set by the Faculty of Graduate Studies and Research is four years. The maximum time to complete the course-based MN program as set by the Faculty of Graduate Studies and Research is six years.

The Degree of MN with a specialization in Aging (Nursing) [Graduate]

A Specialization in Aging is offered in collaboration with the Faculty of Nursing and the Department of Human Ecology. Students focus their capping project or thesis on aging. The required course is NURS 604.

Program Requirements
Students in the MN program with a specialization in Aging can select a thesis-based or course-based route.

MN Thesis-based
Students in the thesis-based MN are required to complete 10 courses (★3, ★4 and/or ★6) for a minimum total of ★30 credits, plus a thesis focused on Aging.

MN Course-based
Students in the course-based MN program are required to complete 11 courses (★3, ★4 and/or ★6) for a minimum total of ★33 credits, plus a ★3 capping exercise (NURS 900 Guided Scholarly Project) focused on Aging.

Course-based students should complete at least three courses per year.

All part-time course-based graduate students must register in a minimum of 3 units (★3) in course-work or in M REG 800 each September to August period to maintain their student status.

Required courses(★15)
All MN students are required to take:
- NURS 502 Nature of Nursing Knowledge
- NURS 505 Transforming Practice
- NURS 506 Program Planning
- NURS 512 Quantitative Research
- NURS 513 Qualitative Research

Specialization required course (★3)
- NURS 604 Fundamentals of Aging

Elective Courses
Four (thesis-based programs) or five (course-based programs) electives are required.

The Degree of PhD (Nursing) [Graduate]

Program Mission: Within a research-intensive context, the Faculty of Nursing's PhD Program exists to prepare for the 21st century nursing scholars who are able to generate new knowledge and facilitate change to advance healthcare outcomes and nursing within a global context.

Program Vision: Students in the PhD Program are engaged in and educated for excellence in the development, organization and evaluation of new knowledge. The Program is characterized by rigour, flexibility and relevance: rigour in the quality of scholarship and flexibility within and relevance to the discipline of nursing and the student's career goals and research interests. See the Faculty of Nursing website for full description of Program and Principles underlying it.

The graduate will exhibit competencies in each of the following core qualities:
- Advancing nursing

- Enhancing scholarship - Mobilizing knowledge - Extending inquiry - Leading change	- Enhancing scholarship - Mobilizing knowledge - Extending inquiry - Leading change

[moved above to Entrance Requirements]

Entrance Requirements

The minimum requirements are:

- Master's degree in Nursing from the University of Alberta, or equivalent qualifications from a recognized institution. Students who do not hold the equivalent to this degree may be admitted and required to undertake additional course work in nursing theory, practice and/or research.
- A GPA of 3.5 in the last two years of study.
- One graduate course in statistics and one in research methods (or equivalent) with a minimum grade of B (or equivalent) and completed within the previous six years of the application deadline.
- Completion of an interview with the prospective supervisor who prior to admission and in writing must indicate agreement to take on the student.
- A TOEFL score of at least 587 (paper-based), or a total score of at least 97 (internet-based) with a score of at least 22 on each of the individual skill areas (see English Language Requirement) Even when study has occurred in English, the Faculty of Nursing reserves the right to request ESL 550 taken at the University of Alberta as a condition of admission.

The Faculty of Nursing also requires:
- Three letters of reference from academics and professionals knowledgeable about the applicant's academic and professional capabilities.
- Current curriculum vitae.
- A sample of written scholarly work, preferably a work in which the applicant is the sole or primary author.
- A completed "Background Information on PhD Applicant" form, available on the Faculty of Nursing website, that clearly outlines the applicant's academic, research and professional plans/expectations including: (a) Career Plans; (b) Research; (c) PhD Program Plan / Supervisory Expectations; (d) Name of Potential PhD Program/Dissertation Supervisor; (e) Awards/Financial Assistance applied for, if applicable.

Upon acceptance into the PhD in Nursing program, the following additional requirements may apply:

- ~~College and Association of Registered Nurses of Alberta (CARNA) Registration.~~ ~~It is strongly recommended that students enrolled in the PhD program are registered as active members in CARNA. Detailed information is available from the Registrar of CARNA (see www.nurses.ab.ca). Students who wish to work as teaching assistants must have CARNA registration. The process of registration can take several months. Students should begin the application process as soon as they receive their letter of admission.~~ - ~~Immunization~~ ~~See University Infectious Diseases Regulation.~~ - ~~Cardiopulmonary Resuscitation Certification (CPR)~~ ~~Students may be asked to provide evidence of cardiopulmonary resuscitation (CPR) certification at the Basic Rescuer Level.~~ ## Program Requirements **[...]** ## Graduate Courses Course offerings vary from term to term depending upon student enrolment and availability of suitable instructors. A current listing is available on Bear Tracks: https://www.beartracks.ualberta.ca/ Graduate courses can be found in Course Listings, under the subject heading Nursing (NURS).	## Program Requirements **[...]** ## Graduate Courses Course offerings vary from term to term depending upon student enrolment and availability of suitable instructors. A current listing is available on Bear Tracks: https://www.beartracks.ualberta.ca/ Graduate courses can be found in Course Listings, under the subject heading Nursing (NURS) <u>and Interdisciplinary Undergraduate and Graduate Courses: Graduate (INT</u> D).

Justification: To revise entrance/transfer requirements for the Master's and Doctoral programs in the Faculty of Nursing.

Approved by:
- Graduate Education Committee, April 19, 2018
- Faculty Caucus, March 12, 2018
- Nursing Faculty Council (with delegated authority from Faculty of Graduate Studies and Research), May 7, 2018

Item No. 7

Governance Executive Summary
Action Item

Agenda Title: **Proposed changes to existing Entrance Requirements for the Master of Education in Health Sciences Education**

MOTION: THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing entrance requirements for the Master of Education in Health Sciences Education, as submitted by the Faculty of Education and the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to take effect upon approval.

Item

Action Requested	☒Approval ☐Recommendation
Proposed by	Heather Zwicker, Dean and Vice Provost, Faculty of Graduate Studies and Research Jennifer Tupper, Dean, Faculty of Education
Presenter(s)	Elaine Simmt, Associate Dean Graduate Studies & Director M.Ed. in Educational Studies Deborah Burshtyn, Vice Dean, Faculty of Graduate Studies and Research

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (*please be specific*)	To update entrance requirements to reflect current practice and to add alternative ways to fulfill the English language proficiency requirement.
Executive Summary (*outline the specific item– and remember your audience*)	In 2017/18, the Faculty of Graduate Studies and Research embarked on a project to ensure that the regulations and requirements of all graduate programs were appropriately reflected in the University Calendar. Historically, this information was contained in annually approved departmental guidelines and, with the increased use of websites, much of this information moved over to that platform. It was recognized that websites provide accessibility for students and flexibility for programs; however, as a means of tracking date sensitive information, websites are not considered to be ideal. As such, all graduate programs are reviewing their documents and will be coming forward with additions and modifications to Calendar entries to ensure compliance with the FGSR guidelines. The MEd program in Health Sciences Education was approved by GFC Academic Planning Committee on May 13, 2009, and Alberta Advanced Education as a first-level specialization in 2010. It is an interdisciplinary program offered by the Faculty of Education in collaboration with the Health Sciences Council. The program is housed administratively in the Department of Educational Psychology and up until now only existed in the Calendar as a link from the Educational Psychology [Graduate] entry.

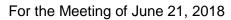|	Changes to entrance requirements from the original proposal reflect current practice and are delineated in the attachment.
	The proposed IELTS and CAEL English language proficiency requirements are new.
	The entire proposal as submitted has received Faculty approval. FGSR delegated authority to teaching Faculty for program changes. In the Faculty of Education, this has been subdelegated to the Graduate Academic Advisory Committee (GAAC).
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

	*Those who are actively **participating**:*
Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Toolkit section Student Participation Protocol>	• Michelle Vaage - Health Sci Ed. Program, Graduate Program Administrator
	*Those who have been **consulted**:*
	• Maria Chia (Graduate Calendar project specialist), Janice Hurlburt Graduate Governance and Policy Coordinator, and Deborah Burshtyn, Vice Dean, Faculty of Graduate Studies and Research (FGSR)
	*Those who have been **informed**:*
Approval Route (Governance) (including meeting dates)	Faculty of Education Graduate Academic Advisory Committee (GAAC)—May 16, 2018 GFC ASC Subcommittee on Standards—June 7, 2018 (for discussion) GFC Academic Standards Committee—June 21, 2018 GFC Academic Planning Committee – September 12, 2018 (program requirements)

Strategic Alignment

Alignment with *For the Public Good*	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole achieve shared strategic goals.
Alignment with Institutional Risk Indicator	
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Health Sciences Education Calendar copy

Prepared by: Janice Hurlburt, Graduate Governance and Policy Coordinator, jhurlbur@ualberta.ca

2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:

Approved program (APC 2009)	Proposed
	Graduate Programs **Health Sciences Education [Graduate]** 6-102 Education Centre North University of Alberta Edmonton, Alberta T6G 2G5 E-mail: medhse@ualberta.ca uab.ca/medhse **General Information** The Health Sciences Education offers a program leading to the degree of MEd (course-based and thesis-based). This program is intended for those in Health Disciplines. Further information and admissions criteria may be found at www.edpsychology.ualberta.ca/graduateprograms/healthscienceseducation.aspx. The MEd programs are designed to extend the knowledge and skills of health sciences educators in the areas of educational pedagogy, educational research, and interprofessional leadership within the collaborative context of communities of practice of professional educators. This is a part-time program designed for health professionals or health professional educators who are working full-time.
excerpt from program approved by APC , May 13, 2009	Applications open on February 1. The deadline for applications is August 1.
minimum admission requirements:	**Entrance Requirements**
a) a four year undergraduate degree (in a health related discipline) with a cumulative average of a minimum of 3.0 GPA (on a four point letter grading scale), or equivalent, in the last *60 of the program	Applicants must have a four year undergraduate degree (normally in a health related discipline) with a cumulative average of a minimum of 3.0 GPA (on a four point letter grading scale), or equivalent, in the last ★60 of undergraduate or graduate study.
b) three letters of reference	Applicants should also have teaching experience in a health related discipline.
c) a statement of research interest(s)	
d) where applicable, a TOEFL score of at least 560 (paper-	If applicable, applicants with international qualifications

1

based) or 92 (internet-based)
 	
e) relevant professional experience
	must provide proof of English Language Proficiency. Any one of the following is acceptable:
	• TOEFL score of 580 (paper-based); or
	• TOEFL score of 237 (computer-based); or
	• TOEFL score of 93 (internet-based) with a score of at least 24 on speaking and writing, and 20 on reading and listening; or
	• An IELTS score of 7.0 with no band less than 6.5; or
	• An official CAEL (Canadian Academic English Language assessment system) score of at least 70 in all bands.
	
	Applicants are also required to submit
	• Three letters of reference (two of which must be from someone knowledgeable about the applicant's abilities and potential to pursue academic work.);
	• a Statement of Intent which includes scholarly interests and relevance of work and teaching experience (500-800 words):
	  - explanation of what is desired from this degree,
	  - areas of interest in scholarly work or research,
	  - professional interests,
	  - interest in interprofessional teamwork in education and practice;
	• Curriculum Vitae.
	
	All students will be admitted to the course-based program. Students may request a change of program category to a thesis-based route after completion of ★6 to ★9 credits of required coursework, in consultation with their advisor(s).
	
	Graduate Program Requirements
	
	The Degree of MEd (Health Sciences Education)[Graduate]
	
	The program is designed as a blended delivery format. Blended delivery consists of a small number of face-to-face classes combined with synchronous and asynchronous online sessions. Each blended delivery course is of eight week duration. Two consecutive days of the course are face-to-face. The synchronous sessions occur at some point during the week highlighted in the course schedule. The course instructor(s) determine when the face-to-face and synchronous sessions occur. The May course is 5 days in a row strictly face-to-face.
	
	Program Requirements
	
	The MEd can be taken as a thesis-based program or as a

| | course-based program.

Required coursework (★24):
All students are required to take the following eight courses:
• EDPY 597(★3)- Philosophy of Teaching
• EDPY 501(★3)- Introduction to Methods of Educational Research in Health Sciences
• EDPY 597(★3)- Learning and Teaching at the Adult Level
• EDPY 597(★3)- Curriculum Studies in the Health Sciences
• EDPY 597(★3)- Program Evaluation
• EDPY 597(★3)- Assessment and Evaluation in Health Sciences I
• EDPY 597(★3)- Assessment and Evaluation in Health Sciences II
• EDPY 597(★3)- Integrating Technology Across the Curriculum

Course-based Program
In addition to the required courses, students must complete the following:

Elective courses (★6)
• two graduate-level (500 or higher) elective courses, to be selected in consultation with their advisor.

Capping Exercise
• EDPY 903 (★3)- Directed Research Project

Thesis-based Program
• Registration in 900-level THES.

Length of Program

The maximum time to complete the course-based MEd program as set by the Faculty of Graduate Studies and Research is six years. The maximum time to complete the thesis-based MEd program as set by the Faculty of Graduate Studies and Research is four years. |

Justification: The MEd program in Health Sciences Education was approved by Advanced Education as a first-level specialization in 2010. It is an interdisciplinary program between the Faculty of Education and the health science faculties. The program is housed administratively in the Department of Educational Psychology and up until now only existed in the Calendar as a link from the Educational Psychology [Graduate] entry. As an interdisciplinary first-level program, it was decided it should have a separate Calendar entry.

The calendar change adding ELP scores (IELTS and CAEL) is new. Other changes reflect current practice.

Approved by: Dr George Buck, Department Chair, May 3, 2018
Faculty of Education Graduate Academic Advisory Committee (GAAC), May 16, 2018

Governance Executive Summary
Action Item

Agenda Title: **Proposed changes to existing Entrance Requirements for the Master of Education in Educational Studies**

MOTION: THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing entrance requirements for the Master of Education in Educational Studies, as submitted by the Faculty of Education and the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to be effective upon approval.

Item

Action Requested	☒Approval ☐Recommendation
Proposed by	Heather Zwicker, Dean and Vice Provost, Faculty of Graduate Studies and Research Jennifer Tupper, Dean, Faculty of Education
Presenter(s)	Elaine Simmt, Associate Dean Graduate Studies & Director M.Ed. in Educational Studies Deborah Burshtyn, Vice Dean, Faculty of Graduate Studies and Research

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (*please be specific*)	To revise Entrance Requirements for the Master of Education in Educational Studies.
Executive Summary (*outline the specific item– and remember your audience*)	In 2017/18, the Faculty of Graduate Studies and Research embarked on a project to ensure that the regulations and requirements of all graduate programs were appropriately reflected in the University Calendar. Historically, this information was contained in annually approved departmental guidelines and, with the increased use of websites, much of this information moved over to that platform. It was recognized that websites provide accessibility for students and flexibility for programs; however, as a means of tracking date sensitive information, websites are not considered to be ideal. As such, all graduate programs are reviewing their documents and will be coming forward with additions and modifications to Calendar entries to ensure compliance with the FGSR guidelines. The MEd in Educational Studies was approved by GFC Academic Planning Committee on October 22, 2003. Revisions to existing regulations reflect current practice. The proposed IELTS and PTE English language proficiency requirements are new. The entire proposal as submitted has received Faculty approval. FGSR delegated authority to teaching Faculty for program changes. In the

	Faculty of Education, this has been subdelegated to the Graduate Academic Advisory Committee (GAAC).
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Toolkit section Student Participation Protocol>	*Those who are actively **participating**:* • Elaine Simmt, Associate Dean Graduate Studies & Director M.Ed. in Educational Studies
	*Those who have been **consulted**:* • Maria Chia (Graduate Calendar project specialist), Janice Hurlburt Graduate Governance and Policy Coordinator, and Deborah Burshtyn, Vice Dean, Faculty of Graduate Studies and Research (FGSR)
	*Those who have been **informed**:*
Approval Route (Governance) (including meeting dates)	Faculty of Education Graduate Academic Advisory Committee (GAAC), May 16, 2018 GFC ASC Subcommittee on Standards—June 7, 2018 GFC Academic Standards Committee—June 21, 2018

Strategic Alignment

Alignment with *For the Public Good*	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator	
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC ASC Subcommittee on Standards—June 7, 2018 (for discussion) GFC Academic Standards Committee—June 21, 2018 GFC Academic Planning Committee – September 12, 2018 (program requirements)

Attachments (each to be numbered 1 - <>)

1. Educational Studies Calendar copy

Prepared by: Janice Hurlburt, Graduate Governance and Policy Coordinator, jhurlbur@ualberta.ca

FACULTY OF GRADUATE STUDIES AND RESEARCH

Killam Centre for Advanced Studies
2-29 Triffo Hall Edmonton AB Canada T6G 2E1
Tel: 780.492.2816 / Fax: 780.492.0692
www.gradstudies.ualberta.ca

2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
Graduate Programs	**Graduate Programs**
Educational Studies [Graduate] Educational Studies Program 832 Education South University of Alberta Edmonton, Alberta T6G 2G5 E-mail: mesinfo@ualberta.ca www.mes.ualberta.ca	**Educational Studies [Graduate]** Educational Studies Program 832 Education South University of Alberta Edmonton, Alberta T6G 2G5 E-mail: mesinfo@ualberta.ca www.mes.ualberta.ca
General Information The MEd in Educational Studies offers leadership development for educators and administrators ~~through either of the program strands, Leadership and School Improvement (K-12) or Leadership and Educational Improvement in Postsecondary Education~~. ~~Each~~ program is designed to provide theory, skills, and insights into practice that can be readily applied in the workplace. ~~Educators from all fields, educational managers, and administrators may use this degree to enhance their professional knowledge and improve their educational practice~~. The program~~s~~, designed for working professionals in a wide number of areas, ~~are~~ completed in ~~a minimum of~~ two years through a combination of summer residencies and online courses in a cohort model.	**General Information** The MEd in Educational Studies offers leadership development for educators and administrators. The program is designed to provide theory, skills, and insights into practice that can be readily applied in the workplace. The program, designed for working professionals in a wide number of areas, is completed in two years through a combination of summer residencies and online courses in a cohort model.
Entrance Requirements Minimum admission requirements are a four-year baccalaureate degree or equivalent, with a minimum grade point average of 3.0 on a four-point scale or equivalent (based on the last 60 units of course work). Applicants are required to have at least two years of teaching experience ~~and, where applicable~~, a TOEFL score of at least 580 (paper-based) or 92 (Internet-based)~~. See English Language Requirement~~.	**Entrance Requirements** Minimum admission requirements are a four-year baccalaureate degree or equivalent, with a minimum grade point average of 3.0 on a four-point scale or equivalent (based on the last 60 units of course work). Applicants are required to have at least two years of teaching experience. Where applicable, applicants with international qualifications are required to demonstrate English Language Proficiency through one of the following: • a TOEFL score of at least 580 (paper-based), 237 (computer-based) or a total score of 92 (Internet-based) with a score of at least 24 on speaking and writing and 20 on reading and listening. • An Academic IELTS overall score of 6.5 with a minimum score of 6.5 on each band • A PTE Academic score of 63 Applicants are also required to submit a letter of intent, a current resume, and two professional letters of recommendation.

Graduate Program Requirements	Graduate Program Requirements
The Degree of MEd (Educational Studies) [Graduate] Program Requirements This is a course-based program that requires the completion of ★30 in graduate-level course work, including ★24 of required, core courses. ~~One of the core courses is a ★3 research project~~. Students are required to attend two three-week summer residencies, one during their first year and one during their second year.	**The Degree of MEd (Educational Studies) [Graduate] Program Requirements** This is a course-based program that requires the completion of ★30 in graduate-level course work, including ★24 of required, core courses. Students are required to attend two three-week summer residencies, one during their first year and one during their second year. Core Courses (★24) - EDU 511-Introduction to Educational Improvement - EDU 512- Leadership in Educational Settings - EDU 503- Foundations of Curriculum - EDU 510 Fundamentals of Educational Research - EDU 513- Leadership for Educational Change - EDU 514- Planning for Educational Change - EDU 515- Conducting Educational Research - EDU 900- Program Synthesis
Information on ~~graduate~~ courses is available at www.mes.ualberta.ca.	Information on <u>elective</u> courses is available at https://www.ualberta.ca/educational-studies/mes-program/elective-courses.
~~Students must maintain standards acceptable to the Faculty of Graduate Studies and Research to remain in the program. The program must be completed within six years from admission.~~	
Length of Program Core courses are scheduled to permit completion of the degree by part-time study within two years ~~but can~~ ==be extended== ~~up to six years from admission.~~	**Length of Program** Core courses are scheduled to permit completion of the degree by part-time study within two years. The maximum time to complete the course-based MEd program as set by the Faculty of Graduate Studies and Research is six years.
Graduate Courses Graduate courses can be found in Course Listings, under the subject heading Educational Studies (EDU)	**Graduate Courses** Graduate courses can be found in Course Listings, under the subject heading Educational Studies (EDU)

Justification: To revise Entrance Requirements and Academic Standing Regulations to reflect current practice and supplement English Language Proficiency requirement information.

Approved by:
Dr. E.S. Simmt, MES Director, April 26, 2018
Faculty of Education Graduate Academic Advisory Committee (GAAC), May 16, 2018

Governance Executive Summary
Action Item

Agenda Title: **Proposed changes to existing minimum Academic Standing Regulations for graduate programs, Faculty of Graduate Studies & Research**

MOTION: THAT the GFC Academic Standards Committee recommend, with delegated authority from General Faculties Council, that GFC Academic Planning Committee approve the proposed revisions to existing minimum Academic Standing Regulations for graduate programs, as submitted by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to take effect upon approval.

Item

Action Requested	☐ Approval ☒ Recommendation
Proposed by	Heather Zwicker, Dean and Vice Provost, Faculty of Graduate Studies and Research
Presenter(s)	Deborah Burshtyn, Vice Dean, Faculty of Graduate Studies and Research

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (*please be specific*)	To revise existing minimum Academic Standing requirements for graduate programs.
Executive Summary (*outline the specific item– and remember your audience*)	In 2017/18, the Faculty of Graduate Studies and Research embarked on a project to ensure that the regulations and requirements of all graduate programs were appropriately reflected in the University Calendar. Much of the Academic Standing minimum requirement policy currently resides in the Graduate Program Manual (red text in the left-hand column). This is being moved to the Calendar. Any rewording of the policy is for clarification (highlighted in green). These revisions reflect current practice as approved by FGSR Council: https://www.ualberta.ca/graduate-studies/about/graduate-program-manual Because the proposal encompasses significant additions to the university Calendar, approval falls under the authority delegated to GFC's Academic Planning Committee.
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	*Those who are actively **participating**:* • Policy Review Committee (sub-committee of FGSR Council), which includes GSA representation and the Graduate Ombudsman
<For information on the protocol see the Governance	*Those who have been **consulted**:* •

Item No. 10

Toolkit section Student Participation Protocol>	*Those who have been **informed**:*
Approval Route (Governance) (including meeting dates)	FGSR Council—May 9, 2018 GFC ASC Subcommittee on Standards—June 7, 2018 GFC Academic Standards Committee—June 21, 2018 GFC Academic Planning Committee-September 12, 2018

Strategic Alignment

Alignment with *For the Public Good*	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole achieve shared strategic goals.
Alignment with Institutional Risk Indicator	
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. FGSR Academic Standing policy, Calendar copy

Prepared by: Janice Hurlburt, Graduate Governance and Policy Coordinator, jhurlbur@ualberta.ca

2019-2020 University of Alberta Proposed Calendar Graduate Program Changes: updating of Academic Standing requirements for the Faculty of Graduate Studies and Research.

Current	Proposed
Regulations of the Faculty of Graduate Studies and Research	**Regulations of the Faculty of Graduate Studies and Research**
Academic Standing	**Academic Standing**
Explanation of Grading System	**Explanation of Grading System**
Important Notification: Effective September 1, 2003, the University of Alberta implemented a letter grading system with a four-point scale of numerical equivalents for calculating grade point averages. Letter grading scales are more commonly applied throughout North America.	
The University of Alberta uses a letter grading system for most courses. For students registered in the Faculty of Graduate Studies and Research the normal passing grade is C+ (see Minimum Faculty Requirements below). In addition, some courses are offered on a credit/fail basis.	The University of Alberta uses a letter grading system for most courses. For students registered in the Faculty of Graduate Studies and Research the normal passing grade is C+ (see Minimum Faculty Requirements below). In addition, some courses are offered on a credit/no credit (CR/NC) basis.
The grade distribution according to the four-point system is as follows:	The grade distribution according to the four-point system is as follows:
Course Grades Obtained by Graduate Students	**Course Grades Obtained by Graduate Students**

Course Grades Obtained by Graduate Students (Current)

Descriptor	Alpha Grade	Grade Point Value	
Excellent	A+	4.0	
	A	4.0	
	A-	3.7	
Good	B+	3.3	
	B	3.0	Minimum admission GPA
Satisfactory	B-	2.7	Min. Academic Standing GPA
	C+	2.3	Minimum Course Pass Mark
Failure	C	2.0	
	C-	1.7	
	D+	1.3	
	D	1.0	
	F	0.0	

Course Grades Obtained by Graduate Students (Proposed)

Descriptor	Alpha Grade	Grade Point Value	
Excellent	A+	4.0	
	A	4.0	
	A-	3.7	
Good	B+	3.3	
	B	3.0	Minimum admission GPA
Satisfactory	B-	2.7	Min. Academic Standing GPA
	C+	2.3	Minimum Course Pass Mark
Failure	C	2.0	
	C-	1.7	
	D+	1.3	
	D	1.0	
	F	0.0	

Current	Proposed
[Added from the Graduate Program Manual 7.4.1]	The grade equivalencies for graduate students according to the letter grade as well as detailed information about grade remarks can be found in Evaluations Procedures and Grading System under '4. Assigning Grades' and '5. Final Grades and Remarks'.

[Calendar entry moved below to after Grade Grievances and Appeals]

Minimum Faculty Requirements

Regardless of the student's category, the pass mark in any course taken while registered in the Faculty of Graduate Studies and Research is a grade of C+.

All students in degree programs (including time spent as a qualifying graduate student) or diploma or certificate programs must maintain a minimum cumulative program grade point average of 2.7 throughout the course of the program. (In cases where the cumulative program grade point average falls between 2.3 and 2.7, departments may recommend termination of program, or continuation in the program for a specified probationary period; in any case, convocation (see note) shall not take place with a cumulative program grade point average of less than 2.7.) Notwithstanding the above, a student whose academic standing falls below a grade point average of 2.7 may be required to withdraw at any time.

The above are minimum grades and grade point averages acceptable to the Faculty of Graduate Studies and Research. Individual departments may require higher grades than these.

Note: Postgraduate Certificate students are listed in the convocation program but do not attend the ceremony.

Failure in or Failure to Complete a Course or Research Work

Satisfactory performance in the coursework component of a graduate program entails completion of all courses taken as part of the student's program requirements (i.e., courses designated as extra to the student's program requirements and audited courses are excluded). Normally, the minimum acceptable passing grade in individual courses is C+ (see Minimum Faculty Requirements above); however, some departments may require higher grades.
Graduate students are not permitted to take reexaminations.

Regardless of their category, students who do not obtain an acceptable grade, or fail to complete a course that is required as part of their graduate program, must have the approval of the department and the Faculty of Graduate

Failure in or Failure to Complete a Course or Research Work

Satisfactory performance in the coursework component of a graduate program entails completion of all courses taken as part of the student's program requirements (i.e., courses designated as extra to the student's program requirements are excluded). Normally, the minimum acceptable passing grade in individual courses is C+ (see Minimum Faculty Requirements below); however, some departments may require higher grades.

Graduate students are not permitted to take reexaminations.

Regardless of their category, students who do not obtain an acceptable grade, or fail to complete a course that is required as part of their graduate program, must have the approval of the department and the Faculty of Graduate

Left column:

Studies and Research to retake the course and must obtain a passing grade.

Alternatively, students may take an alternate course recommended by the department and approved by the Faculty of Graduate Studies and Research, but they must also obtain a passing grade.

In calculating a student's GPA, ~~both~~ the original failing grade ~~and the grade received when the course is retaken or the alternate taken~~ will be ~~used~~. The failing grade and the grade achieved for the repeated or substitute course will appear on the student's transcript. A Grade of IN~~F~~ is counted as a numeric grade of 0.0 in the computation of the GPA.

A student whose course and/or research work is unsatisfactory may at any time be required to withdraw.

[From GPM 7.4.1; new to Calendar]
Grades of Incomplete (IN)

In exceptional cases only, the instructor may assign a grade of Incomplete (IN) to a course ~~(including Project courses for course-based master's programs)~~. If a grade of Incomplete is assigned, the instructor must indicate on the Grade Report form the date by which the course requirements will be met. If a grade of Incomplete is assigned on the Grade Report form but no date for completion is indicated, the Incomplete will be changed to a grade of Incomplete Fail by the FGSR.

Time Limits on Incomplete Grades
Maximum time limits on Incomplete (IN) grades:
- April 30 for Fall term courses (September-December);
- August 31 for Winter term (January-April) or two-term courses of Fall/Winter;
- October 31 for Spring term courses;
- December 31 for Summer term courses or two-term courses of Spring/Summer.

The FGSR may consider written department requests for extensions beyond these time limits only under exceptional~~ly compelling~~ circumstances.

If an Incomplete has not been cleared by the date shown on the Grade Report form, it will be changed to Incomplete Fail by the FGSR.

Repeating Courses
- Students may not repeat any successfully completed university course or course for which transfer credit has been awarded, except with the written approval of the Dean ~~of the Faculty in which they are enrolled~~.

Right column:

Studies and Research to retake the course and must obtain a passing grade.

Alternatively, students may take an alternate course recommended by the department and approved by the Faculty of Graduate Studies and Research, but they must also obtain a passing grade.

In calculating a student's CGPA, the original failing grade will be included. The failing grade and the grade achieved for the repeated or substitute course will appear on the student's transcript. A Grade of IN5 is counted as a numeric grade of 0.0 in the computation of the CGPA.

A student whose course and/or research work is unsatisfactory may at any time be required to withdraw.

Grades of Incomplete (IN)

In exceptional cases only, the instructor may assign a grade of Incomplete (IN) to a course. If a grade of Incomplete is assigned, the instructor must indicate on the Grade Report form the date by which the course requirements will be met. If a grade of Incomplete is assigned on the Grade Report form but no date for completion is indicated, the Incomplete will be changed to a grade of Incomplete Fail (IN5) by the FGSR.

Time Limits on Incomplete Grades
Maximum time limits on Incomplete (IN) grades:
- April 30 for Fall term courses (September-December);
- August 31 for Winter term (January-April) or two-term courses of Fall/Winter;
- October 31 for Spring term courses;
- December 31 for Summer term courses or two-term courses of Spring/Summer.

The FGSR may consider written department requests for extensions beyond these time limits only under exceptional circumstances.

If an Incomplete has not been cleared by the date shown on the Grade Report form, it will be changed to Incomplete Fail (IN5) by the FGSR.

Repeating Courses
- Students may not repeat any successfully completed university course or course for which transfer credit has been awarded, except with the written approval of the Dean, FGSR.

Left column:

- Only one re-registration for credit or audit will be permitted in any failed university course, except with the written approval of the Dean of the Faculty in which the student is enrolled.
- Only one re-registration for credit or audit will be permitted in any university course in which a student has received a final grade of W, except with the written approval of the Dean of the Faculty in which the student is enrolled.
- If a student contravenes regulations listed above, the Dean may withhold credit or indicate the course as extra to the degree on the registration that contravenes the regulation.
- Students may repeat a first-term course in the second term, if it is offered, as long as the student complies with regulations listed above.

Students are responsible for monitoring the number of times they have repeated a course.
Withdrawals (W) from courses will be considered together with failures (WF or F) when a faculty is restricting the number of multiple registrations in a course.

Grade Grievances and Appeals
Grade grievances and appeals initiated by students are not within the jurisdiction of the FGSR but rather the Faculty that teaches the course. Refer to the Calendar for additional information.

[Existing calendar entry moved from above]
Minimum Faculty Requirements
Regardless of the student's category, the pass mark in any course taken while registered in the Faculty of Graduate Studies and Research is a grade of C+.
All students in degree programs (including time spent as a qualifying graduate student) or diploma or certificate programs must maintain a minimum cumulative program grade point average of 2.7 throughout the course of the program. (In cases where the cumulative program grade point average falls between 2.3 and 2.7, departments may recommend termination of program, or continuation in the program for a specified probationary period; in any case, convocation (see note) shall not take place with a cumulative program grade point average of less than 2.7.) Notwithstanding the above, a student whose academic standing falls below a grade point average of 2.7 may be required to withdraw at any time.

The above are minimum grades and grade point averages acceptable to the Faculty of Graduate Studies and Research. Individual departments may require higher grades than these.

Right column:

- Only one re-registration for credit or audit will be permitted in any failed university course, except with the written approval of the Dean, FGSR.

- Only one re-registration for credit or audit will be permitted in any university course in which a student has received a final grade of W, except with the written approval of the Dean, FGSR.

- If a student contravenes regulations listed above, the Dean, FGSR may withhold credit or indicate the course as extra to the degree on the registration that contravenes the regulation.
- Students may repeat a first-term course in the second term, if it is offered, as long as the student complies with regulations listed above.
- Students may re-register in the 900-level capstone courses and in thesis (THES) as often as is required.

Students are responsible for monitoring the number of times they have repeated a course.
Withdrawals (W) from courses will be considered together with failing grades when a faculty is restricting the number of multiple registrations in a course.

Grade Grievances and Appeals
Grade grievances and appeals for course grades are within the jurisdiction of the Faculty that teaches the course and cannot be subsequently appealed to FGSR.

[moved from above]
Minimum Faculty Requirements
Regardless of the student's category, the pass mark in any course taken while registered in the Faculty of Graduate Studies and Research is a grade of C+.
All students in degree programs (including time spent as a qualifying graduate student) or diploma or certificate programs must maintain a minimum cumulative grade point average of 2.7 throughout the course of the program. (In cases where the cumulative grade point average falls between 2.3 and 2.7, departments may recommend the student be required to withdraw, or continuation in the program for a specified probationary period; in any case, convocation shall not take place with a cumulative grade point average of less than 2.7.) Notwithstanding the above, a student whose cumulative grade point average falls below 2.7 may be required to withdraw.

The above are minimum grades and grade point averages acceptable to the Faculty of Graduate Studies and Research. Individual departments may require higher grades than these. See Graduate Programs.

Note: Postgraduate Certificate students are listed in the convocation program but do not attend the ceremony.

[From GPM 7.4.2; new to Calendar]
Academic Probation

For deficiencies with respect to a student's term or cumulative grade point average, departments may recommend either termination, or the continuation in a graduate program for a specified probationary period where a student's term or cumulative program grade point average falls between 2.3 and 2.7 (unless the department has adopted a higher standard). See Academic Regulations>Academic Standing in the Calendar. On termination for unsatisfactory performance, see Section 7.14: Termination of a Student's Program of the Graduate Program Manual.
(FGSR Council 2014/05/21)

Academic Probation

Academic probation is used to address deficiencies in program or performance standards relevant to a student's particular program of studies such as CGPA, or progress in research. The conditions attached to a period of academic probation are designed to meet the specific needs of a student's academic situation.

When a student's term or cumulative grade point average falls between 2.3 and 2.7 or the minimum required by the program (See Graduate Programs), departments may recommend to the Faculty of Graduate Studies and Research continuation in a graduate program on academic probation for a specified period.

Change of Category
Departments may recommend a change of category to FGSR for doctoral students to master's programs due to poor academic performance.
When this occurs following the doctoral candidacy examination, please refer to Decision of the Candidacy Committee for details.

[From GPM 7.14; new to Calendar]
Termination of a Student's Program

Students wishing to withdraw from their program, or departments recommending termination of a student's program, must do so in writing according to the information below.

Recommendation for Termination by a Department
On occasion it becomes necessary to consider the termination of a student's program. Only the Faculty of Graduate Studies and Research (FGSR) can terminate a graduate student's program.

The reasons for termination ~~may~~ include:

Required to Withdraw

Departments may recommend to FGSR that students be required to withdraw on academic grounds. Reasons for the recommendation include:

- Failure to maintain adequate academic standing; failure to meet requirements set out in a conditional admission; candidacy or final oral examination failure; or expiry of program time limit. Requests to ~~terminate~~ for these reasons must be documented in the academic record or student's file: for example, grades, exam reports, etc;

- Failure to maintain adequate academic standing; failure to meet requirements set out in a conditional admission; candidacy or final oral examination failure; or expiry of program time limit. Requests to require to withdraw for these reasons must be documented in the academic record or student's file: for example, grades, exam reports, etc;

• Failure to make satisfactory academic progress in other aspects of the program, such as adequate progress in research. Requests to ~~terminate~~ for these reasons should be supported by evidence that the process of ~~progressive discipline (as outlined below)~~ has been followed; • ~~Failure to secure a supervisor (for thesis-based students); or~~ [see last bullet] • Failure to complete the practicum component of a graduate program, if that practicum component is an integral part of the program.	• Failure to make satisfactory academic progress in other aspects of the program, such as adequate progress in research. Requests to require to withdraw for these reasons should be supported by evidence that the process of feedback, assessments and warnings has been followed; • Failure to complete the practicum component of a graduate program, if that practicum component is an integral part of the program; • Failure of the department to secure alternate supervision for a thesis-based student following dissolution of a supervisory relationship (see Resolving Conflicts in Supervisor-Student Relationships) as it is an academic requirement that thesis-based students have a supervisor (see Appointment of the Supervisor(s)).
The following considerations apply: • Cannot ~~terminate~~ except for just cause; • ~~Except in documented emergency cases (health, safety issues, etc.) s~~tudents shall be given adequate warning, feedback and timelines related to what is the nature of the inadequate progress, what special performance would be required to rectify the inadequacy, and what is the timeline for demonstration of the required improved performance; • Student should be given an opportunity to respond in writing to any warning given; • Meetings with appropriate advisors (members of supervisory committee; Chair's designate, etc.) may assist the process of providing adequate warning and advice~~; and~~ • ~~Cases requiring mediation should be brought first to the Chair and then, if necessary to the FGSR for resolution.~~	The following considerations apply: • Cannot require to withdraw except for just cause; • Students shall be given adequate warning, feedback and timelines related to what is the nature of the inadequate progress, what special performance would be required to rectify the inadequacy, and what is the timeline for demonstration of the required improved performance; • Student should be given an opportunity to respond in writing to any warning given; • Meetings with appropriate advisors (members of supervisory committee; Chair's designate, etc.) may assist the process of providing adequate warning and advice. The decision to require a student to withdraw rests with the Associate Deans, FGSR. Students may appeal to the FGSR Academic Appeals Committee. For details, see Appeals and Grievances.
Justification: Ensuring that all Academic Standing policy is in the Calendar. Approved by: FGSR Council May 9, 2018	