

University of
Lethbridge



Graduate Studies Calendar

2011/2012

The UofL Calendar is also available online at
www.uleth.ca/ross/calendar/calendar.html

This Calendar sets forth the intention of the University, at the time of its publication, with respect to all matters contained therein. The University reserves the right at any time to deviate from what appears in the Calendar, either in order to serve the best interests of the University, or because of circumstances or occurrences beyond the University's reasonable control. The University expressly denies responsibility or liability to any person who may suffer loss or who may be otherwise adversely affected by such change. The Calendar is updated annually. If necessary, a list of corrections and post-publication updates to the print edition of the 2011/2012 Calendar, which have been changed in the online edition, will be posted at www.uleth.ca/ross/calendar/updates.html. Check this web page regularly to keep informed of changes.

To our students, we make a promise:

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

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

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

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



TABLE OF CONTENTS

THE UNIVERSITY SHIELD	6	Registration	38
STATEMENT OF PHILOSOPHY	6	Graduation.....	38
MANDATE STATEMENT	7	General Services	38
WHO WE ARE	8	Academic Staff	38
WHY WE EXIST	8	University Organization.....	38
WHERE WE ARE GOING	9	Awards of Distinction	38
OUR FUNDAMENTAL PRINCIPLES	9	Collaborating and Partnering Institutions	38
THE UNIVERSITY	12	MASTER OF EDUCATION (M.ED.) PROGRAMS	39
UNIVERSITY OF LETHBRIDGE PRINCIPLES OF STUDENT CITIZENSHIP	13	M.Ed. Program Grid	40
NOTICES TO STUDENTS	14	Master of Education (General)	40
ERRATA AND ADDENDA	16	Master of Education (Counselling Psychology).....	46
MASTER OF ARTS (M.A.) OR MASTER OF SCIENCE (M.SC.) PROGRAM	17	Courses	50
M.A./M.Sc. Program Grid	18	Academic Regulations and Policies	56
Statement of Purpose.....	18	Fees	56
Admission Requirements	18	Graduate Assistants.....	56
Requirements for Degree	21	Financial Assistance	56
Courses.....	22	Awards and Scholarships.....	57
General Regulations	22	English Language Proficiency for Graduate Students	57
Academic Regulations and Policies	23	International Students	57
Supervision	23	Western Deans' Agreement.....	57
Fees	23	Academic Schedule	58
Financial Assistance	23	Registration	58
Awards and Scholarships	24	Graduation.....	58
English Language Proficiency for Graduate Students.....	24	General Services	58
International Students	25	Academic Staff	58
Western Deans' Agreement	25	University Organization.....	58
Academic Schedule.....	25	Awards of Distinction	58
Registration.....	25	Collaborating and Partnering Institutions	58
Graduation	25	MASTER OF FINE ARTS (M.F.A.) PROGRAMS	59
General Services.....	25	M.F.A. Program Grid	60
Academic Staff	25	Statement of Purpose	60
University Organization	25	Program Design	60
Awards of Distinction	25	Admission Requirements.....	60
Collaborating and Partnering Institutions	25	Requirements for Degree	62
MASTER OF COUNSELLING (M.C.) PROGRAM	27	Courses	63
M.C. Program Grid	28	General Regulations.....	64
Statement of Purpose.....	28	Academic Regulations and Policies	65
Optional Specializations: Counselling Psychology, School Counselling, or Career Counselling.....	28	Supervision.....	65
Admission Requirements	28	Fees	65
Requirements for Degree	30	Financial Assistance	65
Courses.....	31	Awards and Scholarships.....	65
General Regulations	35	English Language Proficiency for Graduate Students	65
Academic Regulations and Policies	36	International Students	66
Fees	36	Western Deans' Agreement.....	66
Graduate Assistants	36	Academic Schedule	66
Financial Assistance	36	Registration	66
Awards and Scholarships	37	Graduation.....	66
English Language Proficiency for Graduate Students.....	37	General Services	66
International Students	37	Academic Staff	66
Western Deans' Agreement	37	University Organization.....	66
Academic Schedule.....	38	Awards of Distinction	66
		Collaborating and Partnering Institutions	66
		MASTER OF MUSIC (M.MUS.) PROGRAMS	67
		M.Mus. Program Grid	68
		Statement of Purpose	68
		Program Design	68
		Admission Requirements.....	68
		Requirements for Degree	70
		Courses	71

General Regulations	72	Academic Regulations and Policies	105
Academic Regulations and Policies	73	Fees	106
Supervision	73	Graduate Assistants	106
Fees	73	Awards and Scholarships	106
Financial Assistance	73	English Language Proficiency for Graduate Students	106
Awards and Scholarships	73	International Students	107
English Language Proficiency for Graduate Students	73	Western Deans' Agreement	107
International Students	73	Academic Schedule	107
Western Deans' Agreement	73	Registration	107
Academic Schedule	74	Graduation	107
Registration	74	General Services	107
Graduation	74	Academic Staff	107
General Services	74	University Organization	107
Academic Staff	74	Awards of Distinction	107
University Organization	74	Collaborating and Partnering Institutions	107
Awards of Distinction	74		
Collaborating and Partnering Institutions	74		
		DOCTOR OF PHILOSOPHY (PH.D.) PROGRAMS	109
MASTER OF SCIENCE (MANAGEMENT)		Ph.D. Program Grid	110
PROGRAMS	75	Statement of Purpose	110
M.Sc. (Mgt.) Program Grid	76	Admission Requirements	111
Campuses	76	Requirements for Degree	115
Statement of Purpose	76	Courses	115
Admission Requirements	76	General Regulations	115
Requirements for Degree	78	Academic Regulations and Policies	116
Courses	78	Supervision	116
General Regulations	78	Fees	116
Academic Regulations and Policies	79	Financial Assistance	116
Supervision	79	Awards and Scholarships	118
Fees	79	English Language Proficiency for Graduate Students	118
Financial Assistance	79	International Students	118
Awards and Scholarships	80	Western Deans' Agreement	118
English Language Proficiency for Graduate Students	80	Academic Schedule	118
International Students	80	Registration	118
Western Deans' Agreement	80	Graduation	118
Academic Schedule	80	General Services	118
Registration	80	Academic Staff	118
Graduation	80	University Organization	118
General Services	81	Awards of Distinction	118
Academic Staff	81	Collaborating and Partnering Institutions	118
University Organization	81		
Awards of Distinction	81	INFORMATION FOR ALL PROGRAMS	119
Collaborating and Partnering Institutions	81	ACADEMIC SCHEDULE	121
		2010/2011 Academic Year End	121
GRADUATE POST-BACCALAUREATE		2011/2012 Academic Year	122
CERTIFICATE PROGRAMS	83	2012/2013 Academic Year	125
Graduate Certificate in Education	84	2013/2014 Academic Year	128
Post-Graduate Certificate in Counselling	87		
Academic Regulations and Policies	92	REGISTRATION	131
Fees	92	Student Records Retention Policy	131
Graduate Assistants	92	Advice and Information	131
Awards and Scholarships	93	Terms Used During Registration	131
English Language Proficiency for Graduate Students	93	When to Register	133
International Students	93	Order of Registration	134
Western Deans' Agreement	93	Registration Limitations	134
Academic Schedule	93	Course Add/Drop	135
Registration	93	Cancellation and Withdrawal	135
Graduation	93	Appeal of Registration	136
General Services	93		
Academic Staff	93	FEES	137
University Organization	93	Disclaimer	137
Awards of Distinction	93	Information	137
Collaborating and Partnering Institutions	93	Financial Support	137
		Application for Admission and Open Studies Student Registration Fees	137
POST-MASTER'S CERTIFICATE PROGRAMS	95	Deposits/Fees	137
Post-Master's Certificate in Education	96	Fee Payments	137
Post-Master's Certificate in Counselling	99	Fee Schedules	138

Cancellations, Withdrawals and Refunds.....	140
Outstanding Accounts	141
Receipts	141
Fee Deadlines	141
Graduate Programs 2011/2012 Fee schedule	142
Master of Education and Master of Counselling Programs 2011/2012 Fee Schedule.....	143
Master of Science (Management) 2011/2012 Fee Schedule	144
Graduate Programs Summer Session 2011 Fee Schedule	145
Fee Deadlines	146

**ACADEMIC REGULATIONS, POLICIES, AND
PROGRAM REQUIREMENTS 149**

Advice and Information	150
Student Computer Literacy	150
Academic Regulations.....	150
Grade Appeal Policy.....	155
Student discipline policy - Academic Offences	157
Non-Academic Offences	159
Caveat - Authority to Rescind Registration Privileges/ Prohibit Access to University Property.....	162
Appeal of Application of Policy Other than Grade or Student Discipline.....	163
Examination Policy and Procedures.....	163
Other Policies.....	165

GRADUATION..... 167

Application for Graduation	167
Outstanding Accounts	167
Convocation Invitation.....	168
Conferral.....	168
Conferral in Absentia.....	168
Names on Parchments	169
Awarded Posthumously	169
Transcripts	169
Parchment Replacement.....	169
Convocation Attendance	169
Revoking Degrees.....	170

**INTERNATIONAL AND EXCHANGE STUDENTS
AND THE INTERNATIONAL CENTRE FOR
STUDENTS..... 171**

International Students	171
Exchange Students	171
International Centre for Students (ICS)	171

AWARDS AND SCHOLARSHIPS 173

Graduate Scholarships	173
Academic Medals	180

**GENERAL SERVICES AT
THE UNIVERSITY OF LETHBRIDGE 181**

Admissions.....	181
Bookstore	181
Bus Service.....	182
Campus Card.....	182
Campus Women's Centre (CWC).....	182
Career Resources Centre (CRC).....	182
Catering and Food Services - Provided by Sodexo Canada.....	182
Chaplaincy	183
CKXU Radio	183
Conference and Event Services.....	183
Counselling Services	184
Disabilities	184
Graduate and Professional School Examinations	184
Health Centre	184
Housing Services	184
Information Technology	186
International Centre for Students.....	187
International Liaison Officer (ILO)	187
Lethbridge Public Interest Research Group (LPIRG).....	187
Library	187
Mail Services	188
Native Student Advising	188
Off-Campus Housing.....	188
Printing Services.....	188
Recruitment and Student Life	189
Registrar's Office and Student Services (ROSS).....	189
Risk and Safety Services.....	189
Security and Parking (Including Lost and Found)	189
Sport and Recreation Services	190
Student Awards - Scholarships and Bursaries.....	191
Student Finance - Government Student Loans and Grants	192
Students' Union	192
The Meliorist (Student Newspaper)	195
University Advancement	195
Writing Centre	195

ACADEMIC STAFF 197

UNIVERSITY ORGANIZATION..... 211

AWARDS OF DISTINCTION 217

**COLLABORATING AND PARTNERING
INSTITUTIONS 221**

Collaborating Institutions	221
Partnering Institutions	221

UNIVERSITY OF LETHBRIDGE CAMPUS 224

THE UNIVERSITY SHIELD



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

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

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



STATEMENT OF PHILOSOPHY

In the process of transmitting and advancing higher learning, the University of Lethbridge endeavours to cultivate humane values; it seeks to foster intellectual growth, social development, aesthetic sensitivity, personal ethics and physical well-being; it seeks to cultivate the transcendental dimension of the scholar's personality.

Flexibility and openness to innovation will be the distinguishing feature of the University of Lethbridge.

Notwithstanding its intention to offer diverse subject matter contributing to the acquisition of professional skills, the University regards learning as an end in itself, not merely as a means to material ends. Its primary aims are to foster the spirit of free inquiry and the critical interpretation of ideas.

The undergraduate is, and should remain, the focus of the University's endeavour. Students are invited to participate in all phases of university life. The highest degree of interaction between students and faculty is encouraged, and should not be confined to the physical limits of the campus.

It is desirable and necessary that the University should relate closely to the local community. Nevertheless, its outlook should not be determined by any regional or sectional interest. Through exposures to cosmopolitan influences and diverse cultures, scholars are best able to evaluate their own social and cultural milieux.

The University asserts its right and responsibility for free expression and communication of ideas. It is self-evident that a university cannot function without complete autonomy in this domain.

MANDATE STATEMENT

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

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

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

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

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

The University of Lethbridge serves a variety of student groups: undergraduate and graduate students; transfer students; high school graduates; First Nations, Métis, and Inuit students; adult learners; international students; and immigrants. It also serves students on campuses in Edmonton and Calgary and, through distance learning technology, students across the province, the country, and the world. The University of Lethbridge strives to make university-level Mandate and Roles Document – The University of Lethbridge Page 2 education available to all Albertans, including those living outside major urban centres and those who have traditionally not sought university education.

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

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

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

WHO WE ARE

A Board-governed public university functioning under Alberta's *Post-Secondary Learning Act*, the University of Lethbridge is a premier institution of higher education and research. A comprehensive university founded on the principles of liberal education, the U of L emphasizes inspiring teaching, a personalized and interactive learning environment, and student engagement in learning, creative activities, and research.

We provide undergraduate and graduate programs in education, fine arts, health sciences, humanities, management, nursing, sciences, and social sciences, leading to academic degrees at the Bachelor, Masters, and Doctoral levels. We offer targeted programming at our campuses in Calgary and Edmonton and through distance delivery. The University collaborates with First Nations, Metis, and Inuit (FNMI) peoples to develop programs that are relevant and accessible to them. The University of Lethbridge fosters an environment that meets the educational and personal needs of students through excellent teaching, exposure to research, interaction with professors and instructors, academic advising, counseling, and cultural, recreational and extracurricular programs. We value and support many approaches to teaching and learning, and strive to be a leader in using teaching tools, techniques, and technologies to facilitate, ameliorate, and refine the educational experience.

We establish and sustain facilities for pursuing original research and creative activities, and conduct research in all disciplines, developing and sustaining Mandate and Roles Document – The University of Lethbridge Page 3 centres of research excellence in areas where we have special expertise or that have particular relevance to the region.

We build mutually supportive relationships and partnerships with governments, institutions, communities, organizations, and individuals, to evolve and improve the value of the University to the region, the province, the country, and the world.

WHY WE EXIST

The University of Lethbridge exists to build a better society.

We do this in six essential ways:

1. We prepare students for their personal and professional paths.
2. We develop creative discoverers and independent learners at the undergraduate and graduate levels.
3. We create, discover, disseminate, and apply knowledge through excellence in basic and applied research of regional and global impact.
4. We encourage and nurture creative expression.
5. We pursue community engagement.
6. We value, encourage, and celebrate the talents and efforts of our students, faculty, staff, and alumni.

WHERE WE ARE GOING

The University of Lethbridge will continue to build a comprehensive university that advances its sense of community, engagement, diversity, and connection.

The University of Lethbridge will be the institution of choice for those seeking an intimate and supportive environment, excellence in research and creative activity, an engaging and challenging learning experience, and respect for diversity. We will continue to broaden the scope of our programs and research while staying committed to our founding principles of liberal education and retaining the intimate academic experiences on which we have established a tradition of excellence.

We will welcome our students to a community of scholars that offers relevant and academically challenging programs. Opportunities for engagement in learning and research will exist across all disciplines and levels of program, from undergraduate to graduate. Rigorous research and creative work will continue to form the basis for inquiry and teaching across the learning contexts we provide. Our University will continue to increase the diversity of its scholarly activity and contributions. In achieving this we will be defined by collegiality.

The University of Lethbridge community—which includes all students, faculty, staff, and alumni who contribute to its operation and success—will extend beyond the walls of our institution. We will remain an integral part of our communities while fostering scholarly contributions of international excellence. We will support and enrich the diverse communities we serve with fresh insights and new directions.

OUR FUNDAMENTAL PRINCIPLES

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

OUR COMMITMENT TO SOCIETY

We cultivate responsible citizenship. The University develops and promotes good citizens who contribute to the building of better societies by applying their knowledge, skills, creativity, and powers of critical inquiry for the improvement of regional and global communities.

We protect and encourage free inquiry and expression. In keeping with the unique mandate of the university in society, the University of Lethbridge supports and protects artistic expression and the free and open scholarly discussion of issues, including those that are controversial. In the tradition of academic freedom, the University models collegial and civil debate, dissent, and controversy to critically explore and resolve issues in an atmosphere of professionalism, respect, and good will. We also have an obligation to address long-term issues and those of broad scope.

We work for the public good. As a public institution, the University of Lethbridge promotes and provides degree-level education for the public good and anticipates and responds to societal needs. The University bases its decisions about programs, standards, and capacity on the best available evidence. Within that context, we use innovative methods and processes to optimize the openness of the institution to qualified students.

We are connected with the community. The University publicizes its research, scholarship, creative activities, and other initiatives that have significance for society. Members of the University contribute to the community based on their professional expertise. The University develops relationships with organizations and individuals, and shares its facilities and resources for the good of the community. We acknowledge faculty, staff, students, and alumni for initiative and creativity that leads to the increased involvement of the University in the community.

The University of Lethbridge values its close and mutually supportive relationship with its alumni, who exemplify the benefits of the University and communicate its value locally, provincially, nationally, and globally.

We adopt a global perspective. Social, political, and economic divisions across the globe threaten the peace and prosperity of all. We nourish a global mindset in our students, faculty, staff, and alumni that facilitates cultural awareness and sensitivity that leads to a mature understanding and appreciation of the things that divide and unite us.

We promote diversity and ensure equal opportunity for participation. Diversity strengthens the University and enriches the experience of our students, staff, faculty members, and alumni. We respect, appreciate, and encourage diversity, and provide equal opportunity for full participation in the University. We are an inclusive community, in which students, staff, faculty members, and alumni feel welcome, respected, valued, and empowered to contribute fully. The University facilitates accessibility by all students, staff, faculty members, and alumni to the intellectual, physical, and social aspects of the institution.

We promote gender equity. The University of Lethbridge honours the rights of all and treats people with dignity and respect. We acknowledge the similarities and differences among women and men, and seek to remove all barriers that inhibit an individual's aspirations and potential. The University will create a supportive environment through education and communication. Equity is inclusive.

We increase the participation of FNMI peoples in all aspects of the University community. The University of Lethbridge values its relationship with FNMI peoples, and collaborates widely to develop programs that are relevant and available to them. We work with FNMI peoples to ensure that these partnerships, and the resulting programs, continue to meet all students' needs.

We promote a healthy lifestyle for our students, faculty, and staff. The U of L offers proactive health education, on-site health care, and health insurance information. We work to provide non-judgmental and confidential health care in a safe and caring environment. University facilities and programs provide opportunities to participate in sport, exercise, and recreation.

OUR COMMITMENT TO CREATIVITY, INQUIRY, AND DISCOVERY

We encourage and support research, scholarship, and creative work. The University of Lethbridge stimulates and supports research, scholarship, and creative work in all areas in which we teach, and in areas of special relevance to the region and province. This link between research and teaching allows us to explore what is known, challenge how it is known, and thus influence the nature of teaching. We value and protect an environment of free inquiry in which to conduct research, scholarship, and creative work, and communicate the results of these activities with others. We conduct ourselves on the basis of informed, evidence-based practice. We encourage students at all levels to become involved in research, scholarship, and creative activity.

We conduct research in many forms. Given the range of disciplines involved, research at the University takes many forms, including that with the broadest scope and longest term. The University has a responsibility to analyze and reflect on these matters, and to communicate the outcome of these efforts.

We believe that research—intellectual inquiry, study, and artistic investigation aimed at establishing facts and reaching new conclusions—is an inherent societal good and an end in itself. But, wherever possible, we connect our research to the needs and aspirations of the communities we serve.

OUR COMMITMENT TO STUDENTS

We give students the best preparation for their future. The University of Lethbridge provides students with a liberal education—a solid foundation for personal and professional growth. Liberal education promotes the development of academic skills that students can apply to a wide range of experiences, and a broad base of knowledge in the human, aesthetic, ethical, scientific, and organizational disciplines. It encourages a multi-faceted, reflective approach to the complex challenges of the 21st century.

We strive to develop a culture of achievement and motivation among students. The U of L helps students to identify strengths and overcome weaknesses. We seek to foster: a sense of responsibility for students' learning and personal development; effective student relations to peers and teachers; and student involvement in local, provincial, and national communities.

We are student-centred. Students give focus and meaning to the University of Lethbridge. The University helps students achieve their full potential by facilitating their intellectual growth and academic and personal excellence. To this end, the University maintains high academic standards and excellent programs, supported by high-quality, responsive services.

The University of Lethbridge supports and encourages the growth of students as whole persons, in an atmosphere of engagement, freedom from discrimination, and responsible use of authority.

We are a comprehensive university. Broad in scope, we offer undergraduate and graduate university education across Faculties and Schools and apply a balance between our focus on teaching and our commitment to research, scholarship, and creative activities.

We believe in excellence in undergraduate education. The University of Lethbridge treasures its reputation for quality, responsiveness, and innovation at the undergraduate level. We will continue to enhance our reputation as an institution offering outstanding programming to undergraduate students in a comprehensive university environment. We enhance our value for students and society by concentrating on fields that reflect the excellence of our faculty members and the interests of both students and society.

We are fully engaged in graduate education. The University of Lethbridge offers masters and doctoral programming, and we integrate graduate studies with undergraduate and research programs. Through our graduate offerings across all academic units, we contribute to our students' personal, intellectual, and professional development and help meet society's need for citizens with the highest levels of professional and intellectual achievement.

We promote effective teaching and learning. For the undergraduate student, we promote primarily face-to-face learning, which reflects our belief that people benefit from spending time working together in the same place. We provide online and distance learning for courses and programs where these delivery modes make the best sense. Our use of appropriate technology permeates teaching and learning activities, enhancing both.

OUR COMMITMENT TO INSPIRATION

We inspire. The University of Lethbridge aspires to inspirational teaching that ignites intellectual passion and stimulates a thirst for knowledge. We value and support many approaches to teaching and learning, in a variety of settings within the University and in the broader community.

We believe education is a journey, not a destination. A true measure of our success is our alumni's continuing interest in a lifetime of learning, and their commitment to this goal. The University welcomes those students pursuing degrees and those taking courses out of general interest and intellectual curiosity. We are open to offering quality programs for degree completion and programs that are approved and recommended by professional associations and organizations.

We expand horizons. A global perspective is essential to the University of Lethbridge in its teaching, learning, and research. The University educates its Mandate and Roles Document – The University of Lethbridge Page 7 students to become well-rounded citizens of a complex society, capable of making important contributions in Canada and elsewhere in the world.

The University of Lethbridge invites students and faculty members from around the world to participate in learning at the University, and provides international opportunities for our students and faculty members to experience other cultures.

OUR COMMITMENT TO RESPONSIBLE ACTION

We advance the interests of the University of Lethbridge. The University of Lethbridge communicates with its internal and external communities so that its mission, goals, and work are well understood. We engage our alumni and other supporters in the activities of the University. We build the value of the University to society by developing mutually supportive relationships with governments, individuals, and organizations.

We practice procedural fairness. All internal and external University processes are fair, open, and transparent. We act in accordance with all applicable codes of professional and ethical practice, and practice professionalism and civility in all interactions.

We are active and innovative in recruitment and retention. In developing a coordinated approach to recruiting and retaining excellent faculty members and staff, the University of Lethbridge pursues new and innovative ideas, implements the most effective strategies, and monitors their success. We encourage and pursue the training and professional development of all our people.

We practice sound financial and resource management. The University of Lethbridge maintains exemplary financial management of our public and private funds and resources. We practice resource management in a transparent manner.

We use technology effectively. We use technology to facilitate and enhance, not supplant, learning and research relationships among students, faculty members, and other university stakeholders. The University considers technology a means, not an end.

We are environmentally and socially responsible. When making decisions about the design and operation of the University of Lethbridge, we act ethically and responsibly, considering environmental sustainability and good citizenship.

*Approved by the General Faculties Council
December 1, 2008*

*Approved by the Board of Governors
December 18, 2008*

*Approved by the Minister, Alberta Advanced Education and Technology
August 12, 2010*

THE UNIVERSITY

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

The University of Lethbridge was established in 1967 with a student population of 638. It has grown to a current population of roughly 8,400 full-time and part-time students, both graduate and undergraduate, with a campus overlooking the beautiful Oldman River. Approximately 3,500 students are enrolled in Summer Session. The University also offers programs in Calgary and Edmonton, serving approximately 500 students in each location. There are more than 31,000 UofL alumni worldwide.

The University is situated on over 550 acres in west Lethbridge, a sub-division in Alberta's fourth largest city with a population of approximately 86,600.

The centre of a prosperous farming and ranching area, Lethbridge is characterized by its many green areas and parks, and its abundant cultural and recreational facilities. It is located in southern Alberta, approximately 145 kilometres (90 miles) east of the Canadian Rockies and 95 kilometres (60 miles) north of the United States border.

University Hall, designed by architect Arthur Erickson, has received international acclaim for its architectural originality and functional design.

PROGRAMS

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

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

The Faculty of Fine Arts offers instruction leading to the following degrees: Bachelor of Fine Arts (B.F.A. - Art), Bachelor of Fine Arts (B.F.A. - Dramatic Arts), Bachelor of Fine Arts (B.F.A. - Multidisciplinary), Bachelor of Fine Arts (B.F.A. - New Media, formerly *Multimedia*), and Bachelor of Music (B.Mus.), as well as a number of post-diploma programs leading to these degrees.

The Faculty of Health Sciences, in collaboration with Lethbridge College, prepares baccalaureate graduates as beginning practitioners in the Nursing Education in Southwestern Alberta (NESA) programs, Bachelor of Nursing and Bachelor of Nursing After Degree, as well

as B.N. graduates who previously have obtained a Diploma in Nursing in the Post-Diploma program. The Faculty also offers the Bachelor of Health Sciences degree in Addictions Counselling and Public Health. Post-diploma degree programs are also available for Addictions Counselling majors in the Bachelor of Health Sciences.

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

The University offers instruction leading to the following Combined Degrees:

- Bachelor of Arts/Bachelor of Education (B.A./B.Ed.)
- Bachelor of Science/Bachelor of Education (B.Sc./B.Ed.)
- Bachelor of Fine Arts (Art)/Bachelor of Education (B.F.A. - Art/B.Ed.)
- Bachelor of Fine Arts (Dramatic Arts)/Bachelor of Education (B.F.A. - Dramatic Arts/B.Ed.)
- Bachelor of Music/Bachelor of Education (B.Mus./B.Ed.)
- Bachelor of Management/Bachelor of Education (B.Mgt./B.Ed.)
- Bachelor of Arts/Bachelor of Management (B.A./B.Mgt.)
- Bachelor of Science/Bachelor of Management (B.Sc./B.Mgt.)
- Post-Diploma Bachelor of Fine Arts (Art)/Bachelor of Education (B.F.A. - Art/B.Ed.)
- Post-Diploma Bachelor of Fine Arts (Dramatic Arts)/Bachelor of Education (B.F.A. - Dramatic Arts/B.Ed.)
- Post-Diploma Bachelor of Music/Bachelor of Education (B.Mus./B.Ed.)
- Post-Diploma Bachelor of Management/Bachelor of Education (B.Mgt./B.Ed.)

The School of Graduate Studies offers instruction leading to the following degrees: Master of Arts (M.A.), Master of Science (M.Sc.), Master of Counselling (M.C.), Master of Education (M.Ed.), Master of Fine Arts (M.F.A.), Master of Music (M.Mus.), Master of Science (M.Sc. - Management), and, in limited research areas, Doctor of Philosophy (Ph.D.). The School of Graduate Studies also offers graduate and post-master's certificates in Education and Counselling.

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

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

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

UNIVERSITY OF LETHBRIDGE PRINCIPLES OF STUDENT CITIZENSHIP

A. PREAMBLE

Definition

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

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

Purpose & Scope

These Principles of Student Citizenship define the University of Lethbridge's expectations for the behaviour for its students. It does not define academic and non-academic offences, disciplinary procedures and actions, or appeals and complaints procedures; these are defined in the UofL Calendar.

Application

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

Philosophy Behind the Principles

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

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

B. FUNDAMENTAL PRINCIPLES OF STUDENT CITIZENSHIP

1. Students honour the following basic values of academic integrity:
 - a) Honesty in learning, teaching, research, and service.
 - b) Respect of a wide range of thoughts, opinions and ideas; of colleagues, instructors, and administration; and of the work of others.
 - c) Responsibility for upholding the integrity of scholarship and research.
2. Students conduct themselves in a manner consistent with the Fundamental Principles of the University of Lethbridge.

3. Students respect the rights of every student and faculty member to attain their educational goals fairly.
4. Students respect the health, safety, and welfare of every member of the University of Lethbridge community.
5. Students respect and uphold the rights and freedoms of all members of the University of Lethbridge community, in accord with the principles articulated in the Canadian Charter of Rights and Freedoms.
6. Students treat with consideration the buildings, grounds, facilities, and equipment of the University of Lethbridge.
7. Students strive to maintain collegial relationships with fellow students, peers, faculty, staff, and administration.
8. Students abide by the policies, regulations, rules, and procedures of the University of Lethbridge and its academic and administrative units.
9. Students abide by reasonable oral or written instructions given by University of Lethbridge personnel in the implementation of their duties to ensure compliance with institutional policies, regulations, rules, and procedures.
10. All students accept the responsibility to abide by the University of Lethbridge Principles of Student Citizenship.

C. IMPLEMENTATION OF THE PRINCIPLES

1. The Principles of Student Citizenship came into effect when approved by the General Faculties Council.
2. The Associate Vice President (Student Services) is responsible for establishing processes to monitor the effectiveness of the Principles of Student Citizenship in influencing student behaviour.

D. AMENDMENT OF THE PRINCIPLES

1. Proposed changes to the Principles of Student Citizenship can be forwarded by students, faculty, staff, or senior administrators of the University of Lethbridge to the Executive Committee of the General Faculties Council.
2. The Executive Committee of the General Faculties Council sends proposed changes to the Associate Vice President (Student Services) and the General Assembly of the Students' Union, which provides its feedback to the Associate Vice President (Student Services).
3. The Associate Vice President (Student Services) considers all student feedback on the proposed changes and forwards recommendations to the Executive Committee of the General Faculties Council. On behalf of the General Faculties Council, the Executive Committee may approve minor editorial changes.
4. Proposals for substantive changes to the Principles of Student Citizenship must be published in the *Meliorist* and on the University of Lethbridge website at least 10 days before they are considered for approval by the General Faculties Council.
5. The proposed changes come into effect immediately upon approval by the General Faculties Council.

NOTICES TO STUDENTS

Regarding the Collection of Personal Data

THE COLLECTION OF PERSONAL INFORMATION

The University of Lethbridge handles personal information collected from or about students according to the Confidentiality of Student Records Policy approved by the Board of Governors and General Faculties Council. The policy was developed to ensure that sensitive information required to operate and promote the University's programs and activities is used only for those purposes.

The University collects only that personal information which is necessary to fulfill the University Mandate (p. 7), and that which the University is required to collect by federal or provincial law.

The subsections which follow outline personal information collected by the University. In general terms, this information is used for the operation and promotion of the University's programs and activities. Where there is a specific legal requirement to collect information, it is noted in the subsection. Personal information about students may be used for reporting to the federal and provincial governments as required by law, or for compiling statistical reports. Personal information included in statistical reports is reported in a non-identifying format and is used for public information and for reporting to government and other agencies.

If you have general questions about the collection of personal information about students, please contact the Office of the President, University of Lethbridge (tel. 403-329-2201 or email: jodie.black@uleth.ca). The mailing address for all contacts listed is 4401 University Drive, Lethbridge, Alberta T1K 3M4.

The University's practices, including this Notice, comply with the provisions of Alberta's *Freedom of Information and Protection of Privacy Act*.

The Official Student Record

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

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

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

For further information about the Official Student Record, please contact the Associate Vice-President (Student Services) and Registrar:

403-329-2233 lavers@uleth.ca

FACULTY/SCHOOL RECORDS

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

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

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

Arts and Science	403-329-5101	linda.gilbert@uleth.ca
Education	403-329-2051	darcy.mckenna@uleth.ca
Fine Arts	403-329-2126	karen.mahar@uleth.ca
Health Sciences	403-329-2676	dean.hlsc@uleth.ca
Management	403-329-2633	carol.vandyk@uleth.ca
Graduate Studies	403-329-2121	lorie.peter@uleth.ca

LIBRARY

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

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

403-329-2261 alison.nussbaumer@uleth.ca

SCHOLARSHIPS AND STUDENT FINANCE

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

The information collected by the Scholarships and Student Finance Office is used to administer the awards programs of the University, and the loan programs of the provincial and federal governments.

For further information about personal information collected by the Scholarships and Student Finance Office, please contact the Associate Vice-President (Student Services) and Registrar:

403-329-2233 lavers@uleth.ca

STUDENT HOUSING AND FOOD SERVICES

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

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

403-329-2213 booth@uleth.ca

INFORMATION TECHNOLOGY

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

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

403-332-4109 clark.ferguson@uleth.ca

FINANCIAL SERVICES

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

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

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

403-329-2387 takeyasuc@uleth.ca

HEALTH CENTRE

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

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

403-329-2276 don.macdonald@uleth.ca

SPORT AND RECREATION SERVICES

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

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

403-329-2380 slavin@uleth.ca

INTERCOLLEGIATE AND CLUB ATHLETICS

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

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

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

403-329-2380 slavin@uleth.ca

FACULTY OF FINE ARTS

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

SECURITY AND PARKING

Security and Parking collects personal information about students in the reporting and investigation of security matters at the University, and for the operation of the University's parking services.

For further information about personal information collected by Campus Security, please contact the Director, Security:

403-329-2603 john.okeeffe@uleth.ca

UNIVERSITY OF LETHBRIDGE STUDENTS AND THE ALBERTA WORKERS' COMPENSATION BOARD

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

The University's Occupational Health and Safety Officers are available to assist the student if a Workers' Compensation claim is required.

403-329-2190 daniel.berte@uleth.ca

403-329-2350 carolin.cattoidemkiw@uleth.ca

ERRATA AND ADDENDA

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

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

In addition, a list of corrections and post-publication updates to the print edition of the 2011/2012 Calendar will be posted at www.uleth.ca/ross/calendar/sgs/index.html. The online edition of the Calendar will be changed to reflect these changes. Please check this web page regularly for information about changes.

MASTER OF ARTS (M.A.) OR MASTER OF SCIENCE (M.Sc.) PROGRAM

<p>1. M.A./M.SC. PROGRAM GRID 18</p> <p>2. STATEMENT OF PURPOSE 18</p> <p>3. ADMISSION REQUIREMENTS 18</p> <p style="padding-left: 20px;">a. Academic Qualifications for Admission 18</p> <p style="padding-left: 20px;">b. Application Deadlines 19</p> <p style="padding-left: 20px;">c. Procedures for Application/Admission 19</p> <p style="padding-left: 20px;">d. Admission Criteria 21</p> <p style="padding-left: 20px;">e. Admission After an Approved Master's Degree 21</p> <p style="padding-left: 20px;">f. Exchange Students 21</p> <p style="padding-left: 20px;">g. Visiting Students 21</p> <p>4. REQUIREMENTS FOR DEGREE 21</p> <p style="padding-left: 20px;">a. Courses 21</p> <p style="padding-left: 20px;">b. Thesis (90.0 credit hours) 21</p> <p style="padding-left: 20px;">c. Concentrations 21</p> <p>5. COURSES 22</p> <p>6. GENERAL REGULATIONS 22</p> <p style="padding-left: 20px;">a. Credit for Previous Work 22</p> <p style="padding-left: 20px;">b. Residence Requirements and Time Limits ... 22</p> <p style="padding-left: 20px;">c. Academic Standards 22</p> <p style="padding-left: 20px;">d. Appeals 23</p> <p style="padding-left: 20px;">e. Academic Offences and Discipline 23</p> <p style="padding-left: 20px;">f. Fees 23</p> <p style="padding-left: 20px;">g. Full- and Part-Time Studies 23</p> <p>7. ACADEMIC REGULATIONS AND POLICIES See Academic Regulations and Policies on p. 149 in the Information for All Programs section.</p> <p>8. SUPERVISION 23</p> <p>9. FEES See Fees on p. 137 in the Information for All Programs section.</p> <p>10. FINANCIAL ASSISTANCE 23</p> <p style="padding-left: 20px;">c. Graduate Teaching Assistantship (GTA) 24</p> <p style="padding-left: 20px;">d. Advantage Award 24</p> <p style="padding-left: 20px;">c. Profiling Alberta's Graduate Students Award 24</p> <p style="padding-left: 20px;">f. Research Travel Awards 24</p> <p style="padding-left: 20px;">g. Research Assistantship (RA) 24</p> <p style="padding-left: 20px;">h. Graduate Students Association (GSA) 24</p> <p style="padding-left: 20px;">i. Course Instruction 24</p>	<p>11. AWARDS AND SCHOLARSHIPS See Awards and Scholarships on p. 173 in the Information for All Programs section.</p> <p>12. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS 24</p> <p>13. INTERNATIONAL STUDENTS See International Students on p. 171 in the Information for All Programs section.</p> <p>14. WESTERN DEANS' AGREEMENT 25</p> <p>15. ACADEMIC SCHEDULE See Academic Schedule on p. 121 in the Information for All Programs section.</p> <p>16. REGISTRATION See Registration on p. 131 in the Information for All Programs section.</p> <p>17. GRADUATION See Graduation on p. 167 in the Information for All Programs section.</p> <p>18. GENERAL SERVICES See General Services on p. 181 in the information for All Programs section.</p> <p>19. ACADEMIC STAFF See Academic Staff on p. 197 in the information for All Programs section.</p> <p>20. UNIVERSITY ORGANIZATION See University Organization on p. 211 in the information for All Programs section.</p> <p>21. AWARDS OF DISTINCTION See Awards of Distinction on p. 217 in the information for All Programs section.</p> <p>22. COLLABORATING AND PARTNERING INSTITUTIONS See Collaborating and Partnering Institutions on on p. 221 in the information for All Programs section.</p>
--	--

I. M.A./M.Sc. PROGRAM GRID

Degree

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

Major

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

*Students who choose an Individualized Multidisciplinary major may elect to complete a Concentration—e.g., Social Sciences Concentrations are available in Anthropology, Kinesiology, Sociology, or Women's Studies; see Section c. Concentrations (p. 21).

Degree

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

Major

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

Health Sciences

Kinesiology

Mathematics

Individualized Multidisciplinary

Neuroscience

Nursing

Physics

Psychology

2. STATEMENT OF PURPOSE

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

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

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

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

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

3. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

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

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

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

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

Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 12. English Language Proficiency for Graduate Students, p. 24**).

b. Application Deadlines

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

Application deadlines:

Spring 2012	Summer 2012	Fall 2012	Fall 2012
October 1	February 1	February 1	May 1
		(First Round)	(Second Round)

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

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

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

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

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

c. Procedures for Application/Admission

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

- *Application for Admission - Master of Arts or Master of Science Degree Programs* form
- *Program Proposal and Endorsement* form
- *Letter of Recommendation* forms

- *Appointment of Research Assistantship (R.A.) (Trust Funds)* form

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

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

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

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.A. or M.Sc. Program Application Procedure (p. 20)** (see also **Section a. Academic Qualifications for Admission, p. 18**).

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

<p>STEP 1 - Applicant finds a potential supervisor</p>	<p>To find a potential supervisor, the applicant contacts a University of Lethbridge faculty member with expertise in the applicant's research area. For assistance in identifying a potential supervisor, contact the Graduate Liaison and Communications Officer (sgsinquiries@uleth.ca). The research interests of faculty members interested and eligible to participate in graduate studies are available from the School of Graduate Studies (www.uleth.ca/graduatestudies) or the Chair of the department.</p> <p>The applicant is advised to provide the potential supervisor a copy of unofficial transcripts in the consultation process.</p> <p>Should the previous program undertaken by the applicant show weaknesses, additional course work or other study may be required. Such work will not count toward the requirements for the master's degree.</p>						
<p>STEP 2 - Complete the Application Package</p>	<p>Get application package</p>	<p>Application packages are available online at www.uleth.ca/graduatestudies.</p>					
<p>A. Applicant's Responsibility</p>	<p>Application for admission</p>	<p>Applicant completes and submits the <i>Application for Admission - Master of Arts or Master of Science Degree Program</i> form with the application fee and arranges for the following documents to be submitted to the Registrar's Office and Students Services (ROSS):</p> <ul style="list-style-type: none"> • Official academic transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to ROSS • Three academic references (each referee submits a letter of reference articulating the student's background preparation and suitability for graduate work as well as completes a <i>Letter of Recommendation</i> form and submits both to ROSS. The applicant must have studied with at least one referee) • Applicant's Curriculum Vitae (c.v.) (include academic background, work experience, awards, scholarships, and publications) • A one-page Letter of Intent indicating in general terms the reasons, goals, or objectives for seeking a graduate degree in the chosen discipline • Financial Support documentation (financial assistance from external agencies or other sources, if any) • Evidence of English Language Proficiency must be presented by all applicants whose first language is not English <p>If additional documentation is required, the School of Graduate Studies will contact the applicant</p>					
<p>B. Supervisor's Responsibility</p>	<p>Program proposal and endorsement</p>	<p>The supervisor completes and/or processes the following documentation:</p> <ul style="list-style-type: none"> • <i>Program Proposal and Endorsement</i> form (Part One and Part Two) <p>Note: The supervisor is advised to request from the applicant unofficial transcripts and other documentation to ensure they meet the minimum admission requirements.</p> <ul style="list-style-type: none"> • Letter of support including funding and resource information • Supervisor's Curriculum Vitae (c.v.) • <i>Appointment of Graduate Research Assistantship (RA) (Trust Funds)</i> form (if the supervisor is directing research support to the applicant) 					
<p>STEP 3 - Submit application package by (deadlines shown right)</p>	<p>The applicant submits the application package, plus the application fee, to the Registrar's Office and Students Services (ROSS) by application deadline:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Spring (Jan. - Apr.) October 1</td> <td style="width: 25%;">Summer (May - Aug.) February 1</td> <td style="width: 25%;">Fall (Sept. - Dec.) (First Round)* February 1</td> <td style="width: 25%;">Fall (Sept. - Dec.) (Second Round)* May 1</td> </tr> </table> <p>* There are two rounds of admission for Fall (September 1) entry to the M.A. or M.Sc. program. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before February 1. Applicants who can confirm funding before February 1 should submit their application for the First Round of admission. Spaces are limited in these programs; early applications are encouraged. Applicants who choose an Individualized Multidisciplinary major with a Social Sciences Concentration in Anthropology, Kinesiology, Sociology, or Women's Studies in the M.A. program are accepted for admission to the Fall semester only and must apply by February 1 or May 1. Applicants who choose an Addictions Counselling, Health Sciences, or Nursing major in the M.Sc. program are accepted for admission to the Fall semester only and must apply by February 1.</p> <p>The Program Committee reviews the application package.</p> <p>Note: It is the responsibility of the applicant to ensure the application is complete, including documentation submitted by the prospective supervisor.</p> <p>The Dean of the School of Graduate Studies informs the applicant of the Program Committee's decision. Applicants and their faculty supervisors will be notified of admission status by May 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p> <p>Applicants may also be called for an interview with the Program Committee.</p>			Spring (Jan. - Apr.) October 1	Summer (May - Aug.) February 1	Fall (Sept. - Dec.) (First Round)* February 1	Fall (Sept. - Dec.) (Second Round)* May 1
Spring (Jan. - Apr.) October 1	Summer (May - Aug.) February 1	Fall (Sept. - Dec.) (First Round)* February 1	Fall (Sept. - Dec.) (Second Round)* May 1				
<p>STEP 4 - Applicant completes thesis proposal</p>	<p>As a condition of admission, the applicant, after being admitted to the program, must complete a thesis proposal and submit it to the School of Graduate Studies. This proposal is due six weeks after the student registers in his/her first semester.</p>						

d. Admission Criteria

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

Criteria used for admission include:

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

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

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

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

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

e. Admission After an Approved Master's Degree

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

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

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

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

f. Exchange Students

Under approved exchange arrangements, M.A. or M.Sc. students registered in programs at other post-secondary institutions who are not pursuing a degree at the University of Lethbridge may be admitted to take courses. The University of Lethbridge is a signatory of the Western Deans' Agreement (see **Section 14. Western Deans' Agreement, p. 25**).

g. Visiting Students

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

4. REQUIREMENTS FOR DEGREE

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

a. Courses

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

b. Thesis (90.0 credit hours)

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

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

c. Concentrations

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

Anthropology

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

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

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

Kinesiology

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

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

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

Sociology

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

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

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

Women's Studies

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

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

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

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

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

5. COURSES

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

6. GENERAL REGULATIONS

a. Credit for Previous Work

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

seven years prior to the student's admission to the program.

b. Residence Requirements and Time Limits

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

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

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

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

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

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

Leave of Absence

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

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

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

c. Academic Standards

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

the official transcript. A student must obtain a minimum cumulative program GPA of 3.00 in order to graduate from the program.

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

d. Appeals

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

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 155**).

e. Academic Offences and Discipline

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

f. Fees

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

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

A Continuation Fee shall be assessed for each subsequent semester while a student remains in the program, whether the student is resident for all or part of that semester. The semester fee shall be set each year by the Board of Governors.

See the **Graduate Programs 2011/2012 Fee schedule in Fees on p. 142**.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 146**.

g. Full- and Part-Time Studies

Students continue with the participation status under which they started, i.e., full-time or part-time studies. However, under extraordinary circumstances, students may seek approval to change their participation status. Students seeking approval to change participation from full-time to part-time studies or vice versa must obtain approval from their supervisor, the Chair of the department or department graduate coordinator, and the Dean of the School of Graduate Studies. Such approval must be obtained no later than at the end of the first 12

months of study. Students may not change their status after 12 months of study.

7. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies on p. 149 in the Information for All Programs section*.

8. SUPERVISION

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

9. FEES

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

10. FINANCIAL ASSISTANCE

a. Preamble

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

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

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

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

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

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

and the Dean of the School of Graduate Studies confirms the award based on a successful review.

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

b. Principles

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

Financial assistance

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

c. Graduate Teaching Assistantship (GTA)

1. Eligibility

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

2. Duties

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

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

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

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

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

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

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

d. Advantage Award

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

e. Profiling Alberta's Graduate Students Award

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

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

f. Research Travel Awards

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

g. Research Assistantship (RA)

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

h. Graduate Students Association (GSA)

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

i. Course Instruction

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

11. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on **p. 173** in the *Information for All Programs* section.

12. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

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

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

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see International Students on p. 171 in the Information for All Programs section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years. Website: www.ielts.org
5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years. Website: www.cael.ca

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

13. INTERNATIONAL STUDENTS

See *International Students* on p. 171 in the Information for All Programs section.

14. WESTERN DEANS' AGREEMENT

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

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

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

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

representative of the host university must be obtained prior to commencement of the courses.

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

15. ACADEMIC SCHEDULE

See *Academic Schedule* on p. 121 in the Information for All Programs section.

16. REGISTRATION

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

17. GRADUATION

See *Graduation* on p. 167 in the Information for All Programs section.

18. GENERAL SERVICES

See *General Services* on p. 181 in the Information for All Programs section.

19. ACADEMIC STAFF

See *Academic Staff* on p. 197 in the Information for All Programs section.

20. UNIVERSITY ORGANIZATION

See *University Organization* on p. 211 in the Information for All Programs section.

21. AWARDS OF DISTINCTION

See *Awards of Distinction* on p. 217 in the Information for All Programs section.

22. COLLABORATING AND PARTNERING INSTITUTIONS

See *Collaborating and Partnering Institutions* on p. 221 in the Information for All Programs section.

MASTER OF COUNSELLING (M.C.) PROGRAM

1. M.C. PROGRAM GRID	28	c. Graduate Teaching Assistantship (GTA)	37
2. STATEMENT OF PURPOSE	28	d. Faculty Associates	37
3. OPTIONAL SPECIALIZATIONS: COUNSELLING PSYCHOLOGY, SCHOOL COUNSELLING, OR CAREER COUNSELLING	28	e. Profiling Alberta's Graduate Students Award	37
4. ADMISSION REQUIREMENTS	28	f. Graduate Student Travel Fund	37
a. Academic Qualifications for Admission	28	g. Graduate Students Association (GSA)	37
b. Application Deadline	28	12. AWARDS AND SCHOLARSHIPS	
c. Procedures for Application/Admission	28	See Awards and Scholarships on p. 173 in the Information for All Programs section.	
d. Admission Decisions	30	13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS	37
e. Admission After an Approved Master's Degree	30	14. INTERNATIONAL STUDENTS	
5. REQUIREMENTS FOR DEGREE	30	See International Students on p. 171 in the Information for All Programs section.	
a. Common Core	30	15. WESTERN DEANS' AGREEMENT	37
b. Electives and Specializations	30	16. ACADEMIC SCHEDULE	
c. Culminating Activity	30	See Academic Schedule on p. 121 in the Information for All Programs section.	
6. COURSES	31	17. REGISTRATION	
7. GENERAL REGULATIONS	35	See Registration on p. 131 in the Information for All Programs section.	
a. Computer Proficiency	35	18. GRADUATION	
b. Transfer to the Post-Graduate Certificate in Counselling	35	See Graduation on p. 167 in the Information for All Programs section.	
c. Residence Requirements	35	19. GENERAL SERVICES	
d. Academic Standards	35	See General Services on p. 181 in the information for All Programs section.	
e. Appeals	35	20. ACADEMIC STAFF	
f. Time Limits	35	See Academic Staff on p. 197 in the information for All Programs section.	
g. Leave of Absence	35	21. UNIVERSITY ORGANIZATION	
h. Fees	35	See University Organization on p. 211 in the information for All Programs section.	
i. Credit for Previous Work	35	22. AWARDS OF DISTINCTION	
j. Independent Study	35	See Awards of Distinction on p. 217 in the information for All Programs section.	
8. ACADEMIC REGULATIONS AND POLICIES		23. COLLABORATING AND PARTNERING INSTITUTIONS	
See Academic Regulations and Policies on p. 149 in the Information for All Programs section.		See Collaborating and Partnering Institutions on on p. 221 in the information for All Programs section.	
9. FEES			
See Fees on p. 137 in the Information for All Programs section.			
10. GRADUATE ASSISTANTS	36		
a. Definitions	36		
b. Appointment of Graduate Assistants	36		
c. Remuneration of Graduate Assistants	36		
11. FINANCIAL ASSISTANCE	36		
a. Preamble	36		
b. Principles	36		

1. M.C. PROGRAM GRID

Degree

Master of Counselling (Offered in the Faculty of Education)

Major

Not Applicable

Specializations

Counselling Psychology, School Counselling, or Career Counselling

2. STATEMENT OF PURPOSE

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

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

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

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

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

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

4. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

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

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

2. Evidence of academic ability and promise, normally shown by a minimum GPA of 3.00 in the semesters containing the last 20 university courses (60.0 credit hours).
3. Evidence of successful experience in a related area. Preference is given to applicants who have two or more years of work experience in a counselling or related setting. Volunteer experience in counselling settings is also desirable.
4. Applicants must present a breadth of undergraduate courses in counselling, educational psychology, or psychology. Particular emphasis is paid to courses in human development, learning, personality, psychological disorders, and counselling and/or interpersonal skills.
5. Applicants whose first language is not English must meet the English Language Proficiency Requirement for Graduate Students (see **Section 13. English Language Proficiency for Graduate Students, p. 37**).

b. Application Deadline

November 1

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

c. Procedures for Application/Admission

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

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

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

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

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.C. Program Application Procedure** (see also **Section a. Academic Qualifications for Admission, p. 28**).

Table I: M.C. Program Application Procedure

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

d. Admission Decisions

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

The following criteria are used in the selection process:

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

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

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

e. Admission After an Approved Master's Degree

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

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

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

5. REQUIREMENTS FOR DEGREE

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

a. Common Core

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

CAAP 6605 - Foundational Counselling and Conflict Resolution Skills

CAAP 6607 - Counselling Diverse Clients

CAAP 6611 - General Counselling Practicum

CAAP 6613 - Assessment: Processes and Application

CAAP 6615 - Counselling Strategies and Interventions

CAAP 6617- Research and Program Evaluation Skills

CAAP 6619 - Specialized Counselling Practicum

b. Electives and Specializations

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

1. Students intending to complete a specialization in Counselling Psychology must select three courses from the following:

CAAP 6631 - Client Learning Processes

CAAP 6633 - Counselling Issues Across the Life Span

CAAP 6635 - Health Psychology

CAAP 6637 - Group Counselling and Process Skills

CAAP 6639 - Introductory Data Analysis for Counsellors

2. Students intending to complete a specialization in School Counselling must select three courses from the following:

CAAP 6621 - Foundations of Career Development

CAAP 6625 - Leadership Skills: Facilitating Community Change

CAAP 6631 - Client Learning Processes

CAAP 6633 - Counselling Issues Across the Life Span

CAAP 6637 - Group Counselling and Process Skills

3. Students intending to complete a specialization in Career Counselling must select the following:

CAAP 6621 - Foundations of Career Development

Two of:
CAAP 6625 - Leadership Skills: Facilitating Community Change

CAAP 6627 - Career Development in Organizational Settings

CAAP 6637 - Group Counselling and Process Skills

4. Students may complete a general program by selecting any three courses from the areas above.

c. Culminating Activity

CAAP 6699 - Project

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

Some possible examples for final projects include:

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

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

6. COURSES

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

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

CAAP 6601

Theories of Counselling and their Application to Client Change

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

*Equivalent: CAAP 601;
Education 5705*

CAAP 6603

Professional Ethics and Conduct

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

Addresses legal and ethical issues in the practice and regulation of counselling in a variety of contexts including school counselling, private practice, and non-profit agencies. The focus is on ethical decision-making models and codes of conduct, professional standards and guidelines, federal and provincial laws/statutes, and the impact of counsellor's values on the counselling process.

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

CAAP 6605

Foundational Counselling and Conflict Resolution Skills

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

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

*Equivalent: CAAP 605;
Education 5704*

CAAP 6607

Counselling Diverse Clients

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

CAAP 6611

General Counselling Practicum

Credit hours: 3.0

Contact hours per week: 2-0-0 Online facilitated instruction/face-to-face seminar

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

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

*Equivalent: CAAP 611;
Education 5709*

Grading: Pass/Fail

CAAP 6613

Assessment: Processes and Application

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

Addresses the measurement of characteristics of individuals across the life span and diverse groups in a variety of contexts. Assessment models, psychometric theory and concepts, ethics of testing, and utilization of various classification systems for diagnosing client functioning are addressed. Standardized and non-standardized assessment techniques are examined to measure client change and individual characteristics.

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

*Equivalent: CAAP 613;
Education 5707*

CAAP 6615**Counselling Strategies and Interventions**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

An intensive study of a variety of counselling techniques arising from counselling theories to address common presenting problems in children, youth and adults. Skill development in laboratory settings emphasizes counsellor self-evaluation, case conceptualization, the ethical practice of delivering the treatment plan, intervention efficacy, matching of interventions to client issues, and consultation issues.

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

*Equivalent: CAAP 615;
Education 5706*

CAAP 6617**Research and Program Evaluation Skills**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

CAAP 6619**Specialized Counselling Practicum**

Credit hours: 3.0

Contact hours per week: 2-0-0 Online facilitated instruction/face-to-face seminar

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

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

*Equivalent: CAAP 619;
Education 5711*

Grading: Pass/Fail

CAAP 6621**Foundations of Career Development**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

Prerequisite(s): CAAP 6601 (CAAP 601)

*Equivalent: CAAP 621;
Education 5708*

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

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

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

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

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

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

CAAP 6627**Career Development in Organizational Settings**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

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

CAAP 6629**Multicultural Issues in Career Development**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

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

CAAP 6631**Client Learning Processes**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

Equivalent: CAAP 631;
Education 5620 (Learning Processes)

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

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

In-depth study of human development and functioning across the lifespan. Focus is on normative life transitions, the family life cycle, atypical developmental risk factors, and selected emotional and behavioral disorders in children and adolescents. Special attention is given to attachment theory across the life span and implications for relational development.

Equivalent: CAAP 633;
Education 5620 (Human Development)

CAAP 6635**Health Psychology**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

Equivalent: CAAP 635;
Education 5620 (Health Psychology)

CAAP 6637**Group Counselling and Process Skills**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

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

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

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

CAAP 6639**Introductory Data Analysis for Counsellors**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

CAAP 6641**Exceptional Children**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

Equivalent: CAAP 641;
Education 5620 (Exceptional Children)

CAAP 6661**Art Therapy History and Theory**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

CAAP 6681**Clinical Supervision**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

Equivalent: CAAP 681

CAAP 6695**Graduate Practicum: Selected Topics**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

Prerequisite(s): Consent of CAAP program

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

CAAP 6699**Project**

Credit hours: 0.0

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

Grading: Pass/Fail

Note: No fees are assessed for this registration.

CAAP 6850**Graduate Seminar: Selected Topics**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

Prerequisite(s): Consent of CAAP program

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

CAAP 6990**Independent Study**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

Prerequisite(s): Consent of CAAP program

CAAP 6999

CAAP Placeholder

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

Grading: 'X' grade

Note: No fees are assessed for this registration.

7. GENERAL REGULATIONS

a. Computer Proficiency

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

b. Transfer to the Post-Graduate Certificate in Counselling

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

c. Residence Requirements

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

It may be desirable or necessary for students who have been admitted to the M.C. program to include in their program courses to be completed at other institutions. Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or Western Deans' Agreement (see **Section 15. Western Deans' Agreement, p. 37**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

d. Academic Standards

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

e. Appeals

All appeals in the M.C. program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the M.C. program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee.

Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 155**).

f. Time Limits

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

g. Leave of Absence

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

h. Fees

See the **Master of Education and Master of Counselling Programs 2011/2012 Fee Schedule on p. 143**.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 146**.

i. Credit for Previous Work

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

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

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

j. Independent Study

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

Education. A maximum of two Independent Studies may count toward requirements for the M.C. program. Students are advised to register in the semester in which the work will be completed.

8. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 149 in the *Information for All Programs* section.

9. FEES

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

10. GRADUATE ASSISTANTS

a. Definitions

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

Fall Semester - September 1 to December 31

Spring Semester - January 1 to April 30

Summer Semester - May 1 to August 31

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

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

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

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

b. Appointment of Graduate Assistants

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

In addition, the Letter of Appointment will include as specific a list of duties as possible at the time of appointment. It is understood that minor changes of

appointments may be required from time to time but these modifications are to be completed no later than the end of the first week of classes with appropriate written notification to all G.A.s affected.

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

c. Remuneration of Graduate Assistants

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

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

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

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

II. FINANCIAL ASSISTANCE

a. Preamble

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

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

b. Principles

Financial assistance for eligible graduate students may consist of one or more of the following: fellowships,

scholarships, Graduate Assistantships, Research Assistantships, external research support, and other sources. The financial assistance package for graduate students is based on the following principles:

Financial assistance

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

c. Graduate Teaching Assistantship (GTA)

Graduate Assistantships are available to full-time graduate students in Graduate Programs in Education (i.e., those registered in at least two courses).

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

Graduate Assistants receive their awards in the term in which they hold an assistantship. Students may receive more than one assistantship during their program.

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

d. Faculty Associates

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

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

Each year, the Faculty of Education hires one to four Faculty Associates, depending on Faculty budget, instructional needs, and teaching credentials (i.e., B.Ed. and permanent professional certification).

e. Profiling Alberta's Graduate Students Award

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

f. Graduate Student Travel Fund

Financial assistance is provided to Graduate Programs in Education students to support travel associated with attending conferences or other academic gatherings.

Awards are available to individual students. Each year, the Faculty of Education allocates a set maximum amount of funds to support graduate student travel.

For financial details see the website (www.uleth.ca/education/programs/graduate-studies/financial-assistance).

g. Graduate Students Association (GSA)

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

12. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 173 in the *Information for All Programs* section.

13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

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

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

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see *International Students* on p. 171 in the *Information for All Programs* section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years. Website: www.ielts.org
5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years. Website: www.cael.ca

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

14. INTERNATIONAL STUDENTS

See *International Students* on p. 171 in the *Information for All Programs* section.

15. WESTERN DEANS' AGREEMENT

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

Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

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

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

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

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

16. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 121** in the *Information for All Programs* section.

17. REGISTRATION

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

18. GRADUATION

See *Graduation* on **p. 167** in the *Information for All Programs* section.

19. GENERAL SERVICES

See *General Services* on **p. 181** in the *Information for All Programs* section.

20. ACADEMIC STAFF

See *Academic Staff* on **p. 197** in the *Information for All Programs* section.

21. UNIVERSITY ORGANIZATION

See *University Organization* on **p. 211** in the *Information for All Programs* section.

22. AWARDS OF DISTINCTION

See *Awards of Distinction* on **p. 217** in the *Information for All Programs* section.

23. COLLABORATING AND PARTNERING INSTITUTIONS

See *Collaborating and Partnering Institutions* on **p. 221** in the *Information for All Programs* section.

MASTER OF EDUCATION (M.Ed.) PROGRAMS

1. M.ED. PROGRAM GRID	40	e. Profiling Alberta's Graduate Students Award	57
2. MASTER OF EDUCATION (GENERAL)	40	f. Graduate Student Travel Fund	57
a. Statement of Purpose	40	g. Graduate Students Association (GSA)	57
b. Optional Specialization: Educational Leadership	40	9. AWARDS AND SCHOLARSHIPS	
c. Admission Requirements	40	See <i>Awards and Scholarships</i> on p. 173 in the <i>Information for All Programs</i> section.	
d. Requirements for the M.Ed. (General) Degree	42	10. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS	57
e. Requirements for the Educational Leadership Specialization	43	11. INTERNATIONAL STUDENTS	
f. Program Approval	43	See <i>International Students</i> on p. 171 in the <i>Information for All Programs</i> section.	
g. General Regulations	43	12. WESTERN DEANS' AGREEMENT	57
h. Culminating Activity: Thesis/Project/Capstone Requirements	45	13. ACADEMIC SCHEDULE	
3. MASTER OF EDUCATION (COUNSELLING PSYCHOLOGY)	46	See <i>Academic Schedule</i> on p. 121 in the <i>Information for All Programs</i> section.	
a. Statement of Purpose	46	14. REGISTRATION	
b. Admission Requirements	46	See <i>Registration</i> on p. 131 in the <i>Information for All Programs</i> section.	
c. Requirements for the M.Ed. (Counselling Psychology) Degree	48	15. GRADUATION	
d. Program Approval	48	See <i>Graduation</i> on p. 167 in the <i>Information for All Programs</i> section.	
e. General Regulations	48	16. GENERAL SERVICES	
f. Culminating Activity: Thesis/Project/Capstone Requirements	50	See <i>General Services</i> on p. 181 in the <i>information for All Programs</i> section.	
4. COURSES	50	17. ACADEMIC STAFF	
a. Master of Education (Core Courses)	51	See <i>Academic Staff</i> on p. 197 in the <i>information for All Programs</i> section.	
b. Master of Education (Electives)	51	18. UNIVERSITY ORGANIZATION	
5. ACADEMIC REGULATIONS AND POLICIES		See <i>University Organization</i> on p. 211 in the <i>information for All Programs</i> section.	
See <i>Academic Regulations and Policies</i> on p. 149 in the <i>Information for All Programs</i> section.		19. AWARDS OF DISTINCTION	
6. FEES		See <i>Awards of Distinction</i> on p. 217 in the <i>information for All Programs</i> section.	
See <i>Fees</i> on p. 137 in the <i>Information for All Programs</i> section.		20. COLLABORATING AND PARTNERING INSTITUTIONS	
7. GRADUATE ASSISTANTS	56	See <i>Collaborating and Partnering Institutions</i> on p. 221 in the <i>information for All Programs</i> section.	
a. Definitions	56		
b. Appointment of Graduate Assistants	56		
c. Remuneration of Graduate Assistants	56		
8. FINANCIAL ASSISTANCE	56		
a. Preamble	56		
b. Principles	57		
c. Graduate Teaching Assistantship (GTA)	57		
d. Faculty Associates	57		

I. M.ED. PROGRAM GRID

Degree

Master of Education (Offered in the Faculty of Education)

Major

Not Applicable

Specialization

Educational Leadership

Degree

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

Major

Not Applicable

2. MASTER OF EDUCATION (GENERAL)

a. Statement of Purpose

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

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

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

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

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

b. Optional Specialization: Educational Leadership

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

Students opting to complete an Educational Leadership specialization will be part of a cohort who are admitted at the same time and proceed at the same pace through

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

c. Admission Requirements

1. Academic Qualifications for Admission

- a. A University of Lethbridge Bachelor of Education degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs.
- b. Evidence of academic ability and promise (normally a GPA of 3.00 on the most recent 20 university courses).
- c. Approximately two years of successful teaching or other relevant educational experience.
- d. Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Students (see **Section 10. English Language Proficiency for Graduate Students, p. 57**).
- e. Candidates preparing themselves for a career which involves teacher certification must hold Permanent Certification at the time of admission; this program does not lead to a recommendation from the University for Permanent Teacher Certification.
- f. Applicants who choose to complete an Educational Leadership specialization must meet the academic qualifications for admission to the M.Ed. (General) program as listed in **Section 1. Academic Qualifications for Admission, p. 40**. Due to the limited number of placements in each intake, applicants are admitted to this program on a competitive basis. The following criteria are also used in the selection process:
 - g. Related experience. Preference is given to applicants who have leadership experience and/or demonstrated leadership potential.
 - Results of an interview. For each cohort, a short-list of applicants who meet the above criteria will be developed. Each of the short-listed candidates will be interviewed by the Educational Leadership Selection Committee.

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

2. Application Deadlines

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

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

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

3. Procedures for Application/Admission

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

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

- *Letter of Reference forms*

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

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

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

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.Ed. (General) Program Application Procedure (p. 41)** (see also **Section 1. Academic Qualifications for Admission, p. 40**).

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

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

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

4. Admission Decisions

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

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

5. Admission After an Approved Master's Degree

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

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

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

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

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

1. Common Core

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

2. Elective Courses

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

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

3. Culminating Activity

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

a. Thesis Option

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

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

b. Project Option

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

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

c. Capstone Option

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

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

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

Requirements (p. 45) for more information regarding the culminating activity.

e. Requirements for the Educational Leadership Specialization

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

1. Required Courses for the Educational Leadership Specialization

Education 5630 - Educational Leadership and the Change Process

Education 5631 - School Culture and the Instructional Program

Education 5632 - Managing the Organization

Education 5633 - Governance, Collaboration and Community Engagement

Education 5634 - Collaborative Problem Solving

2. Internship

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

3. Culminating Activity

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

a. Thesis Option

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

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

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

b. Project Option

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

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

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

c. Capstone Option

Education 6006 - Capstone equivalent to (3.0 credit hours)

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

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

See **Section h. Culminating Activity: Thesis/Project/Capstone Requirements (p. 45)** for more information on the culminating activity.

f. Program Approval

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

g. General Regulations

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

2. Residence Requirements

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

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

Agreement (see **Section 12. Western Deans' Agreement, p. 57**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

3. Academic Standards

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

4. Appeals

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

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 155**).

5. Time Limits

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

6. Leave of Absence

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

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

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

7. Fees

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

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

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

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

c. Fees for Additional Courses

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

Students remaining in program after nine semesters will also be assessed either a continuation fee (students admitted prior to March 31, 2009) or a program fee (students admitted after April 1, 2009).

d. Outstanding Fees

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

See the **Master of Education and Master of Counselling Programs 2011/2012 Fee Schedule on p. 143**.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 146**.

8. Credit for Previous Work

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

9. Visiting Students

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

to the Assistant Dean of Graduate Studies and Research (M.Ed. Program), University of Lethbridge. Admission of a Visiting Student to any graduate course is contingent upon the priorities for admission established by the Faculty of Education and upon space being available within the class size quota. Until the quota is filled, applicants will be considered on a first-come, first-served basis. Application for Visiting Student admission must be submitted to the Assistant Dean of Graduate Studies and Research (M.Ed. Program) not later than two weeks prior to the beginning of class for the course(s) into which admission is sought.

10. Enrolment in Graduate Classes - Open Studies

Students who have not been admitted to the M.Ed. degree program, but who have successfully completed an undergraduate degree, may, with the permission of the Assistant Dean of Graduate Studies and Research (M.Ed. Program), be allowed to enrol in up to four graduate Education courses as Open Studies Students. Application for registration in a particular graduate course must be submitted to the Assistant Dean no later than two weeks prior to the beginning of class. Until the course quota is filled, qualified applicants will be considered on a first-come, first-served basis. Admission to the M.Ed. degree program following successful completion of graduate courses as Open Studies Students is not automatic, and applicants must meet the admission requirements (see **Section c. Admission Requirements, p. 40**) and be recommended for admission by the Graduate Programs in Education Program Committee.

11. Enrolment Limits and Priorities for Graduate Education Courses

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

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

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

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

h. Culminating Activity: Thesis/Project/Capstone Requirements

In keeping with the focus of the M.Ed. program on the practicing educator, the **thesis, project or capstone** represents a significant contribution to research, independent thinking, scholarly ability, and technical

accomplishment in the student's field of study. Guidelines for completing the culminating activity are contained in the *University of Lethbridge M.Ed. Program: Policies and Guidelines* handbook, available from the Office of Graduate Studies and Research in the Faculty of Education or online at www.uleth.ca/edu/grad.

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

1. Thesis (equivalent to four semester course credits)

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

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

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

2. Project (equivalent to two semester course credits)

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

3. Capstone (equivalent to one semester course credit)

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

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

activity options, as well as submission and approval of the final manuscript.

3. MASTER OF EDUCATION (COUNSELLING PSYCHOLOGY)

a. Statement of Purpose

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

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

Students who follow the Registered Psychologist route receive the graduate course work leading to registration as a psychologist within the province of Alberta.

However, applicants should be aware that the College of Alberta Psychologists (CAP) regulates the process of registering. The CAP has additional requirements beyond what is provided within the M.Ed. program at the University of Lethbridge, including undergraduate psychology courses, supervised clinical hours, and oral and written examinations. Students are responsible for ensuring that they meet the requirements for registering as established by the College of Alberta Psychologists.

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

b. Admission Requirements

1. Academic Qualifications for Admission

Applicants to the M.Ed. (Counselling Psychology) program must meet the academic qualifications for the M.Ed. (General) program as listed in **Section c. Admission Requirements (p. 40)**. Students are admitted to a M.Ed. (Counselling Psychology) cohort on a competitive selection basis. The following criteria are used in the selection process:

- Grade point average;
- Relevancy of undergraduate degree (preference for degrees in Education or Psychology, followed by degrees in Social Work or Nursing);
- Breadth of undergraduate courses in counselling, educational psychology or psychology. Particular emphasis is paid to courses in human development, personality or counselling skill;

- Relevant work and/or volunteer experience. Preference is given to applicants who have two or more years of teaching and/or counselling experience. Volunteer experience in counselling settings is also desirable; and,
- Results of interview. For each cohort, a short-list of applicants who meet the above criteria will be developed. Each of the short-listed candidates will be interviewed by the Counselling Psychology Selection Committee.

2. Application Deadlines

Students may be admitted to the M.Ed. (Counselling Psychology) program in the Summer Session of alternate years. The next scheduled Counselling Psychology cohort intake is July 2013. The application deadline is November 1, at which time all required documentation must have been received by the Registrar's Office and Student Services (ROSS). Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

3. Procedures for Application/Admission

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

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

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

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

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

Eligible applicants must apply for admission by following the process outlined in **Table 2: M.Ed. (Counselling Psychology) Program Application Procedure (p. 47)** (see also **Section 1. Academic Qualifications for Admission, p. 46**).

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

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

4. Admission Decisions

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

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

5. Admission After an Approved Master's Degree

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

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

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

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

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

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

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

1. Common Counselling Psychology Core

Education 5400 - The Nature of Educational Research (Series)

Education 5704 - Counselling Psychology: Skills

Education 5705 - Counselling Psychology: Theory

Education 5706 - Counselling Psychology: Interventions

Education 5707 - Counselling Psychology: Assessment

Education 5708 - Counselling Psychology: Career Counselling

Education 5709 - Counselling Psychology: Practicum I

Education 5711 - Counselling Psychology: Practicum II

2. Electives

*Three (3) approved graduate electives

*Students wishing to register as Psychologists in the Province of Alberta are advised to select the following elective courses:

Education 5620 - Graduate Seminar in Counselling Psychology (Series) (Ethics and Professional Practice)

Education 5620 - Graduate Seminar in Counselling Psychology (Series) (Gender/Cultural Issues)

Education 5620 - Graduate Seminar in Counselling Psychology (Series) (Learning Processes)

3. Culminating Activity

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

a. Thesis Option

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

The thesis option will result in a 15-course program, instead of the minimum 12.

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

b. Project Option

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

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

c. Capstone Option

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

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

See **Section f. Culminating Activity: Thesis/Project/Capstone Requirements (p. 50)** for more information on the culminating activity.

d. Program Approval

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

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

e. General Regulations

1. Residence Requirements

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

It may be desirable or necessary for students who have been admitted to the M.Ed. (Counselling Psychology) program, to include in their program courses to be completed at other institutions. Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or Western Deans' Agreement (see **Section 12. Western Deans' Agreement, p. 57**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

2. Academic Standards

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

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

3. Appeals

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

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 155**).

4. Time Limits

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

5. Leave of Absence

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

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

6. Fees

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

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

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

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

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

c. Fees for Additional Courses

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

Students remaining in program after nine semesters will also be assessed either a continuation fee (students admitted prior to March 31, 2009) or a program fee (students admitted after April 1, 2009).

d. Outstanding Fees

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

See the **Master of Education and Master of Counselling Programs 2011/2012 Fee Schedule** on p. 143.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees** on p. 146.

7. Credit for Previous Work

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

8. Visiting Students

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

Admission of a Visiting Student to any graduate course is contingent upon the priorities for admission established by the Faculty of Education and upon space being available within the class size quota. Until the quota is filled, applicants will be considered on a first-come, first-served basis. Application for Visiting Student admission must be submitted to the Assistant Dean of Graduate Studies and Research (M.Ed. Program) not later than two weeks prior to the beginning of class for the course(s) into which admission is sought.

9. Enrolment in Graduate Classes - Open Studies

Students who have not been admitted to the M.Ed. Program, but who have successfully completed an undergraduate degree, may, with the permission of the Assistant Dean of Graduate Studies and Research (M.Ed. Program), be allowed to enrol in up to four graduate Education courses as Open Studies Students. Application for registration in a particular graduate course must be submitted to the Assistant Dean no later than two weeks prior to the beginning of class. Until the course quota is filled, qualified applicants will be considered on a first-come, first-served basis. Admission to the M.Ed. program following successful completion of graduate courses as Open Studies Students is not automatic, and applicants must meet the admission requirements (see **Section b. Admission Requirements, p. 46**) and be recommended for admission by the Graduate Programs in Education Program Committee.

10. Enrolment Limits and Priorities for Graduate Education Courses

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

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

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

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

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

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

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

1. Thesis (equivalent to four semester course credits)

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

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

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

2. Project (equivalent to two semester course credits)

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

3. Capstone (equivalent to one semester course credit)

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

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

4. **COURSES**

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

a. Master of Education (Core Courses)

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

EDUCATION 5200

Curriculum Studies and Classroom Practice (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

EDUCATION 5300

The Foundations of Modern Educational Theory and Practice (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

EDUCATION 5400

The Nature of Educational Research (Series)

Credit hours: 3.0

Contact hours per week: 3-0-2

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

EDUCATION 5500

Understanding Professional Practice and Professional Development (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

EDUCATION 5510

Graduate Seminar in the Practice of Teaching (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of specific topics in and approaches to teaching practice, dependent on student needs and Faculty resources. Examples might include: Instructional

b. Master of Education (Electives)

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

EDUCATION 5210

Graduate Seminar in Curriculum Studies (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5310

Graduate Seminar in Foundational Studies (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

EDUCATION 5410

Graduate Seminar in Educational Research (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

Supervision; Professional Development of Teachers; Leadership in Educational Practice.

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

EDUCATION 5550

Practicum in Education

Credit hours: 3.0

Other hours: 10-0-100

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

Grading: Pass/Fail

EDUCATION 5560

Internship in Education

Credit hours: 3.0

Other hours: 10-0-100

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

Grading: Pass/Fail

EDUCATION 5610

Graduate Seminar in Educational Leadership and Administration (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

EDUCATION 5620

Graduate Seminar in Counselling Psychology (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

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

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

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

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

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

EDUCATION 5630

Educational Leadership and the Change Process

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5631

School Culture and the Instructional Program

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5632

Managing the Organization

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5633

Governance, Collaboration and Community Engagement

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5634

Collaborative Problem Solving

Credit hours: 3.0

Contact hours per week: 1.5-0-0

Other hours: 0-0-40

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

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

EDUCATION 5635

Educational Leadership Internship I

Credit hours: 3.0

Contact hours per week: 1.5-0-0

Other hours: 0-0-120

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

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

Grading: Pass/Fail

EDUCATION 5636

Advanced Seminar in Educational Leadership

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5637

Educational Leadership Internship II

Credit hours: 3.0

Contact hours per week: 1.5-0-0

Other hours: 0-0-120

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

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

Corequisite(s): Education 5635

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

Grading: Pass/Fail

EDUCATION 5701

Gender and Educational Practice

Credit hours: 3.0

Contact hours per week: 3-0-0

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

EDUCATION 5703

Pedagogy and Global Culture

Credit hours: 3.0

Contact hours per week: 3-0-0

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

EDUCATION 5704

Counselling Psychology: Skills

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Equivalent: CAAP 6605 (CAAP 605)

EDUCATION 5705

Counselling Psychology: Theory

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Equivalent: CAAP 6601 (CAAP 601)

EDUCATION 5706

Counselling Psychology: Interventions

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

Equivalent: CAAP 6615 (CAAP 615)

EDUCATION 5707

Counselling Psychology: Assessment

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

Equivalent: CAAP 6613 (CAAP 613)

EDUCATION 5708

Counselling Psychology: Career Counselling

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Corequisite(s): Education 5704

Equivalent: CAAP 6621 (CAAP 621)

EDUCATION 5709

Counselling Psychology: Practicum I

Credit hours: 3.0

Contact hours per week: 2-0-0

Other hours: 0-0-150

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

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

Equivalent: CAAP 6611 (CAAP 611)

EDUCATION 5711

Counselling Psychology: Practicum II

Credit hours: 3.0

Contact hours per week: 2-0-0

Other hours: 0-0-150

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

Corequisite(s): Education 5709

Equivalent: CAAP 6619 (CAAP 619)

EDUCATION 5762

Problem Solving with Communication Technologies

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Substantially Similar: Education 4762

EDUCATION 5763

Communication Technologies in the Curriculum

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Substantially Similar: Education 4760

EDUCATION 5764

The Internet and Education

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Substantially Similar: Education 4764;

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

EDUCATION 5765

New Media and Learning

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Substantially Similar: Education 4765;

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

EDUCATION 5766

Web-Based Learning

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Substantially Similar: Education 4766;

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

EDUCATION 5767

Web-Based Teaching

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Substantially Similar: Education 4767;

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

EDUCATION 5769

Educational Issues in Communication Technologies (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Equivalent: Education 5760 (prior to 2009/2010)

Substantially Similar: Education 4769

EDUCATION 5850

Special Topics

Credit hours: 3.0

Contact hours per week: 3-0-0

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

EDUCATION 5960

Professional Development

Credit hours: 1.5

Contact hours per week: 0-0-0

Other hours: 20-0-0

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

EDUCATION 5990

Independent Study

Credit hours: 3.0

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

EDUCATION 5999

Master of Education Placeholder

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

EDUCATION 6000-6001

Project

Credit hours: 3.0 each

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

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

Grading: Pass/Fail

EDUCATION 6005

Comprehensive Examination

Credit hours: 3.0

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

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

Grading: Pass/Fail

EDUCATION 6006

M.Ed. Capstone

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

Grading: Pass/Fail

EDUCATION 6011-6014

Thesis

Credit hours: 3.0 each

Grading: Pass/Fail

Note:

5. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 149 in the *Information for All Programs* section.

6. FEES

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

7. GRADUATE ASSISTANTS

a. Definitions

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

Fall Semester - September 1 to December 31

Spring Semester - January 1 to April 30

Summer Semester - May 1 to August 31

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

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

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

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

b. Appointment of Graduate Assistants

1. Applications for Graduate Assistantships will be approved by the Graduate Programs in Education Program Committee.
2. A Letter of Appointment is forwarded to the appointee. G.A.s are entitled to know:
 - a. The number of hours per week of the appointment.
 - b. The total remuneration.In addition, the Letter of Appointment will include as specific a list of duties as possible at the time of

appointment. It is understood that minor changes of appointments may be required from time to time but these modifications are to be completed no later than the end of the first week of classes with appropriate written notification to all G.A.s affected.

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

c. Remuneration of Graduate Assistants

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

Details describing the value of assistantships and expected hours of assistance are available from the Assistant Dean of Graduate Studies and Research (M.Ed. Program).
2. Assistantships are inclusive of all vacation entitlement. There is no vacation pay on contract expiry or termination in lieu of any time not taken.

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

8. FINANCIAL ASSISTANCE

a. Preamble

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

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

b. Principles

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

Financial assistance

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

c. Graduate Teaching Assistantship (GTA)

Graduate Assistantships are available to full-time graduate students in Graduate Programs in Education (i.e., those registered in at least two courses).

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

Graduate Assistants receive their awards in the term in which they hold an assistantship. Students may receive more than one assistantship during their program.

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

d. Faculty Associates

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

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

Each year, the Faculty of Education hires one to four Faculty Associates, depending on Faculty budget, instructional needs, and teaching credentials (i.e., B.Ed. and permanent professional certification).

e. Profiling Alberta's Graduate Students Award

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

f. Graduate Student Travel Fund

Financial assistance is provided to Graduate Programs in Education students to support travel associated with attending conferences or other academic gatherings.

Awards are available to individual students. Each year, the Faculty of Education allocates a set maximum amount of funds to support graduate student travel.

For financial details see the website (www.uleth.ca/education/programs/graduate-studies/financial-assistance).

g. Graduate Students Association (GSA)

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

9. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 173 in the *Information for All Programs* section.

10. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

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

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

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see International Students on p. 171 in the *Information for All Programs* section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years. Website: www.ielts.org
5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years. Website: www.cael.ca

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

11. INTERNATIONAL STUDENTS

See *International Students* on p. 171 in the *Information for All Programs* section.

12. WESTERN DEANS' AGREEMENT

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

Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

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

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

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

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

13. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 121** in the *Information for All Programs* section.

14. REGISTRATION

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

15. GRADUATION

See *Graduation* on **p. 167** in the *Information for All Programs* section.

16. GENERAL SERVICES

See *General Services* on **p. 181** in the *Information for All Programs* section.

17. ACADEMIC STAFF

See *Academic Staff* on **p. 197** in the *Information for All Programs* section.

18. UNIVERSITY ORGANIZATION

See *University Organization* on **p. 211** in the *Information for All Programs* section.

19. AWARDS OF DISTINCTION

See *Awards of Distinction* on **p. 217** in the *Information for All Programs* section.

20. COLLABORATING AND PARTNERING INSTITUTIONS

See *Collaborating and Partnering Institutions* on **p. 221** in the *Information for All Programs* section.

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

1. M.F.A. PROGRAM GRID	60	12. AWARDS AND SCHOLARSHIPS See <i>Awards and Scholarships</i> on p. 173 in the <i>Information for All Programs</i> section.	
2. STATEMENT OF PURPOSE	60	13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS	65
3. PROGRAM DESIGN	60	14. INTERNATIONAL STUDENTS See <i>International Students</i> on p. 171 in the <i>Information for All Programs</i> section.	
4. ADMISSION REQUIREMENTS	60	15. WESTERN DEANS' AGREEMENT	66
a. Academic Qualifications for Admission	60	16. ACADEMIC SCHEDULE See <i>Academic Schedule</i> on p. 121 in the <i>Information for All Programs</i> section.	
b. Application Deadlines	60	17. REGISTRATION See <i>Registration</i> on p. 131 in the <i>Information for All Programs</i> section.	
c. Procedures for Application/Admission	60	18. GRADUATION See <i>Graduation</i> on p. 167 in the <i>Information for All Programs</i> section.	
d. Admission Criteria	62	19. GENERAL SERVICES See <i>General Services</i> on p. 181 in the <i>Information for All Programs</i> section.	
e. Admission After an Approved Master's Degree	62	20. ACADEMIC STAFF See <i>Academic Staff</i> on p. 197 in the <i>Information for All Programs</i> section.	
f. Exchange Students	62	21. UNIVERSITY ORGANIZATION See <i>University Organization</i> on p. 211 in the <i>Information for All Programs</i> section.	
g. Visiting Students	62	22. AWARDS OF DISTINCTION See <i>Awards of Distinction</i> on p. 217 in the <i>Information for All Programs</i> section.	
5. REQUIREMENTS FOR DEGREE	62	23. COLLABORATING AND PARTNERING INSTITUTIONS See <i>Collaborating and Partnering Institutions</i> on p. 221 in the <i>Information for All Programs</i> section.	
a. Course Work	62		
b. Thesis	63		
c. Final Oral Examination	63		
6. COURSES	63		
a. Art	63		
b. Art History/Museum Studies	64		
c. Drama	64		
d. New Media	64		
7. GENERAL REGULATIONS	64		
a. Credit for Previous Work	64		
b. Residence Requirements and Time Limits	65		
c. Academic Standards	65		
d. Appeals	65		
e. Academic Offences and Discipline	65		
f. Fees	65		
8. ACADEMIC REGULATIONS AND POLICIES See <i>Academic Regulations and Policies</i> on p. 149 in the <i>Information for All Programs</i> section.			
9. SUPERVISION	65		
10. FEES See <i>Fees</i> on p. 137 in the <i>Information for All Programs</i> section.			
11. FINANCIAL ASSISTANCE	65		

I. M.F.A. PROGRAM GRID

Degree

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

Majors

Art
New Media
Theatre & Dramatic Arts

2. STATEMENT OF PURPOSE

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

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

3. PROGRAM DESIGN

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

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

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

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

4. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

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

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

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

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

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

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

An applicant whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 13. English Language Proficiency for Graduate Students, p. 65**).

b. Application Deadlines

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

Application deadline:
February 1

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

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

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

c. Procedures for Application/Admission

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

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

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

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

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

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.F.A. Programs Application Procedure (p. 61)** (see also **Section a. Academic Qualifications for Admission, p. 60**).

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

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

d. Admission Criteria

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

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

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

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

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

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

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

e. Admission After an Approved Master's Degree

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

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

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

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

f. Exchange Students

Under approved exchange arrangements, an M.F.A. student registered in a program at another post-secondary institution, and not pursuing a degree at the University of Lethbridge, may be considered to take courses. The University of Lethbridge is a signatory of the Western Deans' Agreement (see **Section 15. Western Deans' Agreement, p. 66**).

g. Visiting Students

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

5. REQUIREMENTS FOR DEGREE

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

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

Department of Art - 48.0 credit hours

Department of Theatre and Dramatic Arts - 36.0 credit hours

Department of New Media - 45.0 credit hours

a. Course Work

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

M.F.A. - Art majors

Term I

Fine Arts 5020 - Information Literacy for the Fine Arts (3.0 credit hours)

Art 5048 - Graduate Studio I (9.0 credit hours) [Art 4048]

Art 5261 - Art NOW Graduate Seminar I (3.0 credit hours) [Art 3261]

Term II

Art 5049 - Graduate Studio II (9.0 credit hours) [Art 4049]

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

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

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

Term I

Fine Arts 5020 - Information Literacy for the Fine Arts (3.0 credit hours)

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

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

Term II

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

Drama 5600 - Theatre Studio Performance (3.0 credit hours)

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

M.F.A. - New Media majors

Term I

Fine Arts 5020 - Information Literacy for the Fine Arts (3.0 credit hours)

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

Term II

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

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

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

b. Thesis

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

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

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

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

M.F.A. - Art majors

Art 6002 - Thesis (18.0 credit hours)

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

Drama 6002 - Thesis (18.0 credit hours)

M.F.A. - New Media majors

New Media 6002 - Thesis (18.0 credit hours)

c. Final Oral Examination

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

An Examination Committee is appointed to conduct the final oral examination in accordance with the procedures described in the *University of Lethbridge M.F.A. Program: Policies and Guidelines* handbook. Once the thesis is final (i.e., assessed and corrected, if necessary), it must be submitted in both print and electronic formats.

6. COURSES

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

a. Art

ART 5048

Graduate Studio I

Credit hours: 9.0

Contact hours per week: 0-0-9

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

Prerequisite(s): Admission to the M.F.A. program with a major in Art

ART 5049

Graduate Studio II

Credit hours: 9.0

Contact hours per week: 0-0-9

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

Prerequisite(s): Art 5048

ART 526 I

Art NOW Graduate Seminar I

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Prerequisite(s): Admission to the M.F.A. program with a major in Art

ART 5262

Art NOW Graduate Seminar II

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Prerequisite(s): Art 526 I

ART 5850

Topics in Art

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Prerequisite(s): Admission to the M.F.A. program with a major in Art

ART 6002

Thesis

Credit hours: 18.0

Thesis course for the creative research project and support paper.

Prerequisite(s): Admission to the M.F.A. program with a major in Art

Grading: Pass/Fail

b. Art History/Museum Studies

ART HISTORY/MUSEUM STUDIES 5150

Art History Graduate Seminar (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Prerequisite(s): Admission to the M.F.A. program with a major in Art

Equivalent: Art 5150 (prior to 2010/2011)

c. Drama

DRAMA 5150

Graduate Theatre Studies (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

DRAMA 521 I

Graduate Seminar in Theories of Theatre

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

DRAMA 5600

Theatre Studio Performance

Credit hours: 3.0

Contact hours per week: Variable

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

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

DRAMA 5850

Topics in Dramatic Arts

Credit hours: 3.0

Contact hours per week: Variable

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

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

DRAMA 5990

Independent Studies in Dramatic Arts

Credit hours: 3.0

Contact hours per week: Variable

Independent studies of any topic in the Dramatic Arts.

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

DRAMA 6002

Thesis

Credit hours: 18.0

Thesis course for the creative research project and support paper

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

Grading: Pass/Fail

d. New Media

NEW MEDIA 5048

Graduate Studio I

Credit hours: 9.0

Contact hours per week: 0-0-9

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

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

NEW MEDIA 5049

Graduate Studio II

Credit hours: 9.0

Contact hours per week: 0-0-9

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

Prerequisite(s): New Media 5048

NEW MEDIA 5850

Topics in New Media

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

NEW MEDIA 6002

Thesis

Credit hours: 18.0

Thesis course for the creative research project and support paper.

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

Grading: Pass/Fail

7. GENERAL REGULATIONS

a. Credit for Previous Work

With the permission of the Program Committee in each case, courses that have not already been credited toward

a completed university credential may be accepted for credit in the Master's program.

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

b. Residence Requirements and Time Limits

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

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

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

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

Leave of Absence

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

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

c. Academic Standards

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

d. Appeals

All appeals in the M.F.A. program should be directed to the Program Committee. Grade appeals for courses in the M.F.A. program will be processed through the School of Graduate Studies. The Program Committee will hear

other appeals. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

e. Academic Offences and Discipline

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

f. Fees

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

8. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on **p. 149** in the *Information for All Programs* section.

9. SUPERVISION

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

10. FEES

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

11. FINANCIAL ASSISTANCE

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

12. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on **p. 173** in the *Information for All Programs* section.

13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

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

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

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see *International Students* on p. 171 in the *Information for All Programs* section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.

Website: www.toefl.org

4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.

Website: www.ielts.org

5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.

Website: www.cael.ca

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

14. INTERNATIONAL STUDENTS

See *International Students* on **p. 171** in the *Information for All Programs* section.

15. WESTERN DEANS' AGREEMENT

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

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

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

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

representative of the host university must be obtained prior to commencement of the courses.

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

16. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 121** in the *Information for All Programs* section.

17. REGISTRATION

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

18. GRADUATION

See *Graduation* on **p. 167** in the *Information for All Programs* section.

19. GENERAL SERVICES

See *General Services* on **p. 181** in the *Information for All Programs* section.

20. ACADEMIC STAFF

See *Academic Staff* on **p. 197** in the *Information for All Programs* section.

21. UNIVERSITY ORGANIZATION

See *University Organization* on **p. 211** in the *Information for All Programs* section.

22. AWARDS OF DISTINCTION

See *Awards of Distinction* on **p. 217** in the *Information for All Programs* section.

23. COLLABORATING AND PARTNERING INSTITUTIONS

See *Collaborating and Partnering Institutions* on **p. 221** in the *Information for All Programs* section.

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

www.uleth.ca/graduatestudies/future-students/master-fine-arts

MASTER OF MUSIC (M.Mus.) PROGRAMS

1. M.MUS. PROGRAM GRID	68	12. AWARDS AND SCHOLARSHIPS	
2. STATEMENT OF PURPOSE	68		<i>See Awards and Scholarships on p. 173 in the Information for All Programs section.</i>
3. PROGRAM DESIGN	68	13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS	73
4. ADMISSION REQUIREMENTS	68	14. INTERNATIONAL STUDENTS	
a. Academic Qualifications for Admission	68		<i>See International Students on p. 171 in the Information for All Programs section.</i>
b. Application Deadlines	68	15. WESTERN DEANS' AGREEMENT	73
c. Procedures for Application/Admission	68	16. ACADEMIC SCHEDULE	
d. Admission Criteria	69		<i>See Academic Schedule on p. 121 in the Information for All Programs section.</i>
e. Admission After an Approved Master's Degree	69	17. REGISTRATION	
f. Exchange Students	70		<i>See Registration on p. 131 in the Information for All Programs section.</i>
g. Visiting Students	70	18. GRADUATION	
5. REQUIREMENTS FOR DEGREE	70		<i>See Graduation on p. 167 in the Information for All Programs section.</i>
a. Course Work (30.0 credit hours)	70	19. GENERAL SERVICES	
b. Research Project/Lecture Recital	70		<i>See General Services on p. 181 in the information for All Programs section.</i>
c. Written Thesis	70	20. ACADEMIC STAFF	
d. Final Written Thesis Defence/ Oral Examination	71		<i>See Academic Staff on p. 197 in the information for All Programs section.</i>
6. COURSES	71	21. UNIVERSITY ORGANIZATION	
a. Music	71		<i>See University Organization on p. 211 in the information for All Programs section.</i>
b. Music Ensemble Activity	72	22. AWARDS OF DISTINCTION	
7. GENERAL REGULATIONS	72		<i>See Awards of Distinction on p. 217 in the information for All Programs section.</i>
a. Credit for Previous Work	72	23. COLLABORATING AND PARTNERING INSTITUTIONS	
b. Residence Requirements and Time Limits ...	72		<i>See Collaborating and Partnering Institutions on on p. 221 in the information for All Programs section.</i>
c. Academic Standards	73		
d. Appeals	73		
e. Academic Offences and Discipline	73		
f. Fees	73		
8. ACADEMIC REGULATIONS AND POLICIES			
			<i>See Academic Regulations and Policies on p. 149 in the Information for All Programs section.</i>
9. SUPERVISION	73		
10. FEES			
			<i>See Fees on p. 137 in the Information for All Programs section.</i>
11. FINANCIAL ASSISTANCE	73		

1. M.Mus. PROGRAM GRID

Degree

Master of Music (M.Mus.) (offered in the Faculty of Fine Arts)

Major

Not Applicable

2. STATEMENT OF PURPOSE

The Master of Music (M.Mus.) degree program offers students the opportunity to pursue an advanced degree in the Department of Music. Faculty who are practicing artists and experts in the field provide an environment grounded in a traditional music education, while encouraging students to study broadly and find their own creative voice. The M.Mus. program allows graduate students to concentrate in an artistic discipline, to build a program of individual study, and to synthesize their work into a personalized artistic expression.

3. PROGRAM DESIGN

Obtaining the M.Mus. degree is contingent upon the successful completion of specified course work and a lecture recital and written thesis that are related directly to the area(s) of inquiry formulated by the supervisor and the student. All of the work prescribed for the degree will be formulated and completed under the guidance of the student's supervisor.

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

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

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

4. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

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

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

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

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

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

An applicant whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 13. English Language Proficiency for Graduate Students, p. 73**).

b. Application Deadlines

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

Application deadline:

February 1

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

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

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

c. Procedures for Application/Admission

The application package for the M.Mus. program is available from the Faculty of Fine Arts and includes the following forms:

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

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

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

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

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.Mus. Program Application Procedure (p. 69)** (see also **Section a. Academic Qualifications for Admission, p. 68**).

Table 1: M.Mus. Program Application Procedure

STEP 1 - Complete the Application Package	Get application package	Application packages are available online at www.uleth.ca/graduatestudies/future-students/master-music .
	Application for admission	The applicant completes the <i>Application for Admission - Master of Music Degree Programs</i> form.
	Academic transcripts	Applicant arranges to have official academic transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Students Services (ROSS).
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package.
	Letter of Intent	The application must also include a letter of intent explaining the direction of the applicant's current area of research and practice and indicating the specific nature of interest in the M.Mus. program. Maximum length is 500 words.
	Letters of recommendation	Three academic referees each complete a <i>Letter of Recommendation</i> form and submit it to ROSS. The applicant must have studied with at least two of the referees.
	CD/DVD/video	The applicant submits a professional quality CD, video, or DVD that displays a professional level of repertoire.
	Financial assistance	The applicant provides evidence of financial assistance from external agencies and applies for assistantships, fellowships, and scholarships if desired.
STEP 2 - Submit application package by February 1	The applicant submits the application package, plus the application fee, to the Registrar's Office and Students Services (ROSS) by February 1. The Program Committee reviews the application package.	
STEP 3 - Audition	Following review of the above documents, shortlisted applicants will be invited for a live audition of approximately 30 minutes that displays a professional level of repertoire. A short interview will occur following the audition. A placement test will also be given to assess the applicant's proficiency in Music Theory, Musicianship Skills, and Music History.	
STEP 4 - Admission decision	The chair of the Program Committee informs the applicant of its decision. Applicants will be notified of admission status by May 1. Successful applicants will be advised of registration procedures at that time. Details of the applicant's program requirements will be provided by the chair of the Department of Music to the School of Graduate Studies.	
STEP 5 - Complete and submit thesis proposal	By no later than June 30 of the first year of the program, the student must complete a thesis proposal and submit it to the Program Committee. This proposal outlines the research/creative project that will constitute the thesis and confirms the thesis supervisor.	

d. Admission Criteria

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

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

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

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

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

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

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

e. Admission After an Approved Master's Degree

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

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American

credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

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

f. Exchange Students

Under approved exchange arrangements, an M.Mus. student registered in a program at another post-secondary institution, who is not pursuing a degree at the University of Lethbridge, may be admitted to take courses. The University of Lethbridge is a signatory of the Western Deans' Agreement (see **Section 15. Western Deans' Agreement, p. 73**).

g. Visiting Students

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

5. REQUIREMENTS FOR DEGREE

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

a. Course Work (30.0 credit hours)

The required courses for the M.Mus. program are as follows:

Fine Arts 5020 - Information Literacy for the Fine Arts (3.0 credit hours)

Music 5000 - Musicology Seminar (Series) (3.0 credit hours) [Music 3000 with an emphasis in history]

Music 5010 - Music Theory Seminar (Series) (3.0 credit hours) [Music 3000 with an emphasis in theory]

Music 5748 - Graduate Studio I (3.0 credit hours) [Music 4748]

Music 5758 - Recital (3.0 credit hours)

Music 5848 - Graduate Studio II (3.0 credit hours) [Music 4848]

Electives:

A minimum of 9.0 credit hours from the following:

Music 5000 - Musicology Seminar (Series) (3.0 credit hours) [Music 3000 with an emphasis in history]

Music 5010 - Music Theory Seminar (Series) (3.0 credit hours) [Music 3000 with an emphasis in theory]

Music 5450 - Collaborative Piano/Guitar - Voice (3.0 credit hours)

Music 5451 - Collaborative Piano/Guitar - Instruments (3.0 credit hours)

Music 5850 - Special Topics in Music (3.0 credit hours) [Music 3850 or Music 4850]

Music 5871 - Opera Workshop I (3.0 credit hours) [Music 4871]

Music 5872 - Opera Workshop II (3.0 credit hours) [Music 4871]

Music Ensemble Activity 5770 - Ensemble I (1.5 credit hours)

Music Ensemble Activity 5775 - Ensemble II (1.5 credit hours)

Music Ensemble Activity 5880 - Ensemble III (1.5 credit hours)

Music Ensemble Activity 5885 - Ensemble IV (1.5 credit hours)

Other Music elective (3.0 credit hours)

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

b. Research Project/Lecture Recital

During the second year of the M.Mus. program, students must perform a lecture recital. The topic of this lecture recital is the research project that must be submitted to the Program Committee for approval by no later than June 30th of the first year of the program.

The lecture recital is the ideal synthesis of performance and scholarship for the M.Mus. student, demonstrating his or her application of accumulated skills and knowledge in a public setting. Its duration is approximately one hour (30 minutes each for lecture and performance).

Questions from the audience may follow the lecture recital. Although the format of the presentation may vary depending on the research project, the basic design is the lecture, illustrated by brief performance excerpts, followed by a complete performance of the work(s) being presented.

The lecture recital's research project represents the basis of a written thesis. Both the research project and the written thesis will be defended in the Final Written Thesis Defence/Oral Examination.

c. Written Thesis

The format and direction of the written thesis must be determined by the student in consultation with the supervisor. Specific elements may vary depending on the proposed thesis. The proposed written thesis must be approved by the Supervisory Committee. Standards and conventions widely used in Canada and adopted by the University are to be found in the *University of Lethbridge M.Mus. Program: Policies and Guidelines* handbook, available from the Faculty of Fine Arts or online at www.uleth.ca/graduatestudies/future-students/master-music.

A written thesis no less than 30 pages represents a more formal version of the research project presented during the lecture recital. When complete, the candidate must defend the thesis in an oral examination (see **Section d. Final Written Thesis Defence/Oral Examination**).

Music 6001 - Research Project (12.0 credit hours)

Music 6002 - Written Thesis (12.0 credit hours)

d. Final Written Thesis Defence/Oral Examination

1. Final Written Thesis Defence

Once the supervisor approves the written thesis, the final Written Thesis Defence/Oral Examination is scheduled by the supervisor. The grading mode for the written thesis is pass/fail as described in the *University of Lethbridge M.Mus. Program: Policies and Guidelines* handbook, available from the Faculty of Fine Arts or online at www.uleth.ca/graduatestudies/future-students/master-music.

An Examination Committee is appointed to conduct the final Written Thesis Defence/Oral Examination in accordance with the procedures described in the *University of Lethbridge M.Mus. Program: Policies and Guidelines* handbook.

The lecture recital must have been completed by the time of the final Written Thesis Defence/Oral Examination, allowing for an appropriate amount of time for review by the Examination Committee. Copies of the written thesis must be delivered to the Examination Committee in advance of the final Written Thesis Defence/Oral Examination at least one month prior to the examination time.

2. Oral Examination

Following the Written Thesis Defence, an oral examination of approximately one hour in length will take place. The purpose of this oral examination is for the candidate to demonstrate a broad knowledge base of repertoire, history, theory and performance styles associated with their particular instrument of study.

6. COURSES

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

a. Music

MUSIC 5000

Musicology Seminar (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

MUSIC 5010

Music Theory Seminar (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

MUSIC 5450

Collaborative Piano/Guitar - Voice

Credit hours: 3.0

Contact hours per week: 2-0-1

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

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

MUSIC 5451

Collaborative Piano/Guitar - Instruments

Credit hours: 3.0

Contact hours per week: 2-0-1

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

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

MUSIC 5748

Graduate Studio I

Credit hours: 3.0

Contact hours per week: 2-4-0

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

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

MUSIC 5758

Recital

Credit hours: 3.0

Contact hours per week: 2-4-0

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

Prerequisite(s): Music 5748

MUSIC 5848

Graduate Studio II

Credit hours: 3.0

Contact hours per week: 2-4-0

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

Prerequisite(s): Music 5748

MUSIC 5850

Special Topics in Music

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

MUSIC 5871**Opera Workshop I**

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

MUSIC 5872**Opera Workshop II**

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

MUSIC 6001**Research Project**

Credit hours: 12.0

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

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

Grading: Pass/Fail

MUSIC 6002**Written Thesis**

Credit hours: 12.0

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

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

Grading: Pass/Fail

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

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in a Department of Music approved ensemble. Weekly rehearsals with supplementary rehearsals and performances as required.

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

Grading: Pass/Fail

MUSIC ENSEMBLE ACTIVITY 5775**Ensemble II**

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in a Department of Music approved ensemble. Weekly rehearsals with supplementary rehearsals and performances as required.

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

Grading: Pass/Fail

MUSIC ENSEMBLE ACTIVITY 5880**Ensemble III**

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in a Department of Music approved ensemble. Weekly rehearsals with supplementary rehearsals and performances as required.

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

Grading: Pass/Fail

MUSIC ENSEMBLE ACTIVITY 5885**Ensemble IV**

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in a Department of Music approved ensemble. Weekly rehearsals with supplementary rehearsals and performances as required.

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

Grading: Pass/Fail

7. GENERAL REGULATIONS**a. Credit for Previous Work**

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

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

b. Residence Requirements and Time Limits

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

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

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

A student who does not register in the program in any semester will be considered to have withdrawn, unless a leave of absence has been granted by the Program

Committee. Since permission is not automatic, students who anticipate an interruption in their program should notify the Program Committee in writing, seeking prior approval for a leave of absence.

Leave of Absence

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

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

c. Academic Standards

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

d. Appeals

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

e. Academic Offences and Discipline

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

f. Fees

Fees for the M.Mus. program are pending approval.

8. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 149 in the *Information for All Programs* section.

9. SUPERVISION

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

10. FEES

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

11. FINANCIAL ASSISTANCE

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

12. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 173 in the *Information for All Programs* section.

13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

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

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

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see *International Students* on p. 171 in the *Information for All Programs* section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years. Website: www.ielts.org
5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years. Website: www.cael.ca

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

14. INTERNATIONAL STUDENTS

See *International Students* on p. 171 in the *Information for All Programs* section.

15. WESTERN DEANS' AGREEMENT

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

Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

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

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

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

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

16. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 121** in the *Information for All Programs* section.

17. REGISTRATION

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

18. GRADUATION

See *Graduation* on **p. 167** in the *Information for All Programs* section.

19. GENERAL SERVICES

See *General Services* on **p. 181** in the *Information for All Programs* section.

20. ACADEMIC STAFF

See *Academic Staff* on **p. 197** in the *Information for All Programs* section.

21. UNIVERSITY ORGANIZATION

See *University Organization* on **p. 211** in the *Information for All Programs* section.

22. AWARDS OF DISTINCTION

See *Awards of Distinction* on **p. 217** in the *Information for All Programs* section.

23. COLLABORATING AND PARTNERING INSTITUTIONS

See *Collaborating and Partnering Institutions* on **p. 221** in the *Information for All Programs* section.

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

www.uleth.ca/graduatestudies/future-students/master-music

MASTER OF SCIENCE (MANAGEMENT) PROGRAMS

1. M.SC. (MGT.) PROGRAM GRID	76	12. AWARDS AND SCHOLARSHIPS	
2. CAMPUSES	76	See Awards and Scholarships on p. 173 in the Information for All Programs section.	
3. STATEMENT OF PURPOSE	76	13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS	80
4. ADMISSION REQUIREMENTS	76	14. INTERNATIONAL STUDENTS	
a. Academic Qualifications for Admission	76	See International Students on p. 171 in the Information for All Programs section.	
b. Application Deadlines	76	15. WESTERN DEANS' AGREEMENT	80
c. Procedures for Application/Admission	76	16. ACADEMIC SCHEDULE	
d. Admission Criteria	77	See Academic Schedule on p. 121 in the Information for All Programs section.	
e. Admission After an Approved Master's Degree	77	17. REGISTRATION	
5. REQUIREMENTS FOR DEGREE	78	See Registration on p. 131 in the Information for All Programs section.	
a. Orientation Module (0.0 credit hours)	78	18. GRADUATION	
b. Integrative Management Studies Module (12.0 credit hours)	78	See Graduation on p. 167 in the Information for All Programs section.	
c. Major Module (9.0 credit hours)	78	19. GENERAL SERVICES	
d. Master's Thesis (15.0 credit hours)	78	See General Services on p. 181 in the information for All Programs section.	
6. COURSES	78	20. ACADEMIC STAFF	
7. GENERAL REGULATIONS	78	See Academic Staff on p. 197 in the information for All Programs section.	
a. Credit for Previous Work	78	21. UNIVERSITY ORGANIZATION	
b. Residence Requirements and Time Limits ...	78	See University Organization on p. 211 in the information for All Programs section.	
c. Academic Standards	79	22. AWARDS OF DISTINCTION	
d. Appeals	79	See Awards of Distinction on p. 217 in the information for All Programs section.	
e. Academic Offences and Discipline	79	23. COLLABORATING AND PARTNERING INSTITUTIONS	
f. Fees	79	See Collaborating and Partnering Institutions on on p. 221 in the information for All Programs section.	
g. Visiting, Auditing and Exchange Students ...	79		
8. ACADEMIC REGULATIONS AND POLICIES			
See Academic Regulations and Policies on p. 149 in the Information for All Programs section.			
9. SUPERVISION	79		
10. FEES			
See Fees on p. 137 in the Information for All Programs section.			
11. FINANCIAL ASSISTANCE	79		
a. Preamble	79		
b. Graduate Fellowships	79		
c. Thesis Fund	80		
d. Profiling Alberta's Graduate Students Award	80		
e. Conference and Travel Awards	80		

I. M.Sc. (Mgt.) PROGRAM GRID

Degree

M.Sc. (Management) (offered in the Faculty of Management)

Major

Accounting

Finance

Human Resource Management and Labour Relations

Information Systems

International Management

Marketing

Policy and Strategy

2. CAMPUSES

The Faculty of Management offers the M.Sc. (Mgt.) program on three campuses: Calgary, Edmonton, and Lethbridge. All majors offered within the M.Sc. (Mgt.) program are available to all three campuses.

3. STATEMENT OF PURPOSE

The Master of Science (Management) program is designed to provide students with the knowledge and hands-on experience to conduct rigorous and scholarly investigation into an issue facing management in the area of the chosen major. The M.Sc. (Management) program involves an orientation, several courses and workshops, and culminates in a significant master's thesis. The program may be delivered using a variety of blended learning technologies including videoconferencing and face-to-face instruction.

Each student will major in one of seven areas: Accounting, Finance, Human Resource Management and Labour Relations, Information Systems, International Management, Marketing, or Policy and Strategy. To constitute the major, students will take two seminars—Management 5200 and Management 5300. Not all majors may be offered every year.

Students may complete their degrees in either a full- or part-time capacity. Full-time students complete a 24-month program while part-time students complete a 48-month program. Part-time students will complete all required course work in the first 32 months, with the subsequent months committed to continued research and production of the thesis.

4. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

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

1. A University of Lethbridge Bachelor of Management degree or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs. A baccalaureate degree, or its academic equivalent, in disciplines other than Business or Management will be considered on a case-by-case basis.
2. A minimum grade point average of 3.00 (based on a 4.0 scale) on the last 20 graded university-level semester courses.

3. A standardized graduate achievement test is normally required. Although the Graduate Management Admission Test (GMAT) is preferred, the Graduate Record Exam (GRE) or alternative graduate entrance exam will be considered where circumstances merit the substitution. A minimum test score of 550 on the GMAT and a minimum score of 4.0 on the Analytical Writing portion is required; GRE scores will be reviewed on a case-by-case basis. GMAT requirements will be reviewed on a case-by-case basis for applicants who already have a graduate degree.

Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Students (see **Section 13. English Language Proficiency for Graduate Students, p. 80**).

b. Application Deadlines

Students are admitted only once a year, on a cohort basis. Applications and all supporting documentation, with the possible exception of final semester grades for those currently enrolled, must be received no later than March 1 (First Round)¹ and May 1 (Second Round)² for admission to the Fall Semester.

¹ International students are encouraged to apply by March 1 to allow sufficient time for the processing of student visa/study permit.

² Space permitting; enrolment is limited and early application is encouraged.

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

c. Procedures for Application/Admission

The application package for the M.Sc. (Mgt.) program is available from the School of Graduate Studies (online: www.uleth.ca/graduatestudies; email: msc.management@uleth.ca; phone: 403-380-1819) and includes the following forms:

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

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

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

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

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.Sc. (Management) Program Application Procedure (p. 77)** (see also **Section a. Academic Qualifications for Admission, p. 76**).

Table 1: M.Sc. (Management) Program Application Procedure

Step 1 - Applicant completes the application package	Get application package	Application packages are available from the Program Administrator in the M.Sc.(Management) Program Office (online: www.uleth.ca/graduatestudies/future-students/master-science-management/application-package ; email: msc.management@uleth.ca ; phone: 403-380-1819).
	Application for admission	Applicant completes the <i>Application for Admission - Master of Science (Management) Degree Programs</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, (if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS). Transcripts of degrees in progress must indicate courses currently registered in, or a separate list of current courses provided by the issuing institution.
	Letters of recommendation	Three referees, who are able to speak to the applicant's ability and aptitude for graduate studies, each complete a <i>Letter of Recommendation</i> form and submit it to ROSS.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A 1,000-word Letter of Intent, outlining the applicant's interest in pursuing graduate studies, and particularly the stream of research within the selected management major. Applicants will rank their chosen research stream on the form provided by the M.Sc. (Management) Program Office.
	GMAT or GRE	Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) scores are to be sent directly from the testing agency to ROSS.
Additional documentation	If additional documentation is required, the M.Sc.(Management) Program Office will contact the applicant.	
Step 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The M.Sc. (Management) Program Committee reviews the application package.	
	The M.Sc. (Management) Director informs the applicant of the M.Sc. (Management) Program Committee's decision. Applicants will be notified of admission status by May 1 (Round 1) and July 1 (Round 2). Successful applicants will be advised of registration procedures at that time.	
	Applicants may also be called for an interview with the M.Sc. (Management) Program Committee.	
If the previous program undertaken by the student is deemed not equivalent to a 40 semester course baccalaureate degree, additional course work or other study may be required. Such work will not count toward the requirements for the master's degree.		

d. Admission Criteria

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

Criteria used for admission include:

- the student's record, test scores and references;
- the matching of a student with Faculty resources, research interests and availability for supervising master's theses in the available majors.

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

It is highly recommended that full-time students not be employed outside the program more than 10 hours per week. Full-time students who would like to engage in outside employment during their program should contact the M.Sc. (Mgt) Program Director to discuss their circumstances. Part-time students are typically employed in full-time jobs or are engaged in family or other personal obligations that prevent full-time studies.

Students judged to be of suitable caliber but lacking in some necessary preparation may be considered for admission subject to those conditions deemed necessary to correct the deficiencies. Candidates may be given one

of two options: the required preparation may be undertaken prior to admission, with the permission of the Program Committee; or it may be taken after admission and within the maximum time limit of 24 months for full-time students and 48 months for part-time students. In either case the M.Sc. (Mgt) Program Committee establishes a definite date by which all conditions must be satisfied.

e. Admission After an Approved Master's Degree

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

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

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

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

5. REQUIREMENTS FOR DEGREE

The M.Sc. (Management) consists of 36.0 credit hours of full-time study involving an orientation, coursework, several research-focused workshops and a master's thesis. The program is divided into four modules running over a two-year period. At the time of admission, students are required to declare an approved Management major.

a. Orientation Module (0.0 credit hours)

The Orientation Module includes a number of short refresher seminars on statistics, use of computers, library facilities and other topics. The module is composed of:
Management 5100 - Orientation (0.0 credit hours)

b. Integrative Management Studies Module (12.0 credit hours)

The Integrative Module exposes students to a comprehensive and rigorous cross-disciplinary analysis of the field of Management. The module is composed of:

- Management 5110 - Management Field Overviews (1.5 credit hours)
- Management 5115 - Research Workshops (0.0 credit hour)
- Management 5120 - Lateral Thinking(1.5 credit hours)
- Management 5130 - Ways of Knowing (1.5 credit hours)
- Management 5150 - Research Methods in Management (3.0 credit hours)
- Management 5170 - Data Management and Statistical Techniques I (1.5 credit hours)
- Management 5200 - Major Seminar I (Series) (3.0 credit hours)

Note: Courses in this module may be offered in the next module depending on resource availability.

c. Major Module (9.0 credit hours)

In the Major Module, students undertake in-depth studies in their approved major and develop their initial research proposals in more detail. Students will defend their master's thesis proposals by the end of this module. The module is composed of:

- Management 5125 - Schematic Summation (1.5 credit hours)
- Management 5160 - Qualitative Methods and Analysis (3.0 credit hour)
- Management 5175 - Data Management and Statistical Techniques II (1.5 credit hours)
- Management 5300 - Major Seminar II (Series) (Series) (3.0 credit hours)

Note: Courses in this module may be offered in the next module depending on resource availability.

d. Master's Thesis (15.0 credit hours)

Management 6100 - Master's Thesis

The master's thesis addresses a significant management issue or problem. The topic must address valid research questions related to real market, industry, or organization

issues in the area of specialization. The thesis must yield output of publishable quality that reflects a substantive contribution to knowledge.

Students will defend their master's thesis proposal early in the module, and must be successful to continue with their thesis work.

Students must submit a final version of the master's thesis to their Thesis Examination Committee, a four-person committee consisting of their supervisor, one Faculty member of the Faculty of Management, one Faculty member who may be external to the Faculty of Management, and one Faculty member who is external to the University of Lethbridge.

The master's thesis must be defended in an oral examination. The master's thesis is graded Pass/Fail. The examining committee may assess a qualified pass to the master's thesis in those instances where it is evaluated as a largely successful thesis, but which nevertheless requires significant revisions. Once the master's thesis is final (i.e., assessed and corrected, if necessary), it must be submitted in both print and electronic formats.

6. COURSES

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

7. GENERAL REGULATIONS

a. Credit for Previous Work

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

b. Residence Requirements and Time Limits

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

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

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

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

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

in the candidate being required to withdraw from the program.

Leave of Absence

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

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

c. Academic Standards

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

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

d. Appeals

All appeals in the M.Sc. (Management) program should be directed to the Faculty of Management's Graduate Programs and Research Office. Grade appeals for courses in the M.Sc. (Management) program will be processed through the School of Graduate Studies. Other appeals will be heard by the Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

e. Academic Offences and Discipline

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

f. Fees

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

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

A Continuation Fee shall be assessed for each subsequent semester while a student remains in the program, whether the student is resident for all or part of that semester. The semester fee shall be set each year by the Board of Governors.

See the **Graduate Programs 2011/2012 Fee schedule in Fees** on p. 142.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees** on p. 146.

g. Visiting, Auditing and Exchange Students

Admission of a Visiting, Auditing or Exchange student to any graduate courses is contingent upon the priorities for admission established by the University of Lethbridge and upon space being available within the class size quota. Until the quota is filled, applicants will be considered on a first-come, first-served basis. If appropriate, Visiting Students will be governed by the 'Western Deans' Agreement (see **Section 15. Western Deans' Agreement, p. 80**).

h. Full- and Part-Time Studies

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

8. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 149 in the *Information for All Programs* section.

9. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the *University of Lethbridge M.Sc. (Mgt) Program: Policies and Guidelines* handbook, which is available from the Faculty of Management's Graduate Programs and Research Office.

10. FEES

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

11. FINANCIAL ASSISTANCE

a. Preamble

This section contains general guidelines for the financial assistance of M.Sc. (Mgt.) students at the University of Lethbridge. It is not intended to provide prescriptions for every situation, but is a framework within which the program, faculties, and schools can operate. Specific interpretation and implementation of these guidelines rests with appropriate issuing program or body. Students enrolled in the part-time program are not eligible for funding through scholarships, fellowships, funds, or awards.

b. Graduate Fellowships

Graduate Fellowships are awarded to each M.Sc. (Mgt) candidate who is registered in the program and in good

academic standing. Fellowships are distributed to eligible candidates in equal monthly installments from September to August during their first year of studies.

For up-to-date information on Financial Assistance please visit our website:

[/www.uleth.ca/graduatestudies/content/master-science-mgt](http://www.uleth.ca/graduatestudies/content/master-science-mgt)

c. Thesis Fund

A Thesis Fund is available to each M.Sc. (Mgt) candidate to offset expenses related to completion of the Master's Thesis. This fund is available to each student through reimbursement from the Faculty of Management. For current amounts please visit the website provided above or email msc.management@uleth.ca.

d. Profiling Alberta's Graduate Students Award

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

e. Conference and Travel Awards

The School of Graduate Studies and Graduate Student Association provide opportunities for Conference and Travel awards. Please visit our website for details: www.uleth.ca/graduatestudies/content/travel-awards

12. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 173 in the *Information for All Programs* section.

13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

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

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

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see International Students on p. 171 in the *Information for All Programs* section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:

- a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
- b. a computer-based iBT TOEFL of at least 93.

Website: www.toefl.org

4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.

Website: www.ielts.org

5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.

Website: www.cael.ca

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

14. INTERNATIONAL STUDENTS

See *International Students* on p. 171 in the *Information for All Programs* section.

15. WESTERN DEANS' AGREEMENT

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

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

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

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

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

16. ACADEMIC SCHEDULE

See *Academic Schedule* on p. 121 in the *Information for All Programs* section.

17. REGISTRATION

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

18. GRADUATION

See *Graduation* on p. 167 in the *Information for All Programs* section.

19. GENERAL SERVICES

See *General Services* on **p. 181** in the *Information for All Programs* section.

20. ACADEMIC STAFF

See *Academic Staff* on **p. 197** in the *Information for All Programs* section.

21. UNIVERSITY ORGANIZATION

See *University Organization* on **p. 211** in the *Information for All Programs* section.

22. AWARDS OF DISTINCTION

See *Awards of Distinction* on **p. 217** in the *Information for All Programs* section.

23. COLLABORATING AND PARTNERING INSTITUTIONS

See *Collaborating and Partnering Institutions* on **p. 221** in the *Information for All Programs* section.

GRADUATE POST-BACCALAUREATE CERTIFICATE PROGRAMS

1. GRADUATE CERTIFICATE IN EDUCATION... 84	8. INTERNATIONAL STUDENTS
a. Graduate Certificate in Education Program Grid..... 84	See <i>International Students</i> on p. 171 in the <i>Information for All Programs</i> section.
b. Statement of Purpose..... 84	9. WESTERN DEANS' AGREEMENT 93
c. Required Specialization 84	10. ACADEMIC SCHEDULE
d. Admission Requirements 84	See <i>Academic Schedule</i> on p. 121 in the <i>Information for All Programs</i> section.
e. Certificate Requirements..... 86	11. REGISTRATION
f. Courses 86	See <i>Registration</i> on p. 131 in the <i>Information for All Programs</i> section.
g. General Regulations 86	12. GRADUATION
2. POST-GRADUATE CERTIFICATE IN COUNSELLING 87	See <i>Graduation</i> on p. 167 in the <i>Information for All Programs</i> section.
a. Post-Graduate Certificate in Counselling Program Grid..... 87	13. GENERAL SERVICES
b. Statement of Purpose..... 87	See <i>General Services</i> on p. 181 in the <i>Information for All Programs</i> section.
c. Admission Requirements 87	14. ACADEMIC STAFF
d. Certificate Requirements..... 90	See <i>Academic Staff</i> on p. 197 in the <i>Information for All Programs</i> section.
e. Courses 90	15. UNIVERSITY ORGANIZATION
f. General Regulations 91	See <i>University Organization</i> on p. 211 in the <i>Information for All Programs</i> section.
3. ACADEMIC REGULATIONS AND POLICIES	16. AWARDS OF DISTINCTION
See <i>Academic Regulations and Policies</i> on p. 149 in the <i>Information for All Programs</i> section.	See <i>Awards of Distinction</i> on p. 217 in the <i>Information for All Programs</i> section.
4. FEES	17. COLLABORATING AND PARTNERING INSTITUTIONS
See <i>Fees</i> on p. 137 in the <i>Information for All Programs</i> section.	See <i>Collaborating and Partnering Institutions</i> on p. 221 in the <i>Information for All Programs</i> section.
5. GRADUATE ASSISTANTS..... 92	
a. Definitions 92	
b. Appointment of Graduate Assistants 92	
c. Remuneration of Graduate Assistants 92	
6. AWARDS AND SCHOLARSHIPS	
See <i>Awards and Scholarships</i> on p. 173 in the <i>Information for All Programs</i> section.	
7. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS 93	

I. GRADUATE CERTIFICATE IN EDUCATION

a. Graduate Certificate in Education Program Grid

Certificate

Graduate Certificate in Education (Offered in the Faculty of Education)

Major

Not Applicable

Specialization

Educational Leadership

b. Statement of Purpose

The purpose of the Graduate Certificate in Education program is to provide students with basic knowledge and skills in the dimensions of the Alberta Principal Quality Standard. It is designed for those who hold an approved bachelor's degree. The certificate awarded is the Graduate Certificate in Education.

Upon successful completion of the Graduate Certificate in Education, eligible students may apply to have their courses laddered into the Master of Education (General) program (see **Section g. General Regulations, p. 86**)

c. Required Specialization

Students in the Graduate Certificate in Education program must complete a specialization. This specialization allows practicing educators to explore and implement related concepts through a combination of coursework and fieldwork. Students complete the common core course in the Graduate Certificate in Education program as well as courses in the specialization area. For students who complete all of the certificate requirements, the specialization will be acknowledged on the official transcript. See **Section e. Certificate Requirements (p. 86)** for available specializations.

Note: *Currently, there is only one specialization available in Educational Leadership.*

d. Admission Requirements

I. Academic Qualifications for Admission

- a. A University of Lethbridge Bachelor of Education degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs.
- b. Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Students (see **Section 7. English Language Proficiency for Graduate Students, p. 93**).
- c. Candidates preparing for a career which involves teacher certification must hold Interim Professional Certification at the time of admission; this program does not lead to a recommendation from the University for Permanent Teacher Certification.

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

2. Application Deadlines

Normally students are admitted to the Graduate Certificate in Education program in order to begin their studies in Summer Session of the intake year. The semester of admission for Distance Cohorts completing the Graduate Certificate in Education program may be considered on an individual cohort basis according to the particular needs of the cohort. Application deadline: November 1, at which time all required documentation must have been received by the Registrar's Office and Student Services (ROSS). Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

3. Procedures for Application/Admission

The application package for the Graduate Certificate in Education program is available from the Office of Graduate Studies and Research in the Faculty of Education (online: www.uleth.ca/edu/grad; email: edu.masters@uleth.ca; phone: 403-329-2425; 1-800-666-3503) and includes the *Application for Admission - Master's Degree Programs* form.

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

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

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

Eligible applicants must apply for admission by following the process outlined in **Table I: Graduate Certificate in Education (p. 85)** (see also **Section I. Academic Qualifications for Admission, p. 84**).

Table 1: Graduate Certificate in Education

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

4. Admission Decisions

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

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

5. Admission After an Approved Master's Degree

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

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

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

e. **Certificate Requirements**

The Graduate Certificate in Education with an Educational Leadership specialization consists of the equivalent of six courses (18.0 credit hours) of study including a common core and specialization courses as outlined below:

Common Core

Education 5500 - Understanding Professional Practice and Professional Development (Series)

Required Courses for the Educational Leadership Specialization

Education 5630 - Educational Leadership and the Change Process

Education 5631 - School Culture and the Instructional Program

Education 5632 - Managing the Organization

Education 5633 - Governance, Collaboration and Community Engagement

Education 5635 - Educational Leadership Internship I

f. **Courses**

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

EDUCATION 5500

Understanding Professional Practice and Professional Development (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

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

Note: Unless otherwise indicated, the prerequisite for each of the following courses is eligibility for admission to the M.Ed. program.

Students in the CAAP program may take these courses only with the consent of the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

EDUCATION 5630

Educational Leadership and the Change Process

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5631

School Culture and the Instructional Program

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5632

Managing the Organization

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5633

Governance, Collaboration and Community Engagement

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5635

Educational Leadership Internship I

Credit hours: 3.0

Contact hours per week: 1.5-0-0

Other hours: 0-0-120

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

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

Grading: Pass/Fail

g. **General Regulations**

1. **Transfer to the Master of Education (General)**
Students may apply directly to the Graduate Certificate in Education. Upon successful completion of the Graduate Certificate in Education, students may be eligible to apply to have their courses laddered into the Master of Education (General) program, provided they have maintained a GPA of 3.0. Although there may be additional requirements for entrance, there will be no other course requirements for laddering directly into the M.Ed. (General) program at that point. Students who ladder their Graduate Certificate in Education into the M.Ed. (General) program will have a maximum of five years to complete their master's degree, starting from the date of their initial enrolment in the Graduate Certificate in Education program.
2. **Eligibility**
Students who complete the Master of Education (General) program are not eligible to receive the Graduate Certificate in Education.

3. **Residence Requirements**
Normally, students are expected to complete a minimum of four courses at the University of Lethbridge.
4. **Academic Standards**
Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the Graduate Certificate in Education. A student who receives more than two grades below a 'B-' may be asked to withdraw from the Graduate Certificate in Education program. All courses completed in the Graduate Certificate in Education program or transferred into the program are included in the calculation of the GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to graduate from the program.
5. **Appeals**
All appeals in the Graduate Certificate in Education program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the Graduate Certificate in Education program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.
Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 155**).
6. **Time Limits**
Students must complete the Graduate Certificate in Education within three years of their initial enrolment in the program.
7. **Leave of Absence**
Students occasionally have legitimate reasons for having to put their studies on hold. Students may apply to the Office of Graduate Studies and Research in the Faculty of Education for permission to take a Leave of Absence. A Leave of Absence may be granted for up to three consecutive semesters. A maximum of one Leave of Absence per student program may be granted. If required, the maximum two-year time for completion of the Graduate Certificate in Education program will be extended by the amount of Leave of Absence time granted.
Students who do not register in either a course or a placeholder (Education 5999) in each semester will be considered to have withdrawn from the program unless a Leave of Absence has been granted by the Office of Graduate Studies and Research in the Faculty of Education. Since permission is not automatic, students who anticipate an interruption in their program should apply in writing to the Office of Graduate Studies and Research in the Faculty of Education requesting prior approval for a Leave of Absence.

8. **Fees**
See the **Master of Education and Master of Counselling Programs 2011/2012 Fee Schedule** on p. 143.
For fee payment deadlines, see **Section 11. Fee Deadlines in Fees** on p. 146.
9. **Credit for Previous Work**
A maximum of two semester courses (6.0 credit hours) which have not been credited toward a completed university credential may be accepted for credit in the Graduate Certificate in Education program. Students must demonstrate that previous course work is equivalent to courses required in the Graduate Certificate in Education program.

2. POST-GRADUATE CERTIFICATE IN COUNSELLING

a. Post-Graduate Certificate in Counselling Program Grid

Certificate

Post-Graduate Certificate in Counselling (Offered in the Faculty of Education)

Major

Not Applicable

b. Statement of Purpose

The purpose of the Post-Graduate Certificate in Counselling program is to provide students with basic knowledge and skills in the fundamentals of counselling theory and practice.

Prior to application for graduation from the Post-Graduate Certificate in Counselling, eligible students may apply to have their courses laddered into the Master of Counselling program (see **Section f. General Regulations, p. 91**).

c. Admission Requirements

1. Academic Qualifications for Admission

- a. A University of Lethbridge baccalaureate degree or its academic equivalent from another recognized degree-granting institution.
The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs.
- b. Evidence of academic ability and promise, normally shown by a minimum GPA of 3.00 in the semesters containing the last 20 university courses (60.0 credit hours).
- c. Evidence of successful experience in a related area. Preference is given to applicants who have two or more years of work experience in a counselling or related setting. Volunteer experience in counselling settings is also desirable.

- d. Applicants must present a breadth of undergraduate courses in counselling, educational psychology, or psychology. Particular emphasis is paid to courses in human development, learning, personality, psychological disorders, and counselling and/or interpersonal skills.
 - e. Applicants whose first language is not English must meet the English Language Proficiency Requirement for Graduate Students (see **Section 7. English Language Proficiency for Graduate Students, p. 93**).
2. Application Deadlines
November 1
Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.
 3. Procedures for Application/Admission
Application forms and admission procedures for the Post-Graduate Certificate in Counselling program

are available online at www.uleth.ca/edu/master-counselling; email: master.counselling@uleth.ca; phone: 403-329-2256; 1-800-666-3505.

Applicants are advised to begin work on the application forms well in advance of the application deadline (see **Section 2. Application Deadlines**).

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

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

Eligible applicants must apply for admission by following the process outlined in **Table 2: Post-Graduate Certificate in Counselling (p. 89)** (see also **Section 1. Academic Qualifications for Admission, p. 87**).

Table 2: Post-Graduate Certificate in Counselling

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

4. Admission Decisions

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

The following criteria are used in the selection process:

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

Admission decisions are determined by the Graduate Programs in Education Program Committee following the application deadline. In the case of the Post-Graduate Certificate in Counselling

program, admission is determined by the Graduate Programs in Education Program Committee, on the recommendation of the Post-Graduate Certificate in Counselling Selection Committee. Members of the Committee base admission decisions on all the available information.

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

5. Admission After an Approved Master's Degree

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

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

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

d. Certificate Requirements

The program consists of the equivalent of six courses (18.0 credit hours) as follows:

CAAP 6601 - Theories of Counselling and their Application to Client Change
CAAP 6603 - Professional Ethics and Conduct
CAAP 6605 - Foundational Counselling and Conflict Resolution Skills
CAAP 6607 - Counselling Diverse Clients
CAAP 6615 - Counselling Strategies and Interventions

One of:

CAAP 6613 - Assessment: Processes and Application
CAAP 6617 - Research and Program Evaluation Skills

e. Courses

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

CAAP 6601

Theories of Counselling and their Application to Client Change

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

*Equivalent: CAAP 601;
Education 5705*

CAAP 6603

Professional Ethics and Conduct

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

Addresses legal and ethical issues in the practice and regulation of counselling in a variety of contexts including school counselling, private practice, and non-profit agencies. The focus is on ethical decision-making models and codes of conduct, professional standards and guidelines, federal and provincial laws/statutes, and the impact of counsellor's values on the counselling process.

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

CAAP 6605

Foundational Counselling and Conflict Resolution Skills

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

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

*Equivalent: CAAP 605;
Education 5704*

CAAP 6607

Counselling Diverse Clients

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

CAAP 6613

Assessment: Processes and Application

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

Addresses the measurement of characteristics of individuals across the life span and diverse groups in a variety of contexts. Assessment models, psychometric theory and concepts, ethics of testing, and utilization of various classification systems for diagnosing client functioning are addressed. Standardized and non-standardized assessment techniques are examined to measure client change and individual characteristics.

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

*Equivalent: CAAP 613;
Education 5707*

CAAP 6615

Counselling Strategies and Interventions

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

An intensive study of a variety of counselling techniques arising from counselling theories to address common presenting problems in children, youth and adults. Skill development in laboratory settings emphasizes counsellor self-evaluation, case conceptualization, the ethical practice of delivering the treatment plan, intervention efficacy, matching of interventions to client issues, and consultation issues.

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

Equivalent: CAAP 615;
Education 5706

CAAP 6617

Research and Program Evaluation Skills

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

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

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

f. General Regulations

1. Computer Proficiency

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

Prior to application for graduation from the Post-Graduate Certificate in Counselling program, eligible students may apply to have their courses transferred into the Master of Counselling program. For successful applicants, courses completed in the Post-Graduate Certificate program will be fully credited towards the Master of Counselling program. Students who transfer their Post-Graduate Certificate in Counselling courses into the Master of Counselling program will have a maximum of six years to complete their Masters degree, starting from the date of their initial enrolment in the Certificate (see Master of Counselling (M.C.) program).

2. Eligibility

Post-Graduate Certificate in Counselling students who are considering applying to transfer their courses into the Master of Counselling program are recommended to consult an advisor in the Office of Graduate Studies and Research in Education early in their program.

Students who elect to complete and graduate from the Post-Graduate Certificate in Counselling program are not eligible for admission to the Master of Counselling program.

Students who complete the Master of Counselling program are not eligible to receive the Post-Graduate Certificate in Counselling.

3. Residence Requirements

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

It may be desirable or necessary for students who have been admitted to the Post-Graduate Certificate in Counselling program to include in their program courses to be completed at other institutions. Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or Western Deans' Agreement (see **Section 9. Western Deans' Agreement, p. 93**) procedures.

A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

4. Academic Standards

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

5. Appeals

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

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 155**).

6. Time Limits

Students must complete the Post-Graduate Certificate in Counselling requirements within three years of their initial enrolment in the program.

7. Leave of Absence

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

three-year time for completion of the Post-Graduate Certificate in Counselling program will be extended by the amount of Leave of Absence time granted.

8. Fees

See the **Master of Education and Master of Counselling Programs 2011/2012 Fee Schedule** on p. 143.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees** on p. 146.

9. Credit for Previous Work

A maximum of two semester courses (6.0 credit hours) which have not been credited toward a completed university credential may be accepted for credit in the Post-Graduate Certificate in Counselling program. Students must demonstrate that previous course work is equivalent to CAAP courses.

Courses cannot be considered for advance credit if they have already been used towards another degree or as prerequisite credit in applying to the Post-Graduate Certificate in Counselling program.

3. **ACADEMIC REGULATIONS AND POLICIES**

See *Academic Regulations and Policies* on p. 149 in the *Information for All Programs* section.

4. **FEES**

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

5. **GRADUATE ASSISTANTS**

a. **Definitions**

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

Fall Semester - September 1 to December 31

Spring Semester - January 1 to April 30

Summer Semester - May 1 to August 31

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

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

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

Full-time G.A.s are full-time graduate students holding a Graduate Assistantship which requires them to devote up

to eight hours per week to teaching or research duties. If a full-time G.A. is performing research duties, the results of which may be used in a thesis, the student may be required to devote more than eight hours per week to these duties.

b. **Appointment of Graduate Assistants**

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

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

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

c. **Remuneration of Graduate Assistants**

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

Details describing the value of assistantships and expected hours of assistance are available from the Assistant Dean of Graduate Studies and Research (M.Ed. Program).
2. Assistantships are inclusive of all vacation entitlement. There is no vacation pay on contract expiry or termination in lieu of any time not taken.

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

6. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on **p. 173** in the *Information for All Programs* section.

7. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

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

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

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see *International Students* on **p. 171** in the *Information for All Programs* section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UoFL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.
Website: www.ielts.org
5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.
Website: www.cael.ca

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

8. INTERNATIONAL STUDENTS

See *International Students* on **p. 171** in the *Information for All Programs* section.

9. WESTERN DEANS' AGREEMENT

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

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

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

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

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

10. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 121** in the *Information for All Programs* section.

11. REGISTRATION

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

12. GRADUATION

See *Graduation* on **p. 167** in the *Information for All Programs* section.

13. GENERAL SERVICES

See *General Services* on **p. 181** in the *Information for All Programs* section.

14. ACADEMIC STAFF

See *Academic Staff* on **p. 197** in the *Information for All Programs* section.

15. UNIVERSITY ORGANIZATION

See *University Organization* on **p. 211** in the *Information for All Programs* section.

16. AWARDS OF DISTINCTION

See *Awards of Distinction* on **p. 217** in the *Information for All Programs* section.

17. COLLABORATING AND PARTNERING INSTITUTIONS

See *Collaborating and Partnering Institutions* on **p. 221** in the *Information for All Programs* section.

POST-MASTER'S CERTIFICATE PROGRAMS

1. POST-MASTER'S CERTIFICATE IN EDUCATION96	8. INTERNATIONAL STUDENTS See <i>International Students</i> on p. 171 in the <i>Information for All Programs</i> section.
a. Post-Master's Certificate in Education Program Grid96	9. WESTERN DEANS' AGREEMENT107
b. Statement of Purpose96	10. ACADEMIC SCHEDULE See <i>Academic Schedule</i> on p. 121 in the <i>Information for All Programs</i> section.
c. Required Specialization96	11. REGISTRATION See <i>Registration</i> on p. 131 in the <i>Information for All Programs</i> section.
d. Admission Requirements96	12. GRADUATION See <i>Graduation</i> on p. 167 in the <i>Information for All Programs</i> section.
e. Requirements for the Post-Master's Certificate in Education98	13. GENERAL SERVICES See <i>General Services</i> on p. 181 in the <i>Information for All Programs</i> section.
f. Courses98	14. ACADEMIC STAFF See <i>Academic Staff</i> on p. 197 in the <i>Information for All Programs</i> section.
g. General Regulations98	15. UNIVERSITY ORGANIZATION See <i>University Organization</i> on p. 211 in the <i>Information for All Programs</i> section.
2. POST-MASTER'S CERTIFICATE IN COUNSELLING99	16. AWARDS OF DISTINCTION See <i>Awards of Distinction</i> on p. 217 in the <i>Information for All Programs</i> section.
a. Post-Master's Certificate in Counselling Program Grid99	17. COLLABORATING AND PARTNERING INSTITUTIONS See <i>Collaborating and Partnering Institutions</i> on on p. 221 in the <i>Information for All Programs</i> section.
b. Statement of Purpose99	
c. Admission Requirements99	
d. Certificate Requirements101	
e. Courses101	
f. General Regulations105	
3. ACADEMIC REGULATIONS AND POLICIES See <i>Academic Regulations and Policies</i> on p. 149 in the <i>Information for All Programs</i> section.	
4. FEES See <i>Fees</i> on p. 137 in the <i>Information for All Programs</i> section.	
5. GRADUATE ASSISTANTS106	
a. Definitions106	
b. Appointment of Graduate Assistants106	
c. Remuneration of Graduate Assistants106	
6. AWARDS AND SCHOLARSHIPS See <i>Awards and Scholarships</i> on p. 173 in the <i>Information for All Programs</i> section.	
7. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS106	

I. POST-MASTER'S CERTIFICATE IN EDUCATION

a. Post-Master's Certificate in Education Program Grid

Certificate

Post-Master's Certificate in Education (Offered in the Faculty of Education)

Major

Not Applicable

Specialization

Educational Leadership

b. Statement of Purpose

The Post-Master's Certificate in Education program is designed for professionals who already have completed a recognized master's degree in Education and want to pursue further study in an area of specialization such as Educational Leadership. This includes people with a general master's degree in education who specialized in one area, such as school counselling, who now want to specialize in a second area such as educational leadership. The certificate awarded is the Post-Master's Certificate in Education.

c. Required Specialization

Students in the Post-Master's Certificate in Education program must complete a specialization. This specialization allows practicing educators to explore and implement related concepts through a combination of coursework and fieldwork. Students complete the common core course in the Post-Master's Certificate in Education program as well as courses in the specialization area. For students who complete all of the certificate requirements, the specialization will be acknowledged on the official transcript. See **Section e. Requirements for the Post-Master's Certificate in Education (p. 98)** for available specializations.

Note: Currently, there is only one specialization available in Educational Leadership.

d. Admission Requirements

I. Academic Qualifications for Admission

- a. A Master's degree or its academic equivalent from a recognized degree-granting institution.

The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere provide sufficient academic preparation for admission to the Post-Master's Certificate in Education program.

Student programs will be evaluated at the time of application for admission.

- b. Approximately two years of successful teaching or other relevant educational experience.
- c. Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Students (see

Section 7. English Language Proficiency for Graduate Students, p. 106).

- d. Candidates preparing for a career which involves teacher certification must hold Permanent Certification at the time of admission; this program does not lead to a recommendation from the University for Permanent Teacher Certification.

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

2. Application Deadlines

Normally students are admitted to the Post-Master's Certificate in Education program in order to begin their studies in Summer Session of the intake year. The semester of admission for Distance Cohorts completing the Post-Master's Certificate in Education program may be considered on an individual cohort basis according to the particular needs of the cohort.

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

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

3. Procedures for Application/Admission

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

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

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

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

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

Eligible applicants must apply for admission by following the process outlined in **Table I: Post-Master's Certificate in Education (p. 97)** (see also **Section I. Academic Qualifications for Admission, p. 96**).

Table I: Post-Master's Certificate in Education

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

4. Admission Decisions

Admission is determined by the Graduate Programs in Education Program Committee following the application deadlines. In the case of the Post-Master's Certificate in Education with an Educational Leadership specialization, admission is determined by the Graduate Programs in Education Program Committee, on the recommendation of the Educational Leadership Selection Committee. Members of the Committee base admission decisions on all the available information submitted by or on behalf of the applicant.

If the previous program undertaken by the student shows gaps or weaknesses, additional course work or other study may be required. Such work will not normally count toward the requirements for the Post-Master's Certificate in Education.

5. Admission After an Approved Master's Degree

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

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

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

e. **Requirements for the Post-Master's Certificate in Education**

The Post-Master's Certificate in Education with an Educational Leadership specialization consists of the equivalent of four courses (12.0 credit hours) of study as outlined below:

Required Courses for the Educational Leadership Specialization

Education 5630 - Educational Leadership and the Change Process

Education 5631 - School Culture and the Instructional Program

Education 5632 - Managing the Organization

Education 5633 - Governance, Collaboration and Community Engagement

Students admitted to the Post-Master's Certificate in Education program will have met the core course and internship requirements for the Post-Master's Certificate in Education, Educational Leadership specialization, in their master's degrees.

f. **Courses**

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

EDUCATION 5630

Educational Leadership and the Change Process

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5631

School Culture and the Instructional Program

Credit hours: 3.0

Contact hours per week: 3-0-0

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

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

EDUCATION 5632

Managing the Organization

Credit hours: 3.0

Contact hours per week: 3-0-0

The nature of leadership practice in an organizational context—the leader as manager. Understanding school system management processes, and developing human resources. Assessing the larger political, social, economic, legal, and cultural contexts.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5633

Governance, Collaboration and Community Engagement

Credit hours: 3.0

Contact hours per week: 3-0-0

Examination of relationships, partnerships, governance, and moral decision-making in an ethical culture.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

g. **General Regulations**

1. **Residence Requirements**

Determined on a case-by-case basis in consultation with the Office of Graduate Studies and Research in the Faculty of Education as part of the development of the applicant's individualized program plan.

2. **Academic Standards**

Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the Post-Master's Certificate in Education. A student who receives more than two grades below a 'B-' may be asked to withdraw from the Post-Master's Certificate in Education program. All courses completed in the Post-Master's Certificate in Education program or transferred into the program are included in the calculation of the GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to graduate from the program.

3. **Appeals**

All appeals in the Post-Master's Certificate in Education program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the Post-Master's Certificate in Education program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 155**).

4. **Time Limits**

Students must complete the Post-Master's Certificate in Education within two years of their initial enrolment in the program.

5. **Leave of Absence**

Students may apply to the Office of Graduate Studies and Research in the Faculty of Education for permission to take a Leave of Absence. A Leave of Absence may be granted for up to three consecutive semesters. A maximum of one Leave of Absence per student program may be granted. If required, the maximum two-year time for completion of the Post-Master's Certificate in Education program will be extended by the amount of Leave of Absence time granted.

Students who do not register in either a course or a placeholder (Education 5999) in each semester will be considered to have withdrawn from the program

unless a Leave of Absence has been granted by the Office of Graduate Studies and Research in the Faculty of Education. Since permission is not automatic, students who anticipate an interruption in their program should apply in writing to the Office of Graduate Studies and Research in the Faculty of Education requesting prior approval for a Leave of Absence.

6. Fees

See the **Master of Education and Master of Counselling Programs 2011/2012 Fee Schedule** on p. 143.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees** on p. 146.

7. Credit for Previous Work

A maximum of two semester courses (6.0 credit hours) which have not been credited toward a completed university credential may be accepted for credit in the Post-Master's Certificate in Education program. Students must demonstrate that previous course work is equivalent to courses required in the Post-Master's Certificate in Education program.

2. POST-MASTER'S CERTIFICATE IN COUNSELLING

a. Post-Master's Certificate in Counselling Program Grid

Certificate

Post-Master's Certificate in Counselling (Offered in the Faculty of Education)

Major

Not Applicable

b. Statement of Purpose

The Post-Master's Certificate in Counselling program is designed for professionals who have already completed a recognized Master's degree in Counselling or Psychology and want to pursue further training in a particular area of specialization.

c. Admission Requirements

1. Academic Qualifications for Admission

- a. A Master's degree with a specialization in Counselling or Psychology or its academic equivalent from a recognized degree-granting institution.

The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere provide sufficient academic preparation for

admission to the Post-Master's Certificate in Counselling program.

Student programs will be evaluated at the time of application for admission.

- b. Evidence of academic ability and promise, normally shown by a minimum GPA of 3.00 in the coursework in the master's degree used for admission.
- c. Evidence of successful experience in a related area. Preference is given to applicants who have two or more years of work experience in a counselling or related setting. Volunteer experience in counselling settings is also desirable.
- d. Applicants whose first language is not English must meet the English Language Proficiency Requirement for Graduate Students (see **Section 7. English Language Proficiency for Graduate Students, p. 106**).

2. Application Deadline

November 1

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

3. Procedures for Application/Admission

Application forms and admission procedures for the Post-Master's Certificate in Counselling program are available online at www.uleth.ca/edu/master-counselling; email: master.counselling@uleth.ca; phone: 403-329-2256; 1-800-666-3505.

Applicants are advised to begin work on the application forms well in advance of the application deadline (see **Section 2. Application Deadline**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table 2: Post-Master's Certificate in Counselling (p. 100)** (see also **Section 1. Academic Qualifications for Admission, p. 99**).

Table 2: Post-Master's Certificate in Counselling

STEP 1 - Applicant completes the application package	Get application package	Application forms and admissions procedures for the Post-Master's Certificate in Counselling program is available online at www.uleth.ca/edu/master-counselling ; email: master.counselling@uleth.ca ; phone: 403-329-2256; 1-800-666-3505.
	Application for admission	Applicant completes the <i>Application for Admission - Post-Master's Certificate in Counselling Program</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of reference	Three completed letters of reference are submitted directly by the referee to ROSS: <ul style="list-style-type: none"> • One referee under whom the applicant has studied at the university level. • Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A Letter of Intent indicating the candidate's reason for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	Description of work/volunteer experience	The <i>Fieldwork Experience</i> form defines the types of related paid or volunteer experience that are relevant to the admission process. Using the form, the candidate will describe the details of the related experience. Preference is given to applicants that have at least two years of related experience.
	Verification of work/volunteer experience	The <i>Verification of Work/Volunteer Experience</i> form confirms hours of paid or volunteer experience. This form should be completed by the employer or someone in an equivalent supervisory capacity (such as human resources/payroll office). As this letter only lists hours accumulated, it is separate and distinct from the letters of reference described above.
	Financial assistance	Applicants may be eligible for financial assistance (see www.uleth.ca/ross/student_finance/scholarships/graduate.html .)
	Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.
STEP 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The Graduate Programs in Education Program Committee reviews the application package.	
	Applicants to the Post-Master's Certificate in Counselling program who have been short-listed will be interviewed by the Post-Master's Certificate in Counselling Selection Committee, who will make a recommendation for admission to the Graduate Programs in Education Program Committee.	
	The Assistant Dean of Graduate Studies and Research in the Faculty of Education informs the applicant of the Graduate Programs in Education Program Committee's decision. Applicants will be notified of admission status by April 1. Successful applicants will be advised of registration procedures at that time.	

4. Admission Decisions

Students are admitted to the Post-Master's Certificate in Counselling program on a competitive selection basis. For each cohort, a short-list of applicants will be developed. Each of the short-listed candidates will be interviewed by the Post-Master's Certificate in Counselling Selection Committee.

The following criteria are used in the selection process:

- Grade point average;
- Relevancy of undergraduate/graduate degrees;
- Relevant work and/or volunteer experience; and,
- Results of interview.

Admission decisions are determined by the Graduate Programs in Education Program Committee following the application deadline. In the case of the Post-Master's Certificate in Counselling program, admission is determined by the Graduate Programs in Education Program Committee, on the

recommendation of the Post-Master's Certificate in Counselling Selection Committee. Members of the Committee base admission decisions on all the available information.

If the previous program undertaken by the student shows gaps or weaknesses, additional coursework or other study may be required. Such work will normally be in addition to the requirements for the Post-Master's Certificate in Counselling degree.

5. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking

North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

d. Certificate Requirements

The program consists of the equivalent of four courses (12.0 credit hours). Students will, in consultation with the Office of Graduate Studies and Research in the Faculty of Education, develop an individualized program plan.

e. Courses

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

Note: Students not in the CAAP program may take these courses only with the consent of the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

CAAP 6601

Theories of Counselling and their Application to Client Change

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Students are engaged in a critical evaluation of a range of contemporary counselling theories and they will begin to develop a description of their own emerging theory.

*Equivalent: CAAP 601;
Education 5705*

CAAP 6603

Professional Ethics and Conduct

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

Addresses legal and ethical issues in the practice and regulation of counselling in a variety of contexts including school counselling, private practice, and non-profit agencies. The focus is on ethical decision-making models and codes of conduct, professional standards and guidelines, federal and provincial laws/statutes, and the impact of counsellor's values on the counselling process.

*Equivalent: CAAP 603;
Education 5620 (Ethics and Professional Practice)*

CAAP 6605

Foundational Counselling and Conflict Resolution Skills

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

Focuses on the understanding and acquisition of skills that are essential for the development of working alliances in counselling contexts. The course will introduce a theoretical framework for the application of counselling skills in addition to providing opportunity for skill practice.

*Equivalent: CAAP 605;
Education 5704*

CAAP 6607

Counselling Diverse Clients

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Focuses on increasing personal awareness, identification of conceptual frameworks, and development of in-depth knowledge of equity and diversity issues in counselling. Students will be expected to examine their own attitudes, behaviours, perceptions, and biases.

*Equivalent: CAAP 607;
Education 5620 (Gender and Culture)*

CAAP 6611

General Counselling Practicum

Credit hours: 3.0

Contact hours per week: 2-0-0 Online facilitated instruction/face-to-face seminar

Provides an opportunity for professional development and supervised practice in a general counselling setting. Students will be involved in direct work with clients under the supervision of a qualified professional.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607);
CAAP 6613 (CAAP 613);
CAAP 6615 (CAAP 615)*

*Equivalent: CAAP 611;
Education 5709*

Grading: Pass/Fail

CAAP 6613

Assessment: Processes and Application

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

Addresses the measurement of characteristics of individuals across the life span and diverse groups in a variety of contexts. Assessment models, psychometric theory and concepts, ethics of testing, and utilization of various classification systems for diagnosing client functioning are addressed. Standardized and non-standardized assessment techniques are examined to measure client change and individual characteristics.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6605 (CAAP 605)*

*Equivalent: CAAP 613;
Education 5707*

CAAP 6615**Counselling Strategies and Interventions**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

An intensive study of a variety of counselling techniques arising from counselling theories to address common presenting problems in children, youth and adults. Skill development in laboratory settings emphasizes counsellor self-evaluation, case conceptualization, the ethical practice of delivering the treatment plan, intervention efficacy, matching of interventions to client issues, and consultation issues.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6605 (CAAP 605)*

*Equivalent: CAAP 615;
Education 5706*

CAAP 6617**Research and Program Evaluation Skills**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Qualitative and quantitative research methods are examined, ranging from single-subject designs to program evaluation strategies, applicable to counselling settings.

*Equivalent: CAAP 617;
Education 5410 (Methods of Inquiry)*

CAAP 6619**Specialized Counselling Practicum**

Credit hours: 3.0

Contact hours per week: 2-0-0 Online facilitated instruction/face-to-face seminar

Provides an opportunity for professional development and supervised practice in a specialized counselling context. Students will be involved in direct work with clients under the supervision of a qualified professional. The practicum allows students to actively explore issues encountered in working with a specialized client population or area of practice.

*Prerequisite(s): CAAP 6611 (CAAP 611);
CAAP 6613 (CAAP 613);
CAAP 6615 (CAAP 615)*

*Equivalent: CAAP 619;
Education 5711*

Grading: Pass/Fail

CAAP 6625**Leadership Skills: Facilitating Community Change**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

This course is designed to assist students to understand and recognize the process elements of a successful human service delivery system. Specific, practical techniques for designing, implementing, and assessing a team-oriented Systemic Service Plan (S.S.P.) are examined in detail. This course also includes an examination of current counselling issues that impact the delivery of community-based systemic programs and services. This course is applicable for professionals working in programs such as Comprehensive Guidance and Counselling, Comprehensive School Health, Comprehensive

CAAP 6621**Foundations of Career Development**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

In this course students will explore fundamental principles that guide contemporary practices in career development. The course focuses on major theories and models of career choice and development as well as related research. Emphasis will be placed on the integration of theory with career counselling practice. Selected course readings and assignments will allow students to develop a broad understanding of the roles of career counsellors and of the major concepts and principles that guide effective career interventions.

Prerequisite(s): CAAP 6601 (CAAP 601)

*Equivalent: CAAP 621;
Education 5708*

CAAP 6623**Processes and Resources for Facilitating Career-Life Transitions**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

This course focuses on career counselling processes and resources for facilitating career-life transitions. An emphasis is placed on applying foundations of career development to counselling practice. Students gain knowledge about common issues associated with career-life transitions with selected populations. Models of career counselling and transition are reviewed as the basis for developing knowledge and skills required in program interventions for individuals and groups. Students also acquire knowledge about various types of career development resources and gain critical skills for selecting and using resources to facilitate career-life transitions.

*Prerequisite(s): CAAP 6605 (CAAP 605);
CAAP 6621 (CAAP 621)*

*Equivalent: CAAP 623;
Education 5620 (Processes and Resources for Facilitating Career-Life Transitions)*

Organizational Health and Wellness, etc.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

*Equivalent: CAAP 625;
Education 5620 (Systemic Community Change: A Comprehensive Approach to Human Service Delivery)*

CAAP 6627**Career Development in Organizational Settings**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Career Development in Organizational Settings is offered in an online format and is designed to provide an interactive learning experience that combines theoretical and practical concerns. Resources include current texts, a list of readings as well as links to supplementary resources. Assignments are varied and include contributing your opinions online, offering your own critique of a theory, researching applications of career development, and interviewing career development/human resources practitioners. The course is structured into 13 lessons. The first five lessons address concepts and theories important to our understanding of career development within organizations. The next five lessons identify and analyze how career development services and programs are offered in organizational settings. The final three lessons highlight issues related to building career development strength in future organizations.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

*Equivalent: CAAP 627;
Education 5620 (Career Development in Organizational Settings)*

CAAP 6629**Multicultural Issues in Career Development**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Increasing cultural diversity requires career development practitioners to examine the ways that their services are designed and delivered. A major goal of this course is to enable students to deliver culturally responsive career counselling services. This course critically examines the values and tenets of major theories of career development. Emerging models of career counselling are reviewed for their applicability with selected populations. Students have the opportunity to examine core issues that impact the career development of diverse populations and consider interventions on both individual and systemic levels. A framework of multicultural counselling competencies will be reviewed to support students in the development of self-awareness, knowledge, skills, and organizational competence for career counselling roles.

*Prerequisite(s): CAAP 6607 (CAAP 607);
CAAP 6621 (CAAP 621)*

*Equivalent: CAAP 629;
Education 5620 (Multicultural Issues in Career Development)*

CAAP 6631**Client Learning Processes**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Indepth study of the major theories of learning as well as current research in the area. The practical implications of learning theory in educational and therapeutic settings are explored.

*Equivalent: CAAP 631;
Education 5620 (Learning Processes)*

CAAP 6633**Counselling Issues Across the Life Span**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

In-depth study of human development and functioning across the lifespan. Focus is on normative life transitions, the family life cycle, atypical developmental risk factors, and selected emotional and behavioral disorders in children and adolescents. Special attention is given to attachment theory across the life span and implications for relational development.

*Equivalent: CAAP 633;
Education 5620 (Human Development)*

CAAP 6635**Health Psychology**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Indepth study of the core principles and skills of health psychology including a focus on models of health, illness, health promotion, addictions, psychopharmacology, and brain mechanisms underlying behaviour. Counselling competencies, health psychology knowledge, and skills are applied to a range of professional contexts

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6607 (CAAP 607);
CAAP 6617 (CAAP 617)*

*Equivalent: CAAP 635;
Education 5620 (Health Psychology)*

CAAP 6637**Group Counselling and Process Skills**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction/face-to-face summer institute

This course will provide a conceptual understanding of group process, applied to a wide range of contexts and clientele. The course will build on the construct of the working alliance as a foundation for the counselling process and will incorporate various theories of group counselling and group process into an overall conceptual framework. The course delivery will consist of two integrated components: (a) an online component focusing on group theories and conceptual aspects of working in group contexts and (b) a face-to-face component delivered during a summer institute.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

*Equivalent: CAAP 637;
Education 5620 (Group Counselling and
Process Skills)*

CAAP 6639**Introductory Data Analysis for Counsellors**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

This is an introductory course on descriptive and inferential statistics designed to give students with minimal statistical background sufficient competence to conduct basic statistical procedures. Topics will include the displaying and graphing of data, and computing and interpreting measures of central tendency, variability, and correlation. Regression analysis and prediction, probability, parameter estimation, hypothesis testing, and one-way analysis of variance will all be addressed. Emphasis will be on understanding the basic concepts, using software to conduct actual analyses, and on the interpretation of results.

*Equivalent: CAAP 639;
Education 5410 (Introductory Data Analysis
for Counsellors)*

CAAP 6641**Exceptional Children**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

This course provides an opportunity for students to enhance their awareness and understanding of major trends, developments, theoretical foundations, and current practices and challenges in counselling and providing consultation for special needs children and adolescents. This course will allow students to assimilate, integrate, synthesize, and extend information regarding special education as well as foster their independent study and endeavours relative to the education of students with diverse learning needs.

*Equivalent: CAAP 641;
Education 5620 (Exceptional Children)*

CAAP 6661**Art Therapy History and Theory**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Art therapy is examined from a broad perspective, from its beginnings as a treatment for mentally or emotionally disturbed people, to its development as a distinct profession in North America and Europe. The works of key authors are covered, along with their theoretical approaches and current trends in the field. Students will learn how the foundations of art therapy are incorporated by many disciplines, with applications in many settings.

*Equivalent: CAAP 661;
Education 5620 (Art Therapy History and
Theory)*

CAAP 6681**Clinical Supervision**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

The purpose of this course is for students to learn the process of clinical supervision and, as a result, become better consumers of supervision, more effective supervisors, and more able to evaluate their current and future development and involvement in supervisory roles.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

Equivalent: CAAP 681

CAAP 6695**Graduate Practicum: Selected Topics**

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Students will negotiate a suitable description for this course with their instructor.

Prerequisite(s): Consent of CAAP program

*Equivalent: Any offering in the CAAP 695 Series with the
same title as the offering in the CAAP 6695
Series*

CAAP 6699**Project**

Credit hours: 0.0

Students will be required to complete an independent project as the culminating activity of the Master of Counselling program. The project may be theoretical or applied, shall be relevant to the practice of counselling or counselling psychology, and shall demonstrate a depth of knowledge and understanding of the discipline, as well as the student's area of specialization. The project is intended as a means for students to integrate their conceptual learning with applied practice in a contextually meaningful fashion. The structure of the project will be flexible in order to accommodate various creative endeavours and it may be work-based.

Grading: Pass/Fail

Note:No fees are assessed for this registration.

CAAP 6850

Graduate Seminar: Selected Topics

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Students will negotiate a suitable description for this course with their instructor.

Prerequisite(s): Consent of CAAP program

Equivalent: Any offering in the CAAP 693 Series with the same title as the offering in the CAAP 6850 Series

CAAP 6990

Independent Study

Credit hours: 3.0

Contact hours per week: Online facilitated instruction

Students may be permitted to earn credit by Independent Study, which is designated by the course number CAAP 6990.

Prerequisite(s): Consent of CAAP program

CAAP 6999

CAAP Placeholder

This is a placeholder registration for students admitted to the CAAP program, who are not registered in a course in a particular semester.

Grading: 'X' grade

Note: No fees are assessed for this registration.

f. General Regulations

1. Computer Proficiency

Students must be proficient in the use of a computer, and in particular, they must be comfortable in a web-based environment. To participate in the program, each student must own or have access to computer hardware and software that meets the minimum requirements (see www.uleth.ca/edu/master-counselling).

2. Residence Requirements

Residence is defined as courses offered by the University of Lethbridge. A minimum of three such course equivalents is required.

It may be desirable or necessary for students who have been admitted to the Post-Master's Certificate in Counselling program to include in their program courses to be completed at other institutions. Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or Western Deans' Agreement (see **Section 9. Western Deans' Agreement, p. 107**)

procedures. A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

3. Academic Standards

Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the degree. A student who receives more than two grades below a 'B-' may be asked to withdraw from the program. All courses completed in the Post-Master's Certificate in Counselling program, or

transferred into the program, are included in the calculation of the GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to complete the Post-Master's Certificate in Counselling.

4. Appeals

All appeals in the Post-Master's Certificate in Counselling program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the Post-Master's Certificate in Counselling program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 155**).

5. Time Limits

Students must complete the Post-Master's Certificate in Counselling requirements within two years of their initial enrolment in the program.

6. Fees

For the Post-Master's Certificate in Counselling fees schedule, see the **Master of Education and Master of Counselling Programs 2011/2012 Fee Schedule** on p. 143.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees** on p. 146.

7. Leave of Absence

Students occasionally have legitimate reasons for having to put their studies on hold. Students may apply to the Office of Graduate Studies and Research in the Faculty of Education for permission to take a Leave of Absence. A Leave of Absence may be granted for up to three consecutive semesters. A maximum of one Leave of Absence per student program may be granted. If required, the maximum two-year time for completion of the Post-Master's Certificate in Counselling program will be extended by the amount of Leave of Absence time granted.

8. Credit for Previous Work

A maximum of one semester course (3.0 credit hours) that has not been credited toward a completed university credential may be accepted for credit in the Post-Master's Certificate in Counselling program. Students must demonstrate that previous course work is equivalent to CAAP courses.

Courses cannot be considered for advance credit if they have already been used towards another degree or as prerequisite credit in applying to the Post-Master's Certificate in Counselling program.

3. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 149 in the *Information for All Programs* section.

4. FEES

See Fees on p. 137 in the Information for All Programs section.

5. GRADUATE ASSISTANTS

a. Definitions

Three University terms are defined for the purpose of graduate assistantships:

Fall Semester - September 1 to December 31

Spring Semester - January 1 to April 30

Summer Semester - May 1 to August 31

In the Fall and Spring Semesters, full-time graduate student status is granted to students registered in a program of graduate work equivalent to at least three courses. Graduate students taking fewer than three courses are considered part-time, unless they have inactive status.

Graduate Assistants (G.A.s) are graduate students registered full-time in the program and paid to carry out either:

1. Teaching duties including the preparation, delivery and evaluation of teaching or laboratory assignments, instructing in laboratories or the equivalent, assisting in the supervision of practicum students and the grading of assignments. In this instance, the instructor of record will be a regular member of the Faculty and the G.A. will not assume full or final responsibility for any course; or
2. Research duties consisting of working for a staff member on a research project(s), the results of which may or may not be used in their thesis. Clerical or administrative work not related to research is not suitable for a G.A.

Full-time G.A.s are full-time graduate students holding a Graduate Assistantship which requires them to devote up to eight hours per week to teaching or research duties. If a full-time G.A. is performing research duties, the results of which may be used in a thesis, the student may be required to devote more than eight hours per week to these duties.

b. Appointment of Graduate Assistants

1. Applications for Graduate Assistantships will be approved by the Graduate Programs in Education Program Committee.
2. A Letter of Appointment is forwarded to the appointee. G.A.s are entitled to know:
 1. The number of hours per week of the appointment.
 2. The total remuneration.In addition, the Letter of Appointment will include as specific a list of duties as possible at the time of appointment. It is understood that minor changes of appointments may be required from time to time but these modifications are to be completed no later than the end of the first week of classes with appropriate written notification to all G.A.s affected.
3. A graduate student who has been appointed to a Graduate Assistantship must report any other remuneration during tenure of the assistantship. If

the student accepts some major award or some other paid employment, where payment is from funds administered by the University, the appointment may be cancelled or reduced. Normally, assistantships will not be available to students who are employed full-time while registered in the program.

4. Depending upon the amount of funding available and the number of full-time graduate students, a portion of an assistantship may be awarded. The stipend awarded and the hours of work required would be adjusted accordingly. No assistantship shall require fewer than six hours per week. Normally, full-time students are eligible for assistantships for one calendar year.

c. Remuneration of Graduate Assistants

1. For the purpose of Graduate Assistantship awards, a full-time graduate student is defined as 'a student attending full-time for both Fall and Spring Semesters of a given academic year. 'One semester' stipends may be available depending on the number of full-time students awarded Graduate Assistantships.

Details describing the value of assistantships and expected hours of assistance are available from the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

2. Assistantships are inclusive of all vacation entitlement. There is no vacation pay on contract expiry or termination in lieu of any time not taken.

For further details about the Master of Education degree program, please contact the Assistant Dean of Graduate Studies and Research, Faculty of Education, University of Lethbridge, T1K 3M4, tel. 403-329-2425, fax 403-329-2372.

6. AWARDS AND SCHOLARSHIPS

See Awards and Scholarships on p. 173 in the Information for All Programs section.

7. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see International Students on p. 171 in the Information for All Programs section).

3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:

- a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
- b. a computer-based iBT TOEFL of at least 93.

Website: www.toefl.org

4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.

Website: www.ielts.org

5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.

Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

8. INTERNATIONAL STUDENTS

See *International Students* on **p. 171** in the *Information for All Programs* section.

9. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

10. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 121** in the *Information for All Programs* section.

11. REGISTRATION

See *Registration* on **p. 131** in the *Information for All Programs* section.

12. GRADUATION

See *Graduation* on **p. 167** in the *Information for All Programs* section.

13. GENERAL SERVICES

See *General Services* on **p. 181** in the *Information for All Programs* section.

14. ACADEMIC STAFF

See *Academic Staff* on **p. 197** in the *Information for All Programs* section.

15. UNIVERSITY ORGANIZATION

See *University Organization* on **p. 211** in the *Information for All Programs* section.

16. AWARDS OF DISTINCTION

See *Awards of Distinction* on **p. 217** in the *Information for All Programs* section.

17. COLLABORATING AND PARTNERING INSTITUTIONS

See *Collaborating and Partnering Institutions* on **p. 221** in the *Information for All Programs* section.

DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAMS

1. PH.D. PROGRAM GRID	110	12. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS	118
2. STATEMENT OF PURPOSE	110	13. INTERNATIONAL STUDENTS	
3. ADMISSION REQUIREMENTS	111	See <i>International Students</i> on p. 171 in the <i>Information for All Programs</i> section.	
a. Academic Qualifications for Admission	111	14. WESTERN DEANS' AGREEMENT	118
b. Application Deadlines	111	15. ACADEMIC SCHEDULE	
c. Procedures for Application/Admission	111	See <i>Academic Schedule</i> on p. 121 in the <i>Information for All Programs</i> section.	
d. Admission Criteria	115	16. REGISTRATION	
e. Exchange Students	115	See <i>Registration</i> on p. 131 in the <i>Information for All Programs</i> section.	
f. Visiting Students	115	17. GRADUATION	
4. REQUIREMENTS FOR DEGREE	115	See <i>Graduation</i> on p. 167 in the <i>Information for All Programs</i> section.	
a. Courses	115	18. GENERAL SERVICES	
b. Comprehensive Examination	115	See <i>General Services</i> on p. 181 in the <i>information for All Programs</i> section.	
c. Thesis (135.0 credit hours)	115	19. ACADEMIC STAFF	
5. COURSES	115	See <i>Academic Staff</i> on p. 197 in the <i>information for All Programs</i> section.	
6. GENERAL REGULATIONS	115	20. UNIVERSITY ORGANIZATION	
a. Credit for Previous Work	115	See <i>University Organization</i> on p. 211 in the <i>information for All Programs</i> section.	
b. Student Status	115	21. AWARDS OF DISTINCTION	
c. Residence Requirements and Time Limits ..	116	See <i>Awards of Distinction</i> on p. 217 in the <i>information for All Programs</i> section.	
d. Program Changes	116	22. COLLABORATING AND PARTNERING INSTITUTIONS	
e. Academic Standards	116	See <i>Collaborating and Partnering Institutions</i> on p. 221 in the <i>information for All Programs</i> section.	
f. Probation/Required to Withdraw	116		
g. Appeals	116		
h. Academic Offences and Discipline	116		
i. Fees	116		
7. ACADEMIC REGULATIONS AND POLICIES			
See <i>Academic Regulations and Policies</i> on p. 149 in the <i>Information for All Programs</i> section.			
8. SUPERVISION	116		
9. FEES			
See <i>Fees</i> on p. 137 in the <i>Information for All Programs</i> section.			
10. FINANCIAL ASSISTANCE	116		
11. AWARDS AND SCHOLARSHIPS			
See <i>Awards and Scholarships</i> on p. 173 in the <i>Information for All Programs</i> section.			

I. Ph.D. PROGRAM GRID

Major

Biomolecular Science

Concentrations

Bioinformatics

Biochemistry

Biophysics

Biotechnology

Molecular and cellular biology

Molecular genetics and development

Structural biology

Affiliated Departments

Biological Sciences

Chemistry and Biochemistry

Mathematics and Computer Science

Physics

Major

Biosystems and Biodiversity

Concentrations

Biogeography

Ecology

Environmental science

Evolutionary biology

Global change

Physiology

Resource ecology

Systematics

Water resource policy and management

Affiliated Departments

Biological Sciences

Chemistry and Biochemistry

Geography

Major

EarthSpaceand Physical Science

Concentrations

Astrophysics

Biophysics

Climate change

Condensed and soft matter

Earth systems

Geophysics

Geomatics

Inorganic chemistry

Materials science

Nanoscience

Organic chemistry

Organometallic chemistry

Physical chemistry

Remote sensing

Spectroscopy

Water and environmental science

Affiliated Departments

Biological Sciences

Chemistry and Biochemistry

Geography

Physics

Major

Evolution and Behaviour

Concentrations

Animal behaviour

Behavioural ecology

Ethology and comparative psychology

Evolutionary ecology

Evolutionary psychology

Evolution and cognition

Language development

Sexuality

Affiliated Departments

Biological Sciences

Psychology and Neuroscience

Major

Neuroscience

Concentrations

Behavioural neuroscience

Cell and molecular neuroscience

Cognitive neuroscience

Computational neuroscience

Neuroimaging

Neuropsychology

Affiliated Departments

Psychology and Neuroscience

Major

Theoretical and Computational Science

Concentrations

Applied mathematics

Bioinformatics

Biophysics

Computational and theoretical chemistry

Computer science

Geophysics

Nanoscience

Pure mathematics

Theoretical physics

Mathematical biology

Demography

Statistics

Affiliated Departments

Chemistry and Biochemistry

Mathematics and Computer Science

Physics

2. STATEMENT OF PURPOSE

The Doctor of Philosophy (Ph.D.) program is designed to immerse students into further investigation and research, to build and support the programs of research at the University and to enliven the undergraduate learning environment.

The Ph.D. program is thesis-based and offered in a number of areas of study (see **Ph.D. Program Grid**). Depending on the academic background, students may be required to take up to six courses in their area of study; the number and details of the courses are determined at the time of admission to the program. Consequently, it is necessary for a prospective student to establish contact with a potential supervisor prior to application for admission. Prospective students seeking supervisors should contact the School of Graduate Studies or visit its website at

www.uleth.ca/graduatestudies

The Ph.D. Program is administered centrally by the School of Graduate Studies rather than by individual departments or faculties/schools.

3. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

M.A. or M.Sc. Degree Holder

Normally, applicants holding a Master of Arts or Master of Science must meet the following minimum requirements before the University will consider admission:

- A master's degree, or its academic equivalent, in the discipline of interest or in a closely cognate discipline from a recognized degree-granting university. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees.
- Evidence of scholarly competence (cumulative grade point average of 3.50, on a 4.00 scale, on all graded master's-level courses).

Under exceptional circumstances, academically superior students who are currently enrolled in a master's program at the University of Lethbridge and have demonstrated outstanding academic and research performance may be considered (see **Transfer from an M.A. or M.Sc. Program to the Ph.D. Program**).

Applicants are considered on a case-by-case basis.

The proposed research interest of the applicant must complement the supervisor's current, active research program.

Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 12. English Language Proficiency for Graduate Students, p. 118**).

Transfer from an M.A. or M.Sc. Program to the Ph.D. Program

Applicants who intend to transfer from a University of Lethbridge Master of Arts or Master of Science program to an approved Ph.D. program must satisfy four basic criteria before the University will consider approving the transfer. The applicant must

- be currently enrolled in an M.A. or M.Sc. program at the University of Lethbridge, have completed a minimum of 12 months¹ and a maximum of 24 months of the M.A. or M.Sc. program, and have completed the program's required coursework;
- be in good standing in the M.A. or M.Sc. program;
- have demonstrated research and academic excellence; and
- agree to work with the same supervisor(s).

¹ An M.A. or M.Sc. student can apply for a transfer before 12 months, but 12 months of the program must have been completed at the time of the transfer to the Ph.D. program.

Note: When Ph.D. program applicants are admitted by transfer from the M.A. or M.Sc. program, all Ph.D. degree requirements apply.

Applicants are considered on a case-by-case basis.

The proposed research interest of the applicant must complement the supervisor's current, active research program.

Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 12. English Language Proficiency for Graduate Students, p. 118**).

b. Application Deadlines

Students may be admitted to the Ph.D. program in order to begin their studies as full-time students on January 1 (Spring), May 1 (Summer) or September 1 (Fall).

Application deadlines:

Spring 2012	Summer 2012	Fall 2012	Fall 2012
October 1	February 1	February 1	May 1
		(First Round)	(Second Round)

Note: There are two rounds of admission for Fall (September 1) entry to the Ph.D. program. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before February 1. Applicants who can confirm funding before February 1 should submit their application for the First Round of admission.

Spaces are limited in this program. The School of Graduate Studies encourages early application.

However, students are admitted on a case-by-case basis.

Until commitment is obtained from a faculty member who is eligible to supervise Ph.D. students, consideration for an application will not begin.

Applications and all supporting documentation (transcripts, letter of recommendation forms, program proposal and endorsement form, letter of support from potential supervisor, and financial support information), with the possible exception of final semester grades for those currently enrolled, must be received no later than the deadlines listed above.

Application deadlines for all Graduate Studies programs are available at www.uleth.ca/ross/admissions/grad_app_deadlines.html.

c. Procedures for Application/Admission

The application package for the Ph.D. program is available from the School of Graduate Studies (www.uleth.ca/graduatestudies) and includes the following forms:

- Application for Admission - Ph.D. Programs form
- Program Proposal and Endorsement form
- Letter of Recommendation forms
- Appointment of Graduate Research Assistantship (Trust Funds) form

Applicants should begin work on the application package as soon as possible (see **Section b. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.

Application Procedure for M.A. or M.Sc. Degree Holder

Eligible applicants must apply for admission by following the process outlined in **Table 1: Ph.D. Program**

Application Procedure for M.A. or M.Sc. Degree Holder (p. 113). Refer to **Section a. Academic Qualifications for Admission (p. 111), M.A. or M.Sc. Degree Holder** to ensure academic qualifications for admission requirements are met.

Application Procedure for Transfer from an M.A. or M.Sc. Program to the Ph.D. Program

Applicants can use this admission route if they satisfy the four basic criteria outlined in **Section a. Academic Qualifications for Admission (p. 111), Transfer from an M.A. or M.Sc. Program to the Ph.D. Program.**

Eligible applicants must apply for admission by following the process outlined in **Table 2: Ph.D. Program Application Procedure for Transfer from an M.A. or M.Sc. Program (p. 114).**

Table I: Ph.D. Program Application Procedure for M.A. or M.Sc. Degree Holder

<p>STEP 1 - Applicant finds a potential supervisor</p>	<p>To find a potential supervisor, the applicant contacts a University of Lethbridge faculty member with expertise in the applicant's research area. The research interests of faculty members interested and eligible to participate in graduate studies are available from the School of Graduate Studies (www.uleth.ca/graduatestudies) or the Chair of the department.</p> <p>The applicant is advised to provide the potential supervisor a copy of unofficial transcripts in the consultation process.</p>							
<p>STEP 2 - Complete the Application Package</p>	<p>Get application package</p>	<p>Application packages are available online at www.uleth.ca/graduatestudies.</p>						
<p>A. Applicant's Responsibility</p>	<p>Application for admission</p>	<p>Applicant completes and submits the <i>Application for Admission - Ph.D. Degree Programs</i> form with the application fee and arranges for the following documents to be submitted to the Registrar's Office and Students Services (ROSS):</p> <ul style="list-style-type: none"> • Official academic transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to ROSS • Three academic references (each referee completes a <i>Letter of Recommendation</i> form and submits it to ROSS. The applicant must have studied with at least one referee) • Applicant's Curriculum Vitae (c.v.) (include academic background, work experience, awards, scholarships, and publications) • Financial Support documentation (financial assistance from external agencies or other sources, if any) • Evidence of English Language Proficiency must be presented by all applicants whose first language is not English <p>If additional documentation is required, the School of Graduate Studies will contact the applicant</p>						
<p>B. Supervisor's Responsibility</p>	<p>Program proposal and endorsement</p>	<p>The supervisor completes and/or processes the following documentation:</p> <ul style="list-style-type: none"> • <i>Program Proposal and Endorsement</i> form (Part One and Part Two) <p>Note: The supervisor is advised to request from the applicant unofficial transcripts and other documentation to ensure they meet the minimum admission requirements.</p> <ul style="list-style-type: none"> • Letter of support including funding and resource information • Supervisor's Curriculum Vitae (c.v.) • <i>Appointment of Graduate Research Assistantship (Trust Funds)</i> form (if the supervisor is directing research support to the applicant) 						
<p>STEP 3 - Submit application package by (deadlines shown right)</p>	<p>The applicant submits the application package, plus the application fee, to the Registrar's Office and Students Services (ROSS) by application deadline:</p> <table border="0" data-bbox="289 1216 1409 1267"> <tr> <td style="padding-right: 20px;">Spring (Jan. - Apr.) October 1</td> <td style="padding-right: 20px;">Summer (May - Aug.) February 1</td> <td style="padding-right: 20px;">Fall (Sept. - Dec.) (First Round)* February 1</td> <td>Fall (Sept. - Dec.) (Second Round)* May 1</td> </tr> </table> <p>* There are two rounds of admission for Fall (September 1) entry to the Ph.D. program. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before February 1. Applicants who can confirm funding before February 1 should submit their application for the First Round of admission. Spaces are limited in these programs; early applications are encouraged.</p> <p>The Program Committee reviews the application package.</p> <p>Note: It is the responsibility of the applicant to ensure the application is complete, including documentation submitted by the prospective supervisor.</p> <p>The Dean of the School of Graduate Studies informs the applicant of the Ph.D. Program Committee's decision. Applicants and their faculty supervisors will be notified of admission status by May 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p> <p>Applicants may also be called for an interview with the Ph.D. Program Committee.</p>				Spring (Jan. - Apr.) October 1	Summer (May - Aug.) February 1	Fall (Sept. - Dec.) (First Round)* February 1	Fall (Sept. - Dec.) (Second Round)* May 1
Spring (Jan. - Apr.) October 1	Summer (May - Aug.) February 1	Fall (Sept. - Dec.) (First Round)* February 1	Fall (Sept. - Dec.) (Second Round)* May 1					
<p>STEP 4 - Applicant completes thesis proposal</p>	<p>As a condition of admission, the applicant, after being admitted to the program, must complete a thesis proposal and submit it to the School of Graduate Studies. This proposal is due six weeks after the student registers in his/her first semester.</p>							

Table 2: Ph.D. Program Application Procedure for Transfer from an M.A. or M.Sc. Program

STEP 1 - Program Committee and applicant complete transfer evaluation and approval	Assign Transfer Committee	The Ph.D. Program Committee assigns a Transfer Committee to oversee the transfer evaluation and approval. The Transfer Committee consists of a chair and two members. One member should be from outside the applicant's discipline. The supervisor or co-supervisor may not be a part of the Transfer Committee.				
	Provide evidence of research and academic excellence	The applicant and their supervisor provide the School of Graduate Studies with evidence of research and academic excellence. Acceptable evidence of academic excellence includes completion of all required coursework, GPA, and letters of reference. Acceptable evidence of research excellence may include any or all of the following: publications, posters, and presentations.				
	Certify that the applicant is worthy of promotion	The applicant's Supervisory Committee develops a letter that indicates the applicant is worthy of consideration for transfer to the Ph.D. program without completing an M.A. or M.Sc. degree. The Supervisory Committee forwards this letter to the School of Graduate Studies.				
	Complete transfer examination	The applicant completes a transfer examination that demonstrates the ability to develop, write, and defend his or her research ideas. The transfer examination is set and overseen by the Transfer Committee and approved by the School of Graduate Studies. The transfer examination has a written and an oral component. For the written component, the applicant must develop a detailed research proposal based upon his or her research program and interests. The oral component may consist of a defense of the proposal. The Transfer Committee forwards the results of the transfer examination to the School of Graduate Studies.				
	Approve student for transfer	Based on all available evidence and the results of the transfer examination, the Transfer Committee makes a recommendation to the Ph.D. Program Committee indicating whether the applicant should be approved for transfer. If they agree, then the Ph.D. Program Committee recommends to the Graduate Council that the applicant be approved for transfer. The Graduate Council considers the recommendation for approval. If approved, the admission process continues at step 2.				
STEP 2 - Complete the Application Package	Get application package	Application packages are available online at www.uleth.ca/graduatestudies .				
A. Applicant's Responsibility	Application for admission	<p>Applicant completes and submits the <i>Application for Admission - Ph.D. Degree Programs</i> form with the application fee and arranges for the following documents to be submitted to the Registrar's Office and Students Services (ROSS):</p> <ul style="list-style-type: none"> • Applicant's Curriculum Vitae (c.v.) (include academic background, work experience, awards, scholarships, and publications) • Financial Support documentation (financial assistance from external agencies or other sources, if any). • Evidence of English Language Proficiency must be presented by all applicants whose first language is not English • If additional documentation is required, the School of Graduate Studies will contact the applicant. 				
B. Supervisor's Responsibility	Program proposal and endorsement	<p>The supervisor completes and/or processes the following documentation:</p> <ul style="list-style-type: none"> • <i>Program Proposal and Endorsement</i> form (Part One and Part Two) <p>Note: The supervisor is advised to request from the applicant unofficial transcripts and other documentation to ensure they meet the minimum admission requirements.</p> <ul style="list-style-type: none"> • Letter of support including funding and resource information • <i>Appointment of Graduate Research Assistantship (Trust Funds)</i> form (if the supervisor is directing research support to the applicant) 				
STEP 3 - Submit application package by (deadlines shown right)	<p>The applicant submits the application package, plus the application fee, to the Registrar's Office and Students Services (ROSS) by application deadline:</p> <table border="0"> <tr> <td>Spring (Jan. - Apr.) October 1</td> <td>Summer (May - Aug.) February 1</td> <td>Fall (Sept. - Dec.) (First Round)* February 1</td> <td>Fall (Sept. - Dec.) (Second Round)* May 1</td> </tr> </table> <p>* There are two rounds of admission for Fall (September 1) entry to the Ph.D. program. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before February 1. Applicants who can confirm funding before February 1 should submit their application for the First Round of admission. Spaces are limited in these programs; early applications are encouraged.</p> <p>The Program Committee reviews the application package.</p> <p>Note: It is the responsibility of the applicant to ensure the application is complete, including documentation submitted by the prospective supervisor.</p> <p>The Dean of the School of Graduate Studies informs the applicant of the Ph.D. Program Committee's decision. Applicants and their faculty supervisors will be notified of admission status by May 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p> <p>Applicants may also be called for an interview with the Ph.D. Program Committee.</p>	Spring (Jan. - Apr.) October 1	Summer (May - Aug.) February 1	Fall (Sept. - Dec.) (First Round)* February 1	Fall (Sept. - Dec.) (Second Round)* May 1	
Spring (Jan. - Apr.) October 1	Summer (May - Aug.) February 1	Fall (Sept. - Dec.) (First Round)* February 1	Fall (Sept. - Dec.) (Second Round)* May 1			
STEP 4 - Applicant completes thesis proposal	As a condition of admission, the applicant, after being admitted to the program, must complete a thesis proposal and submit it to the School of Graduate Studies. This proposal is due six weeks after the student registers in his/her first semester.					

d. Admission Criteria

Because the capacity of the program is limited, not all students meeting the minimum admission requirements can be admitted.

Criteria used for admission include:

- the student's academic record and letters of recommendation;
- the potential supervisor's record of scholarship, completed and current, especially in relation to the proposed work;
- the feasibility of the project in the light of available resources; and,
- financial support for the student.

Unless alternative arrangements have been made, a student receiving an offer of admission to the program must register in the program no later than the date specified in the offer of admission. Failing to register in this way may result in the student forfeiting admission status.

Newly admitted students in the Ph.D. program are required to pay a non-refundable \$100 deposit to confirm their acceptance of their admission. This deposit is credited toward their tuition in the program.

e. Exchange Students

Under approved exchange agreements, Ph.D. students registered in programs at other post-secondary institutions who are not pursuing a degree at the University of Lethbridge may be admitted to take courses. The University of Lethbridge is a signatory of the Western Deans' Agreement (see **Section 14. Western Deans' Agreement, p. 118**).

f. Visiting Students

Where applicable, the appropriate permission of the sending and receiving institutions, students may be admitted as Visiting Students for study where formal exchange arrangements are not in place. They must satisfy the normal admission requirements of the University of Lethbridge.

4. REQUIREMENTS FOR DEGREE

The degree requirements for the Ph.D. program consist of successful completion of courses, a comprehensive examination, and a thesis. The Ph.D. Program Committee approves the program for each student.

a. Courses

Depending on their academic background, students may be required to take up to six courses, each worth 3.0 credit hours, as recommended by the Supervisory Committee and approved by the Ph.D. Program Committee.

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

b. Comprehensive Examination

The student must pass a comprehensive examination, set by the Supervisory Committee and approved by the Ph.D. Program Committee, within two years of registration as a Ph.D. student (please refer to the *University of Lethbridge Ph.D. Program: Policies and Guidelines* handbook available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies for details).

The Ph.D. Program Committee is responsible for providing students with a written statement of procedures, requirements and regulations governing comprehensive examinations. This information must be provided to the students at the time of their admission to the program. The results of all comprehensive examinations must be reported to the Ph.D. Program Committee Chair and to the Dean of the School of Graduate Studies.

A student who is unsuccessful in passing the examination the first time is permitted a second attempt. A second failure automatically disqualifies the student from the Ph.D. program.

c. Thesis (135.0 credit hours)

Although there is some variation over disciplines, most theses follow a conventional format. Standards and conventions widely used in Canada and adopted at the University are to be found in the *University of Lethbridge Ph.D. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies.

When the thesis (135.0 credit hours) is complete the candidate must defend it in an oral examination. The Ph.D. Program Committee appoints a Thesis Examination Committee to conduct the examination in accordance with the procedures described in the *University of Lethbridge Ph.D. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies. Once the thesis is final (i.e., assessed and corrected, if necessary), it must be submitted in both print and electronic formats.

5. COURSES

A listing of all courses offered at the UofL can be found at www.uleth.ca/ross/2011-12/courses/index.html.

6. GENERAL REGULATIONS

a. Credit for Previous Work

With the express permission of the Ph.D. Program Committee in each case, a maximum of two graduate courses which have not already been credited toward a completed university credential may be accepted for credit in the Ph.D. program. No transfer credit for a research project/thesis will be considered.

All courses considered for transfer credit must carry a grade of 'B+' (3.30 on a 4.0 scale) or higher. Students are responsible for providing adequate information on course content and its relevance to their proposed program of study.

b. Student Status

Full-time Ph.D. students are considered to be those who are actively engaged in coursework or research on a regular, daily basis. Full-time students may not be employed outside their program in any form of employment exceeding 10 hours per week. The Dean of the School of Graduate Studies may waive this requirement under extraordinary circumstances. Students who would like to engage in outside employment during their program of study should contact the Dean to discuss their circumstances.

In the event that circumstances prevent a student from pursuing his/her program as originally approved, a Leave

of Absence may be requested from the Ph.D. Program Committee. Residence requirements must still be met.

Leave of Absence

During an approved Leave of Absence, the student is not required to register, no fees are assessed, and the time granted is not counted toward the residency requirement. The Leave of Absence may be granted up to a maximum of one year during the tenure of the Ph.D. study.

c. Residence Requirements and Time Limits

Residence is defined as the period during which the student is registered in the program, taking courses or pursuing scholarly work, or both, at the University of Lethbridge.

The minimum residence requirement shall be 24 months full-time continuous registration in the program. The maximum time limit shall be 48 months full-time continuous registration in the program. The courses specified by the Ph.D. Program Committee must be completed and the thesis submitted within the maximum time limit allowed. Except with the written permission of the Ph.D. Program Committee, students must maintain continuous registration in the program.

Students who do not register in the program in any semester will be considered to have withdrawn unless a Leave of Absence has been granted by the Ph.D. Program Committee. Where applicable, assistantships, grants, awards, scholarships and other financial aid is forfeited. Written permission from the Ph.D. Program Committee must be obtained for readmission.

d. Program Changes

The Ph.D. Program Committee must approve substantial program, Faculty Supervisor or Supervisory Committee changes. Students who have been admitted into one discipline or program but wish to transfer to another may be required to re-apply.

e. Academic Standards

Students must receive a minimum grade of 'B' (3.00 out of 4.00) in all courses. A cumulative grade point average of 3.0 is required to graduate.

In addition to the minimum grade point requirement, research work that is satisfactory to the Supervisory Committee must be maintained.

f. Probation/Required to Withdraw

Students with unsatisfactory performance in the program may be put on probationary status or required to withdraw by the Ph.D. Program Committee. If students are on probation for two consecutive semesters, they will be required to withdraw from the program.

g. Appeals

All appeals in the Ph.D. program should be directed to the Dean of Graduate Studies as Chair of the Ph.D. Program Committee. Grade appeals for courses in the Ph.D. program will be processed through the School of Graduate Studies. Other appeals will be heard by the Ph.D. Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

h. Academic Offences and Discipline

Graduate students are expected to exemplify high standards of academic and ethical behaviour and are subject to the University's policies and guidelines.

i. Fees

Fees are assessed for the first two years (24 months or six semesters of study) of enrolment in the program.

A Continuation Fee shall be assessed for each subsequent semester while a student remains in the program, whether the student is resident for all or part of that semester. The semester fee shall be set each year by the Board of Governors.

See the **Graduate Programs 2011/2012 Fee schedule in Fees on p. 142.**

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 146.**

7. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies on p. 149 in the Information for All Programs section.*

8. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the *University of Lethbridge Ph.D. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies.

9. FEES

See *Fees on p. 137 in the Information for All Programs section.*

10. FINANCIAL ASSISTANCE

a. Preamble

This section contains general guidelines for the financial assistance of graduate students at the University of Lethbridge. It is not intended to provide prescriptions for every situation, but is a framework within which the faculties and schools can operate. Specific interpretation and implementation of these guidelines rests with the supervisor and the Dean (or designate) of the appropriate Faculty or School.

Financial assistance for Ph.D. students is made available on the basis that each student assists the supervisor in pursuing research and scholarly activities (Research Assistantship) (RA), and also assists the relevant Faculty, usually by providing teaching services (Graduate Teaching Assistantship) (GTA).

Ph.D. students are expected to provide some teaching in return for the financial assistance they receive. The obligation to teach is based on the need to provide students with the opportunity to develop skills in communication and pedagogy. Such skills are essential even for those who do not plan to pursue academic careers.

Students who are funded by external sources are also expected to provide some teaching or teaching-related services in return for financial assistance (Graduate Teaching Assistantship) (GTA) from the University of Lethbridge.

b. Principles

Financial assistance for eligible graduate students may consist of one or more of the following: fellowships,

scholarships, Graduate Assistantships, Research Assistantships, external research support, and other sources. The financial assistance package for graduate students is based on the following principles:

Financial assistance

- is offered to all eligible graduate students
- is provided by those who engage graduate students in university teaching and research programs
- reflects the importance of the services graduate students provide

c. **Financial Assistance Package**

The School of Graduate Studies recommends a financial assistance package in the amount of \$14,000 per year for three years for Ph.D. students.

Of the \$14,000 target, \$7,000 per year is provided as a GTA by the University, in return for which the student provides services in support of teaching (see **Section d. Graduate Teaching Assistantship (GTA), p. 117**). International students in the Ph.D. program receive an International Research Award of \$3,000 per year for two years.

The University will guarantee the GTA amount for up to three years of full-time study for students admitted unconditionally to the program. The Dean of the School of Graduate Studies announces the award at the time of admission of the student. Continuation of the award is contingent upon the satisfactory performance of the student, and the fulfillment of the award criteria. Each semester, the School of Graduate Studies reviews each student's performance based on the supervisor's report, and the Dean of the School of Graduate Studies confirms the award based on a successful review.

The student's supervisor must provide at least \$7,000 per year during the tenure of the program, in the form of an RA, or as compensation for research-related activities.

d. **Graduate Teaching Assistantship (GTA)**

1. Eligibility

To receive the GTA, the student must be a full-time, registered student.

2. Duties

In return for the GTA, graduate students are expected to provide 120 hours per year of service in support of teaching, consisting of one or more of the following duties:

- Instruction of a course
- Laboratory teaching
- Leading of tutorials
- Marking
- Developing new courses and teaching laboratory experiments
- Other teaching-related duties (e.g., leading discussion groups)

The appropriate Dean assigns the GTA duties in consultation with the supervisor(s) and Department Chair where appropriate.

The specific duties assigned to the Ph.D. students will vary, depending on the discipline, but the duties should be compatible with a student's program of

study and research, and with the needs of the department (where appropriate) and of the Faculty. The total amount of work for all duties includes allowance for preparation, delivery, and marking.

The range of duties varies from discipline to discipline. For example, students in science disciplines may have more laboratory related duties, and the assignment could consist of teaching two experimental lab sections per year. On meeting of the student's roles, duties will be carefully balanced bearing in mind that the position is one of assistantship to, but not substitution for Faculty's duties.

For funding opportunities, both internal and external, deadline dates and application forms please contact the SGS Graduate Awards Officer or visit the SGS website at www.uleth.ca/sgs.

e. **Advantage Award**

The Advantage Award is intended for students who are in good standing in their graduate program and who have limited sources of funding and income. The award is for full-time students who are not employed in full-time jobs. The purpose is to assist full-time students by guaranteeing a minimum level of income. For Ph.D. students the award will provide \$1,200/month (Cdn) NET, calculated as all income sources minus tuition and fees, during the first 36 months of study.

f. **Research Assistantship (RA)**

When a graduate student is paid from a supervisor's grant, the supervisor assigns the duties that the student must perform in return. The supervisor must provide the Dean of the School of Graduate Studies with the RA contract for the student's file.

g. **Profiling Alberta's Graduate Students Award**

Valued at \$3,000, these 33 graduate awards are intended to showcase the high quality research being done by full-time Canadian/Permanent Resident, Alberta, graduate students who present their research at nationally and internationally recognized academic conferences.

To be considered for the award, students must have been registered at the time of the conference in a full-time graduate program at any point in third year of study. Normally, students will be eligible for the award once during their program of study.

h. **Research Travel Awards**

Valued at a maximum of \$1,000, there are a variable number of awards intended to aid Ph.D. students in travelling to nationally and internationally recognized academic conferences. Priority is given to international students who have been registered at the time of the conference in a full-time graduate program at any point in their third year of study.

i. **Graduate Students Association (GSA)**

Contact the Graduate Students Association for financial support information provided by the GSA (www.gsaulthbridge.ca).

j. **Course Instruction**

From time to time, opportunities arise for teaching a course. The duties are assigned by the Dean of the Faculty

in consultation with the supervisor and department, as appropriate.

11. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on **p. 173** in the *Information for All Programs* section.

12. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see *International Students* on p. 171 in the *Information for All Programs* section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.
Website: www.toefl.org
4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.
Website: www.ielts.org
5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.
Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

13. INTERNATIONAL STUDENTS

See *International Students* on **p. 171** in the *Information for All Programs* section.

14. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

15. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 121** in the *Information for All Programs* section.

16. REGISTRATION

See *Registration* on **p. 131** in the *Information for All Programs* section.

17. GRADUATION

See *Graduation* on **p. 167** in the *Information for All Programs* section.

18. GENERAL SERVICES

See *General Services* on **p. 181** in the *Information for All Programs* section.

19. ACADEMIC STAFF

See *Academic Staff* on **p. 197** in the *Information for All Programs* section.

20. UNIVERSITY ORGANIZATION

See *University Organization* on **p. 211** in the *Information for All Programs* section.

21. AWARDS OF DISTINCTION

See *Awards of Distinction* on **p. 217** in the *Information for All Programs* section.

22. COLLABORATING AND PARTNERING INSTITUTIONS

See *Collaborating and Partnering Institutions* on **p. 221** in the *Information for All Programs* section.

INFORMATION FOR ALL PROGRAMS

1. ACADEMIC SCHEDULE	121
2. REGISTRATION	131
3. FEES.....	137
4. ACADEMIC REGULATIONS AND POLICIES .	149
5. GRADUATION	167
6. INTERNATIONAL STUDENTS	171
7. AWARDS AND SCHOLARSHIPS	173
8. GENERAL SERVICES AT THE UNIVERSITY OF LETHBRIDGE.....	181
9. ACADEMIC STAFF	197
10. UNIVERSITY ORGANIZATION	211
11. AWARDS OF DISTINCTION.....	217
12. COLLABORATING AND PARTNERING INSTITUTIONS	221

ACADEMIC SCHEDULE

Instructional Time per Semester Course: 1950 minutes, with deviations permissible up to 100 minutes either way.

Fall and Spring semesters will have the following number of classes:

- 39 Monday, Wednesday, and Friday classes
- 26 Tuesday and Thursday classes
- 13 (three-hour night classes) Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday

Summer Session courses will have the same instructional time as Fall and Spring courses.

2010/2011 ACADEMIC YEAR END

JANUARY 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 Statutory Holiday - University offices closed.
- 5-14 If available, registration for Open Studies and Visiting Students for the Spring 2011 semester.
- 7 New Student Welcome.
- 10 First day of classes for the Spring 2011 semester.
Orientation meeting for Professional Semester II students in the Faculty of Education.
Orientation meeting for students registered in Education 2500.
- 10-13 Registrar's Office and Student Services (ROSS) open extended hours (until 6:00 p.m.).
- 14 Last day for course add/drop and registration for the Spring 2011 semester, including Independent Study and Undergraduate Thesis courses.
- 17-18 Submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS).
Registration for Audit Students.

FEBRUARY 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 7 Deadline for submission of *Grade Appeal* forms for courses completed in the Fall 2010 semester to the Faculty/School Office.
- 10 Last day for withdrawal from individual courses offered in the first half of the semester only.
- 15 Deadline for submission of *Student Program Change* forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
- 21 Statutory Holiday - University offices closed.
- 21-26 Reading Week - no classes.

MARCH 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Deadline for Application for Graduation for Spring 2011 Convocation.
- 21 Last day for withdrawal from individual courses, or complete withdrawal, for the Spring 2011 semester, except half-semester courses.
- 22 First day of registration for continuing students, including M.Ed. students, for Summer Session 2011 and the Fall 2011 semester.

APRIL 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 Deadline to clear all outstanding accounts for Spring 2011 Convocation.
- 7 Last day for withdrawal from individual courses offered in the last half of the semester only.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in Summer Session 2011.
- 16 Last day of classes for the Spring 2011 semester. (The last class meeting for professional semester students varies according to required hours in the practicum.)
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Spring 2011 semester.
Last day for submission of *Application for Placement* form to the Field Experience Office for Professional Semester III students intending to complete requirements in the Fall 2011 semester.
- 19 Spring semester final examinations begin.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be held within the defined examination period.
If available, first day of registration for Open Studies and Visiting Students for Summer Session 2011.
- 22 Statutory Holiday - University offices closed.
- 25 Statutory Holiday - University offices closed.
- 30 Spring semester final examinations end.
Deadline for receipt of outstanding documents in support of an Application for Graduation for Spring 2011 Convocation.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day. Fee deadlines are on page 146. Admission application and document deadlines are on page 121.

Deadline for Withdrawal of Application for Graduation for Spring 2011 Convocation.

Last day of the 2010/2011 academic year.

2011/2012 ACADEMIC YEAR

MAY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 First day of the 2011/2012 academic year.
Last day for continuing students to register for Fall 2011 and be guaranteed access to courses required in their major and/or program.
- 9 First day of classes for Summer Session I.
First day of classes for Summer Session, Full Term (e.g., Co-operative Education Work Terms and Applied Studies).
Orientation meeting for students registered in Education 2500.
- 11 Last day to register and add/drop for Summer Session I, for all students.
- 12 Registration for Audit Students for Summer Session I.
- 12-13 Submission of Credit/Non-Credit course designations for Summer Session I to the Registrar's Office and Student Services (ROSS).
- 23 Statutory Holiday - University offices closed.

JUNE 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 2-3 Spring 2011 Convocation.
Registrar's Office and Student Services (ROSS) closed until 11:00 a.m.
- 7 Deadline for submission of *Grade Appeal* forms for courses completed in the Spring 2011 semester to the Faculty/School Office.
- 22 Last day of classes for Summer Session I.
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session I.
- 23 Summer Session I final examinations for Tuesday-Thursday classes.
- 27 Summer Session I final examinations for Monday-Wednesday classes.
- 28 Summer Session I final examinations for Friday-Saturday classes.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule.

JULY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Statutory Holiday - University offices closed.
- 4 First day of classes for Summer Session II and II/III.
- 6 Last day to register and add/drop for Summer Session II and II/III, for all students.
- 7 Registration for Audit Students for Summer Session II and II/III.
- 7-8 Submission of Credit/Non-Credit course designations for Summer Session II and II/III to the Registrar's Office and Student Services (ROSS).
- 22 Last day of classes for Summer Session II.
Last day for registration for newly admitted Professional Semester I Faculty of Education students, newly admitted Faculty of Fine Arts students, newly admitted Faculty of Health Sciences students, and newly admitted Faculty of Management students for the Fall 2011 semester.
Last day for registration for maintaining admission status for continuing students for the Fall 2011 semester.
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II.
- 25 Summer Session II final examinations.
- 27 First day of classes for Summer Session III.
- 28 Last day to register and add/drop for Summer Session III for all students.
- 29 Registration for Audit Students for Summer Session III.
Submission of Credit/Non-Credit course designations for Summer Session III to the Registrar's Office and Student Services (ROSS) (July 29, August 2).

AUGUST 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Civic Holiday - University offices closed.
Deadline for Application for Graduation for Fall 2011 Convocation.
- 2 Submission of Credit/Non-Credit course designations for Summer Session III to the Registrar's Office and Student Services (ROSS) (July 29, August 2).
- 15 Deadline to clear all outstanding accounts for Fall 2011 Convocation.
Deadline for Application for Visiting Student Authorization for Visiting Studies in the Fall 2011 semester.
- 17 Last day of classes for Summer Session III.
Last day of classes for Summer Session II/III.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 146.
Admission application and document deadlines are on page 121.

Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session III.

Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II/III.

Last day for withdrawal from individual courses, or complete withdrawal, for full-term Summer Session courses (May 2011 - August 2011).

- 18 Summer Session III final examinations.
Summer Session II/III final examinations for Tuesday-Thursday classes.
- 22 Summer Session II/III final examinations for Monday-Wednesday classes.
- 29 If available, first day of registration for Open Studies and Visiting Students for the Fall 2011 semester.
Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in Summer Session who want to have this recorded on their transcript.
Deadline for Withdrawal of Application for Graduation for Fall 2011 Convocation.

SEPTEMBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1-2 New Student Orientation.
- 5 Statutory Holiday - University offices closed.
- 6 New Student Welcome.
Orientation meeting and classes for Professional Semester I students in the Faculty of Education.
- 7 First day of classes for the Fall 2011 semester, including evening classes, on and off campus.
Orientation meeting for students registered in Education 2500.
- 7-8, 12-13 Registrar's Office and Student Services (ROSS) open extended hours (until 6:00 p.m.).
- 13 Last day for course add/drop and registration for the Fall 2011 semester, including Independent Study and Undergraduate Thesis courses.
- 14 First day for submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS). (September 14 - October 1)
- 14-15 Registration for Audit Students.

OCTOBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 Last day for submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS). (September 14 - October 1)
Students who withdraw by this date are assessed a percentage of fees (see the fee assessment schedule on p. 140).
- 7 Deadline for submission of *Grade Appeal* forms for courses completed in Summer Session 2011 to the Faculty/School Office.
- 10 Statutory Holiday - University offices closed.
- 15 Deadline for submission of *Student Program Change* forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
Fall 2011 Convocation.
- 21 Last day for withdrawal from individual courses offered in the first half of the semester only.

NOVEMBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 Deadline for Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript. Students who do not apply by this deadline must apply by the final deadline of March 1 for Spring 2012 Convocation.
- 11 Statutory Holiday - University offices closed.
- 14 First day of registration for continuing students, including M.Ed. students, for the Spring 2012 semester.
- 15 Students who withdraw by this date are assessed a percentage of fees. After this date, students are assessed full fees (see the fee assessment schedule on p. 140).
- 30 Last class meeting for Wednesday night classes.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day. Fee deadlines are on page 146. Admission application and document deadlines are on page 121.

DECEMBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 Last class meeting for Thursday night classes.
Deadline to clear all outstanding accounts in support of an Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript.
- 7 Additional and last class meeting for Monday night classes.
- 9 Last day of classes for the Fall 2011 semester. (The last class meeting for professional semester students varies according to required hours in the practicum.)
Last day for withdrawal from individual courses (including half-semester courses offered in the last half of the semester), or complete withdrawal, for the Fall 2011 semester. Students are assessed full fees (see the fee assessment schedule on p. 140).
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Fall 2011 semester.
- 12 Fall semester final examinations begin.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be held within the defined examination period.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in the Spring 2012 semester.
- 20 Fall semester final examinations end.
- 23 Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript.
- 25-31 Holidays - University offices closed.

JANUARY 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 Statutory Holiday - University offices closed.
- 4-13 If available, registration for Open Studies and Visiting Students for the Spring 2012 semester.
- 6 New Student Welcome.
- 9 First day of classes for the Spring 2012 semester.
Orientation meeting for Professional Semester II students in the Faculty of Education.
Orientation meeting for students registered in Education 2500.
- 13 Last day for course add/drop and registration for the Spring 2012 semester, including Independent Study and Undergraduate Thesis courses.

- 16 First day for submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS). (January 16 - February 1)

16-17 Registration for Audit Students.

FEBRUARY 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 1 Last day for submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS). (January 16 - February 1)
Students who withdraw by this date are assessed a percentage of fees (see the fee assessment schedule on p. 140).
- 7 Deadline for submission of Grade Appeal forms for courses completed in the Fall 2011 semester to the Faculty/School Office.
- 15 Deadline for submission of Student Program Change forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
- 20 Statutory Holiday - University offices closed.
- 20-25 Reading Week - no classes.
- 27 Last day for withdrawal from individual courses offered in the first half of the semester only.

MARCH 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 Deadline for Application for Graduation for Spring 2012 Convocation.
- 15 Students who withdraw by this date are assessed a percentage of fees. After this date, students are assessed full fees (see the fee assessment schedule on p. 140).
- 20 First day of registration for continuing students, including M.Ed. students, for Summer Session 2012 and the Fall 2012 semester.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 146.
Admission application and document deadlines are on page 121.

APRIL 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 1 Deadline to clear all outstanding accounts for Spring 2012 Convocation.
- 6 Statutory Holiday - University offices closed.
- 9 Statutory Holiday - University offices closed.
- 10 Last class meeting for Tuesday night classes.
- 11 Last class meeting for Wednesday night classes.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in Summer Session 2012.
- 18 Last day of classes for the Spring 2012 semester. (The last class meeting for professional semester students varies according to required hours in the practicum.)
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Spring 2012 semester.
Last day for submission of *Application for Placement* form to the Field Experience Office for Professional Semester III students intending to complete requirements in the Fall 2012 semester.
Last day for withdrawal from individual courses (including half-semester courses offered in the last half of the semester), or complete withdrawal, for the Spring 2012 semester. Students are assessed full fees (see the fee assessment schedule on p. 140).
- 19 If available, first day of registration for Open Studies and Visiting Students for Summer Session 2012.
- 21 Spring semester final examinations begin.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be held within the defined examination period.
- 30 Spring semester final examinations end.
Deadline for receipt of outstanding documents in support of an Application for Graduation for Spring 2012 Convocation.
Deadline for Withdrawal of Application for Graduation for Spring 2012 Convocation.
Last day of the 2011/2012 academic year.

Last day for continuing students to register for Fall 2012 and be guaranteed access to courses required in their major and/or program.

- 7 First day of classes for Summer Session I.
First day of classes for Summer Session, Full Term (e.g., Co-operative Education Work Terms and Applied Studies).
Orientation meeting for students registered in Education 2500.
- 9 Last day to register and add/drop for Summer Session I, for all students.
- 10 Registration for Audit Students for Summer Session I.
- 10-11 Submission of Credit/Non-Credit course designations for Summer Session I to the Registrar's Office and Student Services (ROSS).
- 21 Statutory Holiday - University offices closed.
- 31 Spring 2012 Convocation (May 31 - June 1).
Registrar's Office and Student Services (ROSS) closed until 11:00 a.m.

JUNE 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 Spring 2012 Convocation (May 31 - June 1).
Registrar's Office and Student Services (ROSS) closed until 11:00 a.m.
- 7 Deadline for submission of Grade Appeal forms for courses completed in the Spring 2012 semester to the Faculty/School Office.
- 20 Last day of classes for Summer Session I.
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session I.
- 21 Summer Session I final examinations for Tuesday-Thursday classes.
- 25 Summer Session I final examinations for Monday-Wednesday classes.
- 26 Summer Session I final examinations for Friday-Saturday classes.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule.

2012/2013 ACADEMIC YEAR

MAY 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 First day of the 2012/2013 academic year.

JULY 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 Statutory Holiday - University offices closed.
- 4 First day of classes for Summer Session II and II/III.
- 6 Last day to register and add/drop for Summer Session II and II/III, for all students.
- 9 Registration for Audit Students for Summer Session II and II/III.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 146.
Admission application and document deadlines are on page 121.

- 9-10 Submission of Credit/Non-Credit course designations for Summer Session II and II/III to the Registrar's Office and Student Services (ROSS).
- 20 Last day for registration for newly admitted Professional Semester I Faculty of Education students, newly admitted Faculty of Fine Arts students, newly admitted Faculty of Health Sciences students, and newly admitted Faculty of Management students for the Fall 2012 semester.
Last day for registration for maintaining admission status for continuing students for the Fall 2012 semester.
- 24 Last day of classes for Summer Session II.
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II.
- 25 Summer Session II final examinations.
- 27 First day of classes for Summer Session III.
- 30 Last day to register and add/drop for Summer Session III for all students.
- 31 Registration for Audit Students for Summer Session III.
Submission of Credit/Non-Credit course designations for Summer Session III to the Registrar's Office and Student Services (ROSS). (July 31 - August 1).

AUGUST 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 Submission of Credit/Non-Credit course designations for Summer Session III to the Registrar's Office and Student Services (ROSS). (July 31 - August 1).
Deadline for Application for Graduation for Fall 2012 Convocation.
- 6 Civic Holiday - University offices closed.
- 15 Deadline to clear all outstanding accounts for Fall 2012 Convocation.
Deadline for Application for Visiting Student Authorization for Visiting Studies in the Fall 2012 semester.
- 17 Last day of classes for Summer Session III.
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session III.
Last day for withdrawal from individual courses, or complete withdrawal, for full-term Summer Session courses (May 2012-August 2012).
- 20 Summer Session III final examinations.
Last day of classes for Summer Session II/III.
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II/III.
- 21 Summer Session II/III final examinations for Tuesday-Thursday classes.
- 22 Summer Session II/III final examinations for Monday-Wednesday classes.
- 27 If available, first day of registration for Open Studies and Visiting Students for the Fall 2012 semester.
Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in Summer Session who want to have this recorded on their transcript.

Deadline for Withdrawal of Application for Graduation for Fall 2012 Convocation.

- 30-31 New Student Orientation.

SEPTEMBER 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3 Statutory Holiday - University offices closed.
- 4 New Student Welcome.
Orientation meeting and classes for Professional Semester I students in the Faculty of Education.
- 5 First day of classes for the Fall 2012 semester, including evening classes, on and off campus.
Orientation meeting for students registered in Education 2500.
- 11 Last day for course add/drop and registration for the Fall 2012 semester, including Independent Study and Undergraduate Thesis courses.
- 12 First day for submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS). (September 12 - October 1)
- 12-13 Registration for Audit Students.

OCTOBER 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Last day for submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS). (September 12 - October 1)
Students who withdraw by this date are assessed a percentage of fees (see the fee assessment schedule on p. 140).
- 7 Deadline for submission of Grade Appeal forms for courses completed in Summer Session 2012 to the Faculty/School Office.
- 8 Statutory Holiday - University offices closed.
- 13 Fall 2012 Convocation.
- 15 Deadline for submission of Student Program Change forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
- 22 Last day for withdrawal from individual courses offered in the first half of the semester only.

*When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 146.
Admission application and document deadlines are on page 121.*

24-31 Holidays - University offices closed.

NOVEMBER 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 Deadline for Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript. Students who do not apply by this deadline must apply by the final deadline of March 1 for Spring 2013 Convocation.
- 9 First day of registration for continuing students, including M.Ed. students, for the Spring 2013 semester.
- 12 Statutory Holiday - University offices closed.
- 15 Students who withdraw by this date are assessed a percentage of fees. After this date, students are assessed full fees (see the fee assessment schedule on p. 140).
- 28 Last class meeting for Wednesday night classes.
- 29 Last class meeting for Thursday night classes.
- 30 Last class meeting for Friday night classes.

DECEMBER 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 Deadline to clear all outstanding accounts in support of an Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript.
- 5, 6 Additional and last two class meetings for Monday night classes.
- 7 Last day of classes for the Fall 2012 semester. (The last class meeting for professional semester students varies according to required hours in the practicum.)
Last day for withdrawal from individual courses (including half-semester courses offered in the last half of the semester), or complete withdrawal, for the Fall 2012 semester. Students are assessed full fees (see the fee assessment schedule on p. 140).
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Fall 2012 semester.
- 10 Fall semester final examinations begin.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be held within the defined examination period.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in the Spring 2013 semester.
- 18 Fall semester final examinations end.
- 21 Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript.

JANUARY 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Statutory Holiday - University offices closed.
- 3-15 If available, registration for Open Studies and Visiting Students for the Spring 2013 semester.
- 8 New Student Welcome.
- 9 First day of classes for the Spring 2013 semester.
Orientation meeting for Professional Semester II students in the Faculty of Education.
Orientation meeting for students registered in Education 2500.
- 15 Last day for course add/drop and registration for the Spring 2013 semester, including Independent Study and Undergraduate Thesis courses.
- 16 First day for submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS). (January 16 - February 1)
- 16-17 Registration for Audit Students.

FEBRUARY 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 1 Last day for submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS). (January 16 - February 1)
Students who withdraw by this date are assessed a percentage of fees (see the fee assessment schedule on p. 140).
- 7 Deadline for submission of Grade Appeal forms for courses completed in the Fall 2012 semester to the Faculty/School Office.
- 15 Deadline for submission of Student Program Change forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
- 18 Statutory Holiday - University offices closed.
- 18-23 Reading Week - no classes.
- 28 Last day for withdrawal from individual courses offered in the first half of the semester only.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day. Fee deadlines are on page 146. Admission application and document deadlines are on page 121.

Deadline for Withdrawal of Application for Graduation for Spring 2013 Convocation.

Last day of the 2012/2013 academic year.

2013/2014 ACADEMIC YEAR

MARCH 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Deadline for Application for Graduation for Spring 2013 Convocation.
- 15 Students who withdraw by this date are assessed a percentage of fees. After this date, students are assessed full fees (see the fee assessment schedule on p. 140).
- 21 First day of registration for continuing students, including M.Ed. students, for Summer Session 2013 and the Fall 2013 semester.
- 29 Statutory Holiday - University offices closed.

APRIL 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Statutory Holiday - University offices closed.
Deadline to clear all outstanding accounts for Spring 2013 Convocation.
- 10 Last class meeting for Wednesday night classes.
- 11 Last class meeting for Thursday night classes.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in Summer Session 2013.
- 17 Additional and last class meeting for Monday night classes.
- 20 Last day of classes for the Spring 2013 semester. (The last class meeting for professional semester students varies according to required hours in the practicum.)
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Spring 2013 semester.
Last day for submission of Application for Placement form to the Field Experience Office for Professional Semester III students intending to complete requirements in the Fall 2013 semester.
Last day for withdrawal from individual courses (including half-semester courses offered in the last half of the semester), or complete withdrawal, for the Spring 2013 semester. Students are assessed full fees (see the fee assessment schedule on p. 140).
- 22 Spring semester final examinations begin.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be held within the defined examination period.
If available, first day of registration for Open Studies and Visiting Students for Summer Session 2013.
- 30 Spring semester final examinations end.
Deadline for receipt of outstanding documents in support of an Application for Graduation for Spring 2013 Convocation.

MAY 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 First day of the 2013/2014 academic year.
- 8 First day of classes for Summer Session I.
First day of classes for Summer Session, Full Term (e.g., Co-operative Education work terms and Applied Studies).
- 20 Statutory Holiday - University offices closed.
- 30-31 Spring 2013 Convocation.

JUNE 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 24 Last day of classes for Summer Session I.
- 25 Summer Session I final examinations for Tuesday-Thursday classes.
- 26 Summer Session I final examinations for Monday-Wednesday classes.
- 27 Summer Session I final examinations for Friday-Saturday classes.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule.

JULY 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Statutory Holiday - University offices closed.
- 3 First day of classes for Summer Session II and II/III.
- 23 Last day of classes for Summer Session II.
- 24 Summer Session II final examinations.
- 26 First day of classes for Summer Session III.

*When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 146.
Admission application and document deadlines are on page 121.*

AUGUST 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 Civic Holiday - University offices closed.
- 16 Last day of classes for Summer Session III.
- 19 Last day of classes for Summer Session II/III.
Summer Session III final examinations.
- 20 Summer Session II/III final examinations for Tuesday-Thursday classes
- 21 Summer Session II/III final examinations for Monday-Wednesday classes.

SEPTEMBER 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Statutory Holiday - University offices closed.
- 4 First day of classes for the Fall 2013 semester, including evening classes, on and off campus.

OCTOBER 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 14 Statutory Holiday - University offices closed.
- 19 Fall 2013 Convocation.

NOVEMBER 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 11 Statutory Holiday - University offices closed.
- 27 Last class meeting for Wednesday night classes.
- 28 Last class meeting for Thursday night classes.
- 29 Last class meeting for Friday night classes.

DECEMBER 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 4, 5 Additional and last two class meetings for Monday night classes.
- 6 Last day of classes for the Fall 2013 semester.
- 9 Fall semester final examinations begin.
- 17 Fall semester final examinations end.
- 25-31 Holidays - University offices closed.

JANUARY 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 Statutory Holiday - University offices closed.
- 8 First day of classes for the Spring 2014 semester.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day. Fee deadlines are on page 146. Admission application and document deadlines are on page 121.

FEBRUARY 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 Statutory Holiday - University offices closed.

17-22 Reading Week - no classes.

MARCH 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

15 Last day of classes for the Spring 2014 semester.

17 Spring semester final examinations begin.

18 Statutory Holiday - University offices closed.

21 Statutory Holiday - University offices closed.

29 Spring semester final examinations end.

*When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 146.
Admission application and document deadlines are on page 121.*

REGISTRATION

1. STUDENT RECORDS RETENTION POLICY ..	131	c. After Continuing Student Registration	134
2. ADVICE AND INFORMATION	131	d. Other	134
3. TERMS USED DURING REGISTRATION.....	131	6. REGISTRATION LIMITATIONS.....	134
a. Enrolment and Registration.....	131	a. Timetable Conflicts.....	134
b. Year of Student	131	b. Maximum Credit Hours	134
c. Part-Time and Full-Time	131	c. Duplication of Registration.....	135
d. Visiting and Exchange Students.....	132	d. Faculty/School Quotas	135
e. Audit Student	132	e. Graduated Students	135
f. Open Studies Student.....	132	f. Holds on Registration	135
4. WHEN TO REGISTER.....	133	7. COURSE ADD/DROP	135
a. New Students and Those Returning After an Absence	133	8. CANCELLATION AND WITHDRAWAL	135
b. Graduated Students	133	a. Classroom Privileges - Students.....	135
c. Admitted Students	133	b. Cancellation of Registration.....	135
d. Registration in Off-Campus Courses.....	133	c. Complete Withdrawal	135
e. Applied Studies	133	d. Course Withdrawal - Part-Time and Full- Time Status	135
5. ORDER OF REGISTRATION	134	e. Course Withdrawal.....	136
a. Within the Academic Year.....	134	9. APPEAL OF REGISTRATION.....	136
b. At Continuing Student Registration	134		

1. STUDENT RECORDS RETENTION POLICY

The permanent official folder for each student is maintained by the Registrar's Office and Student Services (ROSS). The contents of this folder shall be destroyed according to the following schedule:

- For students who have graduated, five years after the most recent registration activity of any description, except for those files containing documents pertaining to disciplinary action.
- For students who have not graduated, seven years after the most recent registration activity of any description, except for those files containing documents pertaining to disciplinary action.

Prior to the destruction of the folder, the Registrar's Office and Student Services (ROSS) shall ensure that the contents of the file are reflected in the student's electronic record, according to the policies governing admission, registration and academic history.

For more information see Confidentiality of Student Records Policy (**Academic Regulations, Section 10.d., p. 166**).

2. ADVICE AND INFORMATION

Students who wish academic advice during registration should seek it from the relevant academic advisor.

Students who wish other kinds of information and advice about registration, such as deadlines and procedures, should ask at the Information Centre (SU140).

Students are responsible for the accuracy and completeness of their own registration, and are liable for the fees for courses in which they are registered.

Students who decide not to attend the University must cancel their registration prior to the Add/Drop deadline (see

Section 8. Cancellation and Withdrawal, p. 135).

3. TERMS USED DURING REGISTRATION

a. Enrolment and Registration

For purposes of this Calendar, these terms are used interchangeably.

Bridge: The University's online registration system is available for all students (www.uleth.ca/bridge).

b. Year of Student

Students are classified by year level according to the number of credit hours they have successfully completed (i.e., this does not include courses in which the student is currently registered).

Year	Number of Successfully Completed	
	Credit Hours	(Semester Course Equivalents)
1	0 - 29.5	(0 - 9)
2	30 - 59.5	(10 - 19)
3	60 - 89.5	(20 - 29)
4	90 - 119.5	(30 - 39)
5	120 or above	(40 and above)

c. Part-Time and Full-Time

1. Fall and Spring Semesters

A part-time student is registered in fewer than 9.0 credit hours (three semester courses or equivalent). A full-time student is registered in a minimum of 9.0 credit hours (three or more semester courses or equivalent).

The usual course load for a full-time undergraduate student is 15.0 credit hours (five courses) per semester. It should be stressed, however, that heavy

course loads are a common cause of poor academic performance.

2. Full-Time by Definition

Students registered in Co-operative Education Work Experience courses are considered to be full-time. Registered M.A., M.Sc. or Ph.D. students are considered to be full-time.

3. Summer Session - Maximum Load

Each Faculty and School has legislated maximum enrolments per session for continuing students. See **Section 6.b. (p. 134)** for maximum loads for each Faculty/School.

4. Summer Session - Financial Support

Undergraduate students receiving government student loans for full-time studies during Summer (May - August) must be registered in a minimum of 9 credits and enrolled in Summer Session I and II/III or Summer Session I, II and III. It may be possible for Alberta residents to receive Alberta Student Loans for one Summer Session course, but all other borrowers should check with Scholarships and Student Finance staff about other provincial/territorial eligibility.

d. Visiting and Exchange Students

1. University of Lethbridge Students Studying Elsewhere

Within the residence requirement of the Faculty/School in which they are enrolled, continuing students in good standing at the University of Lethbridge may be authorized to take courses at another post-secondary institution. Students who wish to study as authorized Visiting or Exchange students at another institution must follow the following procedures:

- a. Students must apply using an *Application for Visiting Student Authorization* or an *Application for Exchange Student Authorization*. Approval in writing **must** be obtained from the appropriate Faculty/School prior to commencement of studies elsewhere.
- b. The student will be registered in Placeholder courses during the semesters of approved absence from the University of Lethbridge. This allows the student to retain the registration privileges of a Continuing Student, and the University to keep track of these students for record keeping purposes.
- c. The student will register along with other Continuing Students for the semester following the approved absence, according to the registration instructions for Continuing Students.
- d. If the student wishes to extend the approved absence, prior approval must be obtained from the appropriate Faculty/School. Otherwise, when the student subsequently applies for readmission, it will be according to the policies and procedures pertaining to students returning after an absence, thereby forfeiting

guaranteed readmission and Continuing Student privileges.

2. Visiting and Exchange Students from Other Universities

For complete information on registering as a Visiting or Exchange Student, please see the current **Timetable and Registration Guide**.

e. Audit Student

An Audit Student has been granted permission by the instructor to attend lectures in a course on the understanding that the student may not participate in class discussions (except by invitation of the instructor), submit assignments or sit for examinations. No degree credit is granted for the course. An Audit Registration Form must be submitted to the Registrar's Office and Student Services (ROSS) by the indicated deadline.

Audit Students are not required to meet the University's English Language Proficiency Requirement.

An Audit Student, who is not also a Continuing, newly admitted or Open Studies Student, is granted the same access to University services as a Community user. Community user fees and restrictions will apply.

f. Open Studies Student

Open Studies Student registration allows persons interested in taking courses for general interest to register without having to gain admission to the University.

The following conditions apply to registration as an Open Studies Student:

1. Registration as an Open Studies Student is open to any individual not currently admitted to the University, with some restrictions as outlined below. Open Studies Student enrolment does not constitute formal admission to the University. Open Studies Students must present required documents at each registration.
2. Students who have been Required to Withdraw from this or any other post-secondary institution within the last 12 months are not encouraged to register as Open Studies Students. Courses taken as an Open Studies Student after Required Withdrawal may not be used for credit toward programs to which a student may ultimately be admitted without the express permission of the Faculties offering that program.
3. Open Studies Students must meet the University's English Language Proficiency Requirement. Open Studies Students must present proof of English Language Proficiency at registration. Failure to present proof will result in denial of registration privileges. Unofficial documents are acceptable.
4. Course prerequisites must be met where applicable and Faculties are responsible for enforcing prerequisites. Enrolment in some courses may require permission from the relevant Faculty/School. Open Studies Students are required to present unofficial transcripts of prior secondary and/or post-secondary work at registration, if registration into a course with a prerequisite is to proceed.

5. Open Studies Students have access to classes only as space and quotas permit. Registration must take place at dates specified in the **Academic Schedule (p. 121)**.
 6. Open Studies Students must meet minimum academic standards for continuation of registration privileges. While under Open Studies Student status, students are allowed a maximum of two grades below 'C-'. Any subsequent grade below 'C-' results in permanent suspension of Open Studies Student registration privileges. Such a suspension of privileges is recorded on the student's transcript. At the outset of each term, the Associate Vice-President (Student Services) and Registrar will determine registration eligibility for Open Studies Students. For these purposes, each of the Fall semester, Spring semester, and the aggregate of all Summer Sessions is considered to be one term.
 7. Open Studies Students are not eligible to use the Credit/Non-Credit designation.
 8. Open Studies Students are subject to the same Course Withdrawal policies as admitted students. Please refer to **Section 8.d. (p. 135)** for complete information.
 9. Open Studies Students may apply for formal admission or readmission at any time through one of the approved admission routes. At the point of admission, courses completed via the Open Studies Student route are included in the admission decision process.
 10. Open Studies Students whose registration privileges have been suspended may not re-register until they have attended another post-secondary institution and have been offered admission to a University of Lethbridge program.
 11. Students who were previously Required to Withdraw may present courses completed via the Open Studies Student route when reapplying for admission. *Tabula Rasa* may be granted to Open Studies Students who were Required to Withdraw from the University of Lethbridge. If granted, *Tabula Rasa* is applied only to the student's record prior to the point of Required Withdrawal.
 12. Upon subsequent application for admission or readmission, courses completed via Open Studies Student registration may be counted toward the student's program, subject to the appropriate rules of the Faculty/School regarding residence and Required Withdrawal legislation.
 13. Only students who have been admitted to a University of Lethbridge program may graduate with a University of Lethbridge degree, diploma, or certificate. However, students who have been previously admitted, and not subsequently required to withdraw, may graduate while under Open Studies Student status. Such students must have been admitted to the program of graduation at some point. As well, such students must have met the admission and graduation requirements of that program.
- Students who have been Required to Withdraw must be readmitted to the University and to the program of studies before they will be permitted to graduate. Such students must apply for admission according to regular application procedures and deadlines.
14. Official transcripts are issued for Open Studies Students.
 15. Registration requirements are satisfied by the completion of the *Open Studies Registration Form* and its submission to the Registrar's Office and Student Services (ROSS), after paying the registration fee and deposit at the Cash Office.
 16. The University routinely offers non-credit programs to selected groups of students, as do other agencies. Such students may not be eligible for registration via the Open Studies Student route. With the permission of the Associate Vice-President (Student Services) and Registrar, students participating in approved non-credit programs may register concurrently in credit courses as Open Studies Students. Such registrations must be authorized in advance by the Associate Vice-President (Student Services) and Registrar.
 17. Students denied registration privileges may appeal in writing to the Associate Registrar. Such appeals will be dealt with by the Associate Registrar and the Associate Vice-President (Student Services) and Registrar.
- #### 4. WHEN TO REGISTER
- See the **Academic Schedule (p. 121)** for specific registration dates. Students who fail to complete registration during the specified period may be assessed a late fee.
- a. **New Students and Those Returning After an Absence**
After applications have been processed, those eligible for admission receive full instructions on the procedures to be followed to complete registration.
 - b. **Graduated Students**
A student who has graduated from a program at the University must successfully apply for admission to another program in order to pursue studies as an admitted student. Otherwise such students must register using the Open Studies Student route.
 - c. **Admitted Students**
Students currently registered at the University register at the times indicated in the **Academic Schedule (p. 121)**.
 - d. **Registration in Off-Campus Courses**
Each semester the University offers courses at a number of off-campus centres. Open Studies Students may register in these courses in person, by mail or via the Bridge. Admitted students may register using the Bridge.
 - e. **Applied Studies**
Registration in Applied Studies courses is initiated by application to the Office of Applied Studies no later than the published deadline in the Timetable and Registration

Guide. Application packages may be obtained from the Office of Applied Studies (AH154; tel. 403-329-2000).

5. ORDER OF REGISTRATION

a. Within the Academic Year

Priority of registration is as follows:

- *First priority:* Students admitted to the University of Lethbridge, pursuing programs of study offered by the University, continuing from one Fall or Spring Semester to the next term.
- *Second priority:* Students newly admitted to the University of Lethbridge or readmitted after an absence of a minimum of one Fall or Spring Semester and Exchange Students attending the University with a letter of permission from their home institutions.
- *Third priority:* Open Studies Students and Visiting Students.
- *Fourth priority:* Audit Students not admitted to the University.

b. At Continuing Student Registration

1. Graduate, Second Degree, Diploma students.
2. Fourth-year and higher students, second-year Post-Diploma students, Management Certificate students.
3. Third-year students, first-year Post-Diploma students.
4. Second-year students.
5. First-year students.

Within groups two to five, students will be further prioritized:

- According to their successfully completed hours.
- With the first group of students in their priority group, for students who have been verified as having a disability. For verification, see the Associate Vice-President (Student Services) and Registrar. For details, see also (**General Services on p. 181**).
- With the first group of students in their priority group, students who hold a Canada Scholarship. For verification, see the Associate Vice-President (Student Services) and Registrar.

c. After Continuing Student Registration

Newly admitted students, starting with new M.Ed. students, will be permitted to register, upon accepting the Offer of Admission by paying the Confirmation of Admission Deposit.

Continuing students who did not register during Early Registration will be permitted to register on a first-come first-served basis.

d. Other

Registration for off-campus courses organized by organizations affiliated with the University may occur outside of the legislated Order of Registration.

6. REGISTRATION LIMITATIONS

a. Timetable Conflicts

Students are not permitted to register in two classes which are offered at the same time. To avoid delays at registration, students must consult the current semester Timetable carefully. Registration into classes which overlap or create time conflicts will not be processed.

b. Maximum Credit Hours

During Early Registration, the maximum number of credit hours in which a student may register is 15.0 (five course equivalents). During the first week of classes, students may increase their loads to the maximum allowed by their respective Faculty/School. Physical Activities, Music Ensemble Activities and Education Professional Development courses carry credit hours equal to 1.5. Generally, most other courses have an equivalent of 3.0 credit hours.

Students wishing to register in more than the maximum credit hours (semester course equivalents) allowed must obtain approval of the Faculty/School in which they are enrolled.

- In the Faculty of Arts and Science, students must obtain permission if they wish to exceed the following maximum credit hours (as determined by academic standing):

Probation

12.0 credit hours (4 courses)

In Good Standing

Normal 15.0 credit hours (5 courses)

Maximum 18.0 credit hours (6 courses)

- In the Faculty of Education, students may enrol in a maximum of six courses (18.0 credit hours) during a non-practicum semester.
- In the Faculty of Management, the usual course load for a full-time student is 15.0 credit hours (5 courses) per semester.
- In all other Faculties/Schools, students must obtain permission if they wish to exceed 15.0 credit hours (5 courses).
- Summer Session (semester course equivalents):

Session	I	II	III
Arts and Science	2	2	2
Education	3	2	1
Fine Arts	3	2	2
Health Sciences	3	2	1
Management	2	1*	1*

*The maximum number of courses Management students may take over Summer Sessions II, III, and III/III is two.

Note: In the event of a difference between the maximum credit hour limits set by the Faculties/Schools, students in Combined Degrees programs will be governed by the more stringent limits.

c. Duplication of Registration

A student may not register in more than one section of a course offering in a semester.

A student may not be registered in the same course in more than one semester simultaneously (e.g., in both Summer Session and Fall Semester).

d. Faculty/School Quotas

Admission to the University does not constitute a guarantee that a student will be able to register for any specific course in a given semester. Enrolment limits are enforced by all Faculties and Schools.

e. Graduated Students

A student who has graduated from a program at the University must successfully apply for admission to another program in order to pursue studies as an admitted student. Otherwise such students must register using the Open Studies Student route.

f. Holds on Registration

A Faculty/School may place specific registration requirements upon a student. In such cases, at the request of the Dean, the Registrar's Office and Student Services (ROSS) may restrict a student's access to registration. Students with restricted access to registration must register manually (in person or by mail), thus ensuring they abide by the Faculty/School registration requirements.

7. COURSE ADD/DROP

Courses may be added and/or dropped after initial registration. No changes other than withdrawals from individual courses are permitted after the Add/Drop period.

8. CANCELLATION AND WITHDRAWAL

a. Classroom Privileges - Students

Students have classroom privileges for the course offering in which they are registered. Classroom privileges mean that a student is entitled to attend class meetings as required by the instructor and detailed in the course outline. Students who are not registered may be granted classroom privileges at the discretion of the instructor. Students who do not have classroom privileges may not attend a class. Instructors may authorize guests to attend a class. Audit registration is also normally available for people who would like to attend a class on a regular basis.

b. Cancellation of Registration

Students may cancel their registrations by the Add/Drop deadline in any semester/session:

- Open Studies Students who cancel their registration by the Add/Drop deadline in a Fall or Spring Semester forfeit the \$75 non-refundable deposit and the non-refundable \$25 Open Studies Student Registration Fee.
- Open Studies Students who cancel their registration by the Add/Drop deadline in a Summer Session forfeit the \$25 Open Studies Student Registration fee only.

Note: Effective Fall 2011, Open Studies students will pay an \$80 tuition deposit and a \$20 registration fee.

All students must cancel their registration using the Bridge (www.uleth.ca/bridge).

Students who register and decide not to attend but DO NOT cancel their registration by the Add/Drop deadline shall be assessed tuition and compulsory fees according to the fee assessment schedule in **Fees, Section 8.b. Withdrawals (p. 140)**.

c. Complete Withdrawal

A student wishing to withdraw from the semester must notify the Registrar's Office and Student Services (ROSS) by submitting a *Complete Withdrawal Form* which can be obtained from the Registrar's Office and Student Services (ROSS). The date this form is received by the Registrar will be the official withdrawal date for purposes of fee assessment.

A 'Complete Withdrawal with Cause' is available only through Faculty/School Advising Offices.

Failure to comply with this requirement results in the assignment of failing grades and full assessment of fees—see **Fees, Sections 8.b. Withdrawals (p. 140)** and **Refunds 8.c., (p. 141)**. Grades are not assigned when a student withdraws before the end of the ninth week of a semester. Students registered in Summer Session should consult the Summer Session Calendar for details of the complete withdrawal procedure and related deadline dates.

Students are responsible for ensuring that the Registrar's Office and Student Services (ROSS) receives the request for withdrawal by the relevant deadline. If a student chooses to mail his or her request for withdrawal, then the Registrar's Office and Student Services (ROSS) recommends that the student use Registered Mail to guarantee delivery.

d. Course Withdrawal - Part-Time and Full-Time Status

1. Fall and Spring Semesters

Full-time students who withdraw from courses but remain registered in three semester course equivalents (9.0 credit hours) retain classification as full-time students.

Full-time students who withdraw from courses, resulting in registration in fewer than three semester course equivalents (9.0 credit hours), are reclassified as part-time.

2. Summer Session

Students receiving full-time government student loans for the Summer Session should contact Scholarships and Student Finance for provincial/territorial student loan eligibility.

Students registered in Summer Session should consult the Summer Session Calendar online at www.uleth.ca/summersession for details regarding the course withdrawal procedure (see Academic Regulations at www.uleth.ca/summersession/arg.html) and related deadline dates (see Academic Schedule & Deadlines at www.uleth.ca/summersession/ded.html).

3. Students who drop from full-time to part-time status do not receive the same privileges as full-time students at the University. Furthermore, students

who are accessing government student loans and drop to part-time status will be financially penalized if they have loans for the semester in which they are dropping to part-time and existing government loans may go into repayment early.

e. Course Withdrawal

1. W - Individual Course Withdrawal

Students are awarded a 'W' designation for any course from which they choose to withdraw after the first Add/Drop period and before the ninth week of a Fall or Spring Semester, provided the student remains registered in one or more courses.

Withdrawal deadlines for Summer Session vary and may be found in the **Academic Schedule (p. 121)**. Students may be entitled to a pro-rated refund for courses from which they have withdrawn.

2. WC - Withdrawal with Cause

The designation 'WC' is recorded only in case of serious illness or other extenuating circumstances beyond the control of the student which makes

continuation in a course impossible and where an 'Incomplete' designation is not in order. For admitted students, the 'WC' is recorded only on application to the Faculty/School Advising Office. For Open Studies Students, the 'WC' is recorded upon application to the Associate Registrar. A student may apply for a 'WC' after Add/Drop, up to and including the last day of classes (see **Section 8.b "Withdrawals" in Fees, p. 140**).

9. APPEAL OF REGISTRATION

Students dissatisfied with decisions regarding registrations are entitled to a review by the Associate Registrar.

If still dissatisfied after this review, the student may address a written appeal to the Associate Vice President (Student Services) and Registrar who renders the final decision on behalf of the Registrar's Office and Student Services (ROSS).

Students who wish to appeal decisions regarding retroactive adjustments to registrations shall have one full year from the last day of the add/drop of the semester or summer session during which the course(s) in question were registered.

FEES

1. DISCLAIMER	137	e. Other Fees	140
2. INFORMATION	137	f. How Fees Are Assessed	140
3. FINANCIAL SUPPORT	137	g. Schedules	140
4. APPLICATION FOR ADMISSION AND OPEN STUDIES STUDENT REGISTRATION FEES ...	137	8. CANCELLATIONS, WITHDRAWALS AND REFUNDS	140
5. DEPOSITS	137	a. Cancellations	140
a. Confirmation of Admission Deposit	137	b. Withdrawals	140
b. Registration Deposit	137	c. Refunds	141
6. FEE PAYMENTS	137	9. OUTSTANDING ACCOUNTS	141
a. Where to Pay Fees	137	10. RECEIPTS	141
b. Deadlines for Fee Payments	138	11. FEE DEADLINES	141
c. Deductions from Student Loans, Bursaries and Scholarships	138	12. GRADUATE PROGRAMS 2011/2012 FEE SCHEDULE	142
d. Registration Cancellation	138	13. MASTER OF EDUCATION AND MASTER OF COUNSELLING PROGRAMS 2011/2012 FEE SCHEDULE	143
e. Interest Charges for Late Payments	138	14. MASTER OF SCIENCE (MANAGEMENT) 2011/2012 FEE SCHEDULE	144
f. Referral of Unpaid Fees	138	15. GRADUATE PROGRAMS SUMMER SESSION 2011 FEE SCHEDULE	145
7. FEE SCHEDULES	138		
a. Student Definitions	138		
b. Mandatory Fees	139		
c. Program-Related Fees	139		
d. Mandatory Processing Fees	139		

1. DISCLAIMER

The fees stated in this Calendar are correct at the time of publication. The University reserves the right to alter fees without notice.

2. INFORMATION

Any student who wishes information about fees beyond that which is published in this Calendar should inquire at the Cash Office (AH144; tel. 403-329-2469; email: cash.office@uleth.ca).

3. FINANCIAL SUPPORT

See Financial Assistance in the applicable program sections of the Calendar.

4. APPLICATION FOR ADMISSION AND OPEN STUDIES STUDENT REGISTRATION FEES

A student who applies for admission or readmission must pay an application fee. Students who do not maintain continuous registration must apply for readmission and pay a **non-refundable** application fee.

****EFFECTIVE UNTIL AUGUST 31**

A student who applies for admission to a graduate program must pay an application fee of \$60. A student who re-applies for admission to a graduate program after an absence from the UofL must pay an application fee of \$15.

****EFFECTIVE ON SEPTEMBER 1**

A student who applies for admission to a graduate program must pay an application fee of \$100. A student who re-applies for admission to a graduate program after an absence from the UofL must pay an application fee of \$25.

Note: *Effective Fall 2011, graduate Open Studies students will pay an \$100 tuition deposit and a \$20 registration fee.*

5. DEPOSITS/FEES

a. Tuition Deposit

All newly admitted and readmitted graduate and post-graduate students are required to pay a **non-refundable** deposit of \$100. This deposit must be paid at the Cash Office, either in person, by mail, telephone banking, or online banking. Refer to **Section 6. Fee Payments (p. 137)** for more information. After deposits have been paid, registration privileges will ensue.

b. Registration Fees

Open Studies Students registering in graduate courses must pay a **non-refundable** deposit of \$125 (\$100 tuition deposit, plus a \$25 Open Studies Student Registration fee). If an Open Studies Student registers in both an undergraduate and graduate course, the higher deposit amount will be charged.

Open Studies Students studying in the Summer at the University of Lethbridge who are admitted and attend the subsequent Fall semester will have the \$25 registration fee applied to the Fall semester account.

Note: *Effective Fall 2011, graduate Open Studies students will pay an \$100 tuition deposit and a \$20 registration fee.*

6. FEE PAYMENTS

a. Where to Pay Fees

Fee payments may be made using any of the following options:

- Customers of the following institutions can make payments on their University of Lethbridge student account using their bank's telephone payment or online system: Bank of Montreal, TD Canada Trust,

CIBC, HSBC, Royal Bank, Scotiabank, ATB Financial, Credit Union Central, Canadian Western Bank, Citizens Bank of Canada, PC Financial, Ubiquity Bank of Canada, Community Savings, 1st Choice Savings and Credit Union, and TelPay. Students can select the University of Lethbridge as the payee and use their nine-digit student ID number as the account or customer number. Students should inquire directly at their branch to obtain information regarding these bill payment services. If your financial institution is not listed, check directly with your bank to see if the service is available.

Note: *Students paying through their financial institution must allow at least four additional working days for their payments to be processed.*

2. By mail or courier to:

University of Lethbridge Cash Office
4401 University Drive
Lethbridge, AB T1K 3M4

Note: *Payments sent by mail or courier must be received prior to applicable deadlines to ensure late penalties and interest charges are not assessed.*

3. Placing your payment in the 24-hour deposit vault located at the east end of the counter in front of the Cash Office. Please ensure your name and University of Lethbridge ID number are included with your payment when using the 24-hour deposit.

4. At any branch of the Bank of Montreal by presenting a 'First Bank Bill Payment Service' form. These forms are available at the Cash Office, at any Lethbridge branch of the Bank of Montreal, or on the University's website:

www.uleth.ca/fsr/cash

You do not need to be a client of the Bank of Montreal to use this service; however, the bank does assess a \$1.50 service charge.

5. In person at the Cash Office (AH144) during regular office hours: 9:00 a.m. to 3:30 p.m., Monday to Friday.

Payments can be made by cheque, Interac Direct Payment banking cards. The Cash Office does not accept credit cards.

b. Deadlines for Fee Payments

Full fees, including all miscellaneous and incidental fees, are due and payable by October 1 for the Fall semester and February 1 for the Spring semester. Summer Session fees are due by the end of the first day following the Add/Drop period. When a deadline occurs on a weekend or statutory holiday, the deadline will be the next working day.

Student bills are sent to the student's University of Lethbridge email account—they are **not** sent via Canada Post. Students may view their account summary by logging on to the Bridge:

www.uleth.ca/bridge

Post-dated cheques may be provided by students to the Cash Office; however, interest will begin to accumulate after the applicable deadline date.

c. Deductions from Student Loans, Bursaries and Scholarships

1. Government Student Loans and Bursaries
Payment of 100 percent of current and/or outstanding fees is a first charge against assistance received from government (Federal and Provincial) student loan certificates and bursaries.
2. Scholarships
Payment of 100 percent of current and/or outstanding fees is a first charge against scholarships awarded and/or administered by the University of Lethbridge.

d. Registration Cancellation

Continuing students must have made a payment for the applicable semester by October 1 for the Fall semester and by February 1 for the Spring semester, or their registration will be automatically cancelled, and be assessed fees at a rate of \$0.00 tuition and 20 percent of compulsory fees.

Newly admitted or readmitted students who have paid only the tuition deposit fee by October 1 for the Fall semester and by February 1 for the Spring semester will have their registration automatically cancelled, and be assessed fees at a rate of \$100.00 tuition and 20 percent of compulsory fees.

There will be a reinstatement fee of \$25 for those students who re-register after cancellation of classes.

For those students who have made partial payments, registration will not be cancelled; however, interest at a rate of the Bank prime lending rate plus five percent per annum will be charged on the outstanding principal balance owing.

Any payments made after deadlines shall be applied first against interest charges and, thereafter, against the principal owing.

e. Interest Charges for Late Payments

A simple interest charge of the Bank prime lending rate plus five percent per annum will be added to the outstanding principal amount at the close of the first working day of each successive month that the account remains unpaid.

f. Referral of Unpaid Fees

It is the policy of the University of Lethbridge to involve a professional collection agency when deemed necessary.

7. FEE SCHEDULES

a. Student Definitions

Full-Time - any student who is currently registered in three or more courses (9.0 credit hours or more). Registered M.A., M.Sc., M.Sc. (Management) or Ph.D. students are considered to be full-time. This definition of full-time may not be the same as the definition used by Canada Revenue Agency (CRA) for the preparation of the Tuition and Education Amounts Certificate (T2202A).

Part-Time - any student who is currently registered in less than three courses (9.0 credit hours).

On-Campus - any student who is registered in courses delivered on the University of Lethbridge campus.

Off-Campus - any student who is registered only in courses held off the University campus.

International Student - any student whose nation of citizenship is not Canada. Classification as an International Student affects fee assessment only.

Senior Citizen - any student 65 years of age or over.

b. Mandatory Fees

Tuition Fee - price or payment of instruction.

M.Ed. Term Fee - (for students enrolled prior to March 31, 2009) minimum fee for the 12-course-credit M.Ed. program, assessed in 'term fees.' Full-time M.Ed. students pay six term fees over two years; part-time M.Ed. students pay nine term fees over three years.

M.C., Post-Graduate Certificate in Counselling, and Post-Master's Certificate in Counselling Program Fee - Students pay a program fee for each semester they are enrolled in the program.

M.Ed. Program Fee - (for students enrolled after April 1, 2009) M.Ed. students pay a minimum of nine program fees.

Sport and Recreation Services Fee - on-campus students pay this fee for the Fall and Spring semesters, allowing them access to various facilities and events both on the campus and throughout the city. In addition, a portion of this fee is used toward supporting the Pronghorn Athletic program. Off-campus and Summer Session students may opt into the service. For more details, please contact Sport and Recreation Services (PE209; tel. 403-329-2706).

Student Administrative Fee - fee associated with providing student services either in person, via the web or by means of voice response technology.

Graduate Students' Association Fees - there are three categories of fees collected for the Graduate Students' Association:

- *Operation Fee* - supports the ongoing day-to-day business costs such as administration, memberships, student services, and promotion of a graduate community through a variety of social functions.
- *UofL Daycare Contribution* - contribution to the University of Lethbridge Daycare.
- *UPASS* - cost to cover city wide bus pass.

Students' Union Fees

- *Health and Dental Plans* - the Health Plan is an extended plan (over and above provincial health care), specifically designed for the student's benefit; the Dental Plan is a basic set of dental insurance benefits. All full-time students who pay Students' Union fees or Graduate Students' Association fees are on the plans unless proof of alternate coverage is provided to the Students' Union Office before the opt-out deadline dates for new registrants in each semester. For more details, contact the Health and Dental Plan Administrator at the Students' Union Office in the Students' Union Building (SU180; tel. 403-329-2039; www.ulsu.ca).

CKXU Fee - used to support the operations of the student radio station.

Meliorist Fee - used to support the operations of the student newspaper.

c. Program-Related Fees

The assessment of the following fees, in addition to basic tuition, is related to the student's program:

Student Practicum Travel Fee - fee paid by students enrolled in Professional Semester I or II to defray some of the costs associated with providing placements.

M.A., M.Sc. or M.Sc. (Management) Continuation Fee - fee paid by M.A., M.Sc., or M.Sc. (Management) students who have completed the first three semesters of study in the program. This fee maintains their admission status in the program. See **Section f. Fees, p. 23 in M.A. or M.Sc.** and **Section f. Fees, p. 79 in M.Sc. (Management).**

M.Ed. Continuation Fee - (for students enrolled prior to March 31, 2009) fee paid by M.Ed. students who have completed either nine terms (part-time students) or six terms (full-time students). The Continuation fee is one-half of the part-time term fee and maintains students' admission status in the M.Ed. program. See **Section 7. Fees (p. 44) in M.Ed. (General) and Section 6. Fees (p. 49) in M.Ed. (Counselling Psychology).**

M.Ed. Fees for Additional Courses - (for students enrolled prior to March 31, 2009) regular graduate course fee assessed for each course completed over and above the 12 courses required for the M.Ed. program. See **Section 7. Fees (p. 44) in M.Ed. (General) and Section 6. Fees (p. 49) in M.Ed. (Counselling Psychology).**

Ph.D. Continuation Fee - fee paid by Ph.D. students who have completed the first two years of study in the program. This fee maintains their admission status in the program. See **Section i. Fees (p. 116) in Ph.D.**

M.Ed. Off-Campus Instructional Delivery Fee - a fee to recover the additional cost incurred in providing a course or section of a course off-campus.

d. Mandatory Processing Fees

Generally, these fees are paid by all University of Lethbridge students:

Application for Admission Fee

****EFFECTIVE UNTIL AUGUST 31**

A student who applies for admission to a graduate program must pay an application fee of \$60. A student who re-applies for admission to a graduate program after an absence from the UofL must pay an application fee of \$15.

****EFFECTIVE ON SEPTEMBER 1**

A student who applies for admission to a graduate program must pay an application fee of \$100. A student who re-applies for admission to a graduate program after an absence from the UofL must pay an application fee of \$25.

Audit Fee (non-refundable) - fee for auditing a course. This is one-half the tuition fee.

Graduation Fee - Effective Spring 2012 Convocation, students applying to graduate will be charged a \$25 non-refundable graduation fee.

Late Fee - fees charged when deadlines are not met, usually \$25.

Registration Fee - fee for registration privileges paid by Open Studies Students only.

e. Other Fees

There may be additional charges for field trip costs and for major specialty items in a particular course such as lab costs, lab manuals, art supplies, workbooks and substantial photocopied materials which are retained by the student. Instructors will normally be able to estimate these costs for a particular course at the start of the semester and students are entitled to a receipt upon payment for such costs.

Students requested to pay additional fees to departments for materials and services not described in the above guidelines nor in individual course descriptions should contact the Dean's Office of their Faculty/School concerning the authority for such assessments.

Non-Credit Fees:

- Writing for University Course (WFU) - \$326

Service/Product Fees:

- ID Card Fee - No charge for new students; \$5 for community users; \$10 for replacement cards.
- Account History - \$5 per request. No charge for receipts.
- Parking Fee - See **General Services, Section 28. Security and Parking (Including Lost and Found) (p. 189)**.
- Residence Fee - See **General Services, Section 15. Housing Services (p. 184)**.
- Dining Plan Fee - See **General Services, Section 15. Housing Services (p. 184)**.
- Alberta Universities' Writing Competence Test (AUWCT) - \$70.
- Health Centre Health Insurance fee - \$35.

f. How Fees Are Assessed

International students who receive their landed immigrant status or Canadian citizenship while registered in courses at the University must present their official Landed Immigrant papers or Canadian citizenship card at the Registrar's Office no later than January 31 for the Spring Semester and September 30 for the Fall Semester to be eligible for Canadian fee assessment rates. The deadline for Summer Session to be eligible is the last day of classes in the Summer Session.

See table on **page 141**.

g. Schedules

Refer to the schedules on **p. 121**.

8. CANCELLATIONS, WITHDRAWALS AND REFUNDS

a. Cancellations

Cancellation of registration may be done up to and including the last day of Add/Drop for the Fall and Spring semesters and each Summer Session.

All students must cancel their registration by logging on to the Bridge:

www.uleth.ca/bridge

b. Withdrawals

Individual Course Withdrawal

Students who withdraw from a course or courses are assessed a percentage of the total fee applicable for that course or those courses, effective the date of notification of withdrawal. Total fee assessment at any given time will be the sum of the course fees for each course withdrawal in accordance with the schedule below, plus the applicable general fees. Notification of withdrawal is considered effective on the date that the Withdrawal Form is received by the Registrar's Office and Student Services (ROSS).

Complete Withdrawal

A student wishing to withdraw from the semester must notify the Registrar's Office and Student Services (ROSS) by submitting a Complete Withdrawal Form which can be obtained from the Registrar's Office and Student Services (ROSS). The date this form is received by the Registrar will be the official withdrawal date for purposes of fee assessment. Failure to comply with this requirement results in the assignment of failing grades and full assessment of fees. Students who mail their Withdrawal Form are encouraged to use Registered Mail.

Percentage Assessed

The fee assessment schedule for admitted students is as follows:

	University of Lethbridge		Students' Union/Graduate Students' Association			
	Tuition	Student Administrative Fee/ Materials/ Services	SRS	All Fees	Health/ Dental Plan	Meliorist
Fall Semester						
Cancellation up to the last day of Add/Drop:						
	0%	0%	0%	0%	0%	0%
	\$75 (\$100 for graduate students) non-refundable tuition deposit forfeited					
After Add/Drop to October 1:						
	20%	100%	100%	100%	100%	100%
Withdrawal after October 1 to November 15:						
	50%	100%	100%	100%	100%	100%
After individual and complete withdrawal deadline:						
	100%	100%	100%	100%	100%	100%
Spring Semester						
Cancellation up to the last day of Add/Drop:						
	0%	0%	0%	0%	0%	0%
	\$80 (\$100 for graduate students) non-refundable tuition deposit forfeited					
After Add/Drop to February 1:						
	20%	100%	100%	100%	100%	100%
Withdrawal after February 1 to March 15:						
	50%	100%	100%	100%	100%	100%
After individual and complete withdrawal deadline:						
	100%	100%	100%	100%	100%	100%
* Summer Session						
Cancellation up to the last day of Add/Drop:						
	0%	0%	N/A	0%	N/A	N/A
After Add/Drop up to and including the fifth working day of the Session:						
	50%	100%	N/A	100%	N/A	N/A
After the fifth day of the Session:						
	100%	100%	N/A	100%	N/A	N/A

* Full-term Summer Session courses are assessed fees on the same deadlines as Summer Session I courses.

Note: Open Studies students should refer to the fee assessment schedule on the back of the Open Studies Registration form.

c. Refunds

Students are entitled to a refund of any payments in excess of their current assessment. Students wanting a refund of excess payments must contact the Cash Office to initiate the refund process. Students should allow up to two weeks for their refund to be processed if requesting their refund in the form of a cheque. Interac Direct payment refunds are available to students on campus or those individuals who do not want to wait for a cheque to be processed. Students must provide valid picture identification in order to obtain Interac Direct payment refunds. Refunds for a course drop or complete withdrawal cannot be processed until after the drop or withdrawal has been processed by the Registrar's Office and Student Services (ROSS). Any refunds to international addresses will be processed by bank wire.

will not be released until outstanding accounts have been paid in full. Students with outstanding accounts who present student loan forms at the Cash Office will have their outstanding fees automatically deducted from the loan (see **Section 6.c., p. 138** for details).

10. RECEIPTS

Receipts for payment of fees received by mail are not issued, unless requested. Tuition and Education Amounts Certificate (T2202A) will be made available before the end of the following February. The tax receipts can be viewed and printed by logging on to the Bridge:

www.uleth.ca/bridge

There is a \$5 fee for printing a tax receipt. Students with past due fees will not be issued a tax receipt until the fees for the taxation year in question are paid in full.

9. OUTSTANDING ACCOUNTS

Degree, diploma, and certificate parchments and registration privileges are withheld from students who have outstanding fees or other accounts with the University. Official transcripts

11. FEE DEADLINES

See **page 146**.

How Fees Are Assessed

On or Off Campus	University of Lethbridge			Graduate Students' Association		Students' Union				Other		
	Tuition	Student Administrative Fee	SRS	Operation/UPass/Daycare	CRF, Building and Operations	Centre for Sport and Wellness Contribution	Health/Dental Plan	CKXU	LPIRG	Campus Women's Centre	Centre for Sport and Wellness Contribution	Meliorist
Full-Time On	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Full-Time Off	Yes	Yes	No	No	Yes	No	Yes	No	No	Yes	No	Yes
Part-Time On	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
Part-Time Off	Yes	Yes	No	No	Yes	No	No	No	No	Yes	No	Yes
Exchange Away	Yes	Yes	No	No	Yes	No	No	No	No	No	No	No
Exchange Here On	No	No	Yes	No	No	No	No	No	No	No	No	No
M.A./M.Sc. On	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No	Yes
M.Ed. Placeholder On	Yes	Yes	No	Yes	No	No	No	No	No	No	No	No
M.Ed. Full-Time On	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No	Yes
M.Ed. Part-Time On	Yes	Yes	Yes	Yes	No	No	No	Yes	No	No	No	Yes
M.Ed. Full-Time Off	Yes	Yes	No	Yes	No	No	Yes	No	No	No	No	Yes
M.Ed. Part-Time Off	Yes	Yes	No	Yes	No	No	No	No	No	No	No	Yes
Ph.D. On	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No	Yes
Students aged 65 and over*	No	No	No	Yes	No	No	No	No	No	No	No	No

* Students aged 65 and over (Senior Citizens) do not pay fees except for the Application for Admission fee or Registration fee, if attending as an Open Studies Student. Students aged 65 and over should contact the Registrar's Office and Student Services (ROSS).

**UNIVERSITY OF LETHBRIDGE 2011/12 ACADEMIC YEAR FEE SCHEDULE
GRADUATE PROGRAMS**

EFFECTIVE APRIL 1, 2011

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

Tuition	U of L Fees			Graduate Association Fee ¹	Student Health/Dental Plan ²	Meliorist & CKXU Radio	Total
	Student Administrative Fee	Sport and Recreation Services Fee	Health Centre Fee				

GRADUATE (Canadian Open Studies Students)

One Course (3.0 Credit Hours)	570.00	12.50	59.70	N/A	99.50	N/A	5.50	747.20
Two Courses (6.0 Credit Hours)	1,140.00	25.00	59.70	N/A	99.50	N/A	5.50	1,329.70

GRADUATE (International Open Studies Students)

One Course (3.0 Credit Hours)	1,271.00	12.50	59.70	35.00	99.50	N/A	5.50	1,483.20
Two Courses (6.0 Credit Hours)	2,542.00	25.00	59.70	35.00	99.50	N/A	5.50	2,766.70

M.A./M.Sc./M.Mus./M.F.A. and Ph.D. PROGRAM³ (A Continuation fee is assessed for each subsequent semester after one year in the M.A./M.Sc./M.Mus./M.F.A. Program and after two years in the Ph.D. program.)

Canadian Students	- Summer	1,900.00	41.67	79.60	N/A	29.00	N/A	3.00	2,053.27
	- Fall	1,900.00	41.67	79.60	N/A	106.50	245.00	8.00	2,380.77
	- Spring	1,900.00	41.66	79.60	N/A	110.50	N/A	8.00	2,139.76
International Students	- Summer	4,236.67	41.67	79.60	35.00	29.00	N/A	3.00	4,424.94
	- Fall	4,236.67	41.67	79.60	35.00	106.50	245.00	8.00	4,752.44
	- Spring	4,236.66	41.66	79.60	35.00	110.50	N/A	8.00	4,511.42

M.A./M.Sc./M.Mus./M.F.A., and Ph.D. CONTINUATION FEES (per term)

Canadian Students	- Summer	570.00	12.50	N/A	N/A	29.00	N/A	3.00	614.50
	- Fall	570.00	12.50	79.60	N/A	106.50	245.00	8.00	1,021.60
	- Spring	570.00	12.50	79.60	N/A	110.50	0.00	8.00	780.60
International Students	- Summer	1,271.00	12.50	N/A	35.00	29.00	N/A	3.00	1,350.50
	- Fall	1,271.00	12.50	79.60	35.00	106.50	245.00	8.00	1,757.60
	- Spring	1,271.00	12.50	79.60	35.00	110.50	0.00	8.00	1,516.60

M.A./M.Sc. Part Time Participation Fee Schedule

Canadian Students	- Summer	1,235.00	27.09	59.70	N/A	22.00	N/A	3.00	1,346.79
	- Fall	1,235.00	27.08	59.70	N/A	99.50	N/A	5.50	1,426.78
	- Spring	1,235.00	27.08	59.70	N/A	103.50	N/A	5.50	1,430.78
	- Summer Year 2	1,235.00	27.09	0.00	N/A	22.00	N/A	3.00	1,287.09
	- Fall Year 2	1,235.00	27.08	59.70	N/A	99.50	N/A	5.50	1,426.78
	- Spring Year 2	1,235.00	27.08	59.70	N/A	103.50	N/A	5.50	1,430.78
International Students	- Summer	2,753.83	27.09	59.70	35.00	22.00	N/A	3.00	2,900.62
	- Fall	2,753.83	27.08	59.70	35.00	99.50	N/A	5.50	2,980.61
	- Spring	2,753.83	27.08	59.70	35.00	103.50	N/A	5.50	2,984.61
	- Summer Year 2	2,753.83	27.09	0.00	35.00	22.00	N/A	3.00	2,840.92
	- Fall Year 2	2,753.83	27.08	59.70	35.00	99.50	N/A	5.50	2,980.61
	- Spring Year 2	2,753.85	27.08	59.70	35.00	103.50	N/A	5.50	2,984.63

Notes:

¹ Graduate Students' Association Fee components are:		<u>Full-time</u>	<u>Part-time</u>
	Operations	25.00	18.00
	UPASS	77.50	77.50
	Daycare Contribution	4.00	4.00
	Total Fee	<u>\$ 106.50</u>	<u>\$ 99.50</u>

UPASS fees will increase in Spring 2012 to the cost of a one month City of Lethbridge bus pass plus \$2.50 administration.
Spring 2012 estimated at \$81.50

² The Students' Union Health and Dental Plan costs are dependent on quotes from the external insurance carrier and are subject to change. The Students' Union Health Plan is \$135 for 12 months of coverage. The Dental Plan cost is \$110 for 12 months of coverage. Those students admitted in the Spring semester are assessed \$90 for the Health Plan and \$73 for the Dental Plan, both for eight months coverage. Contact the Students' Union office for information on opt-out procedures or refer to the "General Services" section in the Calendar for more information.

A non-refundable Confirmation of Admission deposit of \$100.00 must be paid to the Cash Office for newly admitted and readmitted graduate students. No arrangements whatsoever will be made for this deposit nor will student loan forms be accepted in lieu of the required deposit.

Past due accounts are charged simple interest set at the Bank prime lending rate plus 5% per annum. Interest is calculated and added to the balance owing at the end of the first working day each month.

Proposed increases in the Graduate instructional fees:

	Current Rate	Proposed 2012/13	Proposed 2012/13
Tuition Fee	\$570	\$576	\$581

Students aged 65 and over (Senior Citizens) do not pay fees. Students aged 65 and over should contact the Registrar's Office and Student Services (ROSS).

Source: Financial Services, December 2010

**UNIVERSITY OF LETHBRIDGE 2011/2012 ACADEMIC YEAR FEE SCHEDULE
MASTER OF EDUCATION AND MASTER OF COUNSELLING GRADUATE PROGRAMS**

EFFECTIVE APRIL 1, 2011

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

Program Fees		
MASTER OF EDUCATION		
FOR ALL STUDENTS IN PROGRAM PRIOR TO MARCH 31, 2009		
Canadian Students	Tuition	
Part-time Term Fees ¹	1,096.00	
Full-time Term Fees ²	1,644.00	
Continuation Fees ³	548.00	
FOR ALL STUDENTS COMMENCING PROGRAM AFTER APRIL 1, 2009		
	Tuition ⁴	Program Fee ⁵
Canadian Students	570.00	336.00
MASTER OF COUNSELLING		
	Tuition ⁴	Program Fee ⁵
Canadian Students	1,150.00	525.00

Graduate Certificate Fees		
MASTER OF EDUCATION		
Grad Certificate in Education	Tuition ⁴	Program Fee ⁵
Canadian Students	570.00	336.00
Post-Masters Certificate in Education		
Canadian Students	570.00	336.00
MASTER OF COUNSELLING		
Post-Grad Certificate in Counselling	Tuition ⁴	Program Fee ⁶
Canadian Students	1,150.00	525.00
Post-Masters Certificate in Counselling		
Canadian Students	1,150.00	525.00
Open Studies Fees		
	Tuition ⁴	Program Fee
Master of Education Course	570.00	N/A
Master of Counselling Course	1,150.00	N/A

Approximate Annual Tuition & Program Fees for Masters Programs based on standard program plan. (not including other fees)	
Master of Education	3,277.00
Master of Counselling	6,175.00
Approximate Total Tuition & Program Fees for Masters Programs based on standard program plan. (not including other fees, or annual projected increases)	
Master of Education	9,831.00
Master of Counselling	18,525.00
Graduate Certificate in Education	5,436.00
Post-Masters Certificate in Education	3,624.00
Post-Graduate Certificate in Counselling	9,525.00
Post-Masters Certificate in Counselling	6,175.00

Other U of L Fees ⁷		
Student Administrative Fee	12.50	per course/placeholder
Sport and Recreation Service Fee ⁸		
Part-time students	59.70	per semester
Full-time students	79.60	per semester
Health Centre Fee		
Canadian Students	N/A	
International Students	35.00	per semester
Other Fees		
Graduate Student Association Fees ^{9,10}		
Part-time students	99.50	per semester
Full-time students	106.50	per semester
Student Health/Dental Plan ¹¹		
Part-time students	N/A	
Full-time students	245.00	per year
Meliorist & CKXU Radio		
Part-time students	5.50	per semester
Full-time students	8.00	per semester

Notes:

⁷ The amounts charged for 'Other U of L Fees' for Summer Session may differ from the amounts noted above which are charged for the Spring / Fall Semesters.

⁸ Applies to students taking courses on campus

⁹ Graduate Students' Association Fee components are:

	Full-time	Part-time
Operations	25.00	18.00
Daycare contribution	4.00	4.00
UPASS (Fall 2011)	77.50	77.50
Total Fee	\$ 106.50	\$ 99.50

¹⁰ UPASS fees will increase in Spring 2012 to the cost of a one month City of Lethbridge bus pass plus \$2.50 administration (est. \$81.50).

¹¹ The Students' Union Health and Dental Plan costs are dependent on quotes from the external insurance carrier and are subject to change. The Students' Union Health Plan is \$135 for 12 months of coverage. The Dental Plan cost is \$110 for 12 months of coverage. Those students admitted in the Spring semester are assessed \$90 for the Health Plan and \$73 for the Dental Plan, both for eight months coverage. Contact the Students' Union office for information on opt-out procedures or refer to the "General Services" section in the Calendar for more information.

Part-time is defined as taking <3 courses/semester
Full-time is defined as taking 3 or more courses/semester

Audit Fees per M.Ed. course:	Canadian Students	285.00
	International Student	635.50

Notes:

¹ Part-time Term Fees are assessed for 9 terms over three years. A 'term fee' means all or part of one of the following periods: September-December, January-April, or May-August.

² Full-time Term Fees are assessed for 6 terms over two years. A 'term fee' means all or part of one of the following periods: September-December, January-April, or May-August.

³ Assessed each semester students remain in the program after their 9th semester (part-time) or 6th semester (full-time).
For M.Ed. Leadership Specialization assessed each semester students remain in the program after their 9th semester (part-time) or 7th semester (full-time).

⁴ Students pay a per course tuition for each course enrolled in.

⁵ Students pay a Program Fee for each semester they are in the program (minimum 9). The program fee is in addition to the per course tuition fee. Program fees are charged regardless of whether a student is enrolled in a course or not. Students will continue to pay program fees for each semester until they either complete or withdraw from the program.

⁶ Graduate Certificate students pay a Program Fee for each semester they are in the program (minimum 5 for the Post-Graduate and 3 for the Post-Masters). The program fee is in addition to the per course tuition fee. Program Fees are charged regardless of whether a student is enrolled in a course or not. Students will continue to pay program fees for each semester until they either complete or withdraw from the program.

M.Ed. students who are taking University of Lethbridge courses off campus are alerted to the fact that they will be charged an Off-Campus Instructional Delivery Fee for each off-campus course.

Education 5707 has an additional Assessment Materials Fee of \$50.00 charged.

International students in the M.Ed and Master of Counselling Programs are assessed tuition fees at a rate of an additional 125% that of Canadian students. Refer to School of Graduate Studies Calendar for more information.

A non-refundable Confirmation of Admission deposit of \$100.00 for MEd students and \$100.00 for Master of Counselling must be paid to the Cash Office for newly admitted and readmitted graduate students. No arrangements whatsoever will be made for this deposit nor will student loan forms be accepted in lieu of the required deposit.

Past due accounts are charged simple interest set at the Bank prime lending rate plus 5% per annum. Interest is calculated and added to the balance owing at the end of the first working day each month.

Proposed Program & Tuition Fee increases for the M. Ed. program:

	Current Rate	Proposed 2012/13	Proposed 2013/14
Program Fee	\$336	\$339	\$342
Tuition Fee	\$570	\$576	\$582

Proposed Program & Tuition Fee increases for the M.C. program:

	Current Rate	Proposed 2012/13	Proposed 2013/14
Program Fee	\$525	\$525	\$525
Tuition Fee	\$1,150	\$1,150	\$1,150

Students aged 65 and over (Senior Citizens) do not pay fees. Students aged 65 and over should contact the Registrar's Office and Student Services (ROSS).

Source: Financial Services, December 2010.

FEES

UNIVERSITY OF LETHBRIDGE 2011/12 ACADEMIC YEAR FEE SCHEDULE GRADUATE PROGRAMS

EFFECTIVE APRIL 1, 2011

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

	U of L Fees				Graduate Association Fee ¹	Student Health/Dental Plan ²	Meliorist & CKXU Radio	Total
	Tuition	Student Administrative Fee	Sport and Recreation Services Fee	Health Centre Fee				

M.Sc. (MANAGEMENT) PROGRAM (A Continuation Fee is assessed for each subsequent semester after the first three semesters of study.)

Canadian Students	- Summer	3,200.00	41.67	79.60	N/A	29.00	N/A	6.32	3,356.59
	- Fall	3,200.00	41.67	79.60	N/A	106.50	245.00	6.34	3,679.11
	- Spring	3,200.00	41.66	79.60	N/A	110.50	N/A	6.34	3,438.10
International Students	- Summer	6,400.00	41.67	79.60	35.00	29.00	N/A	6.32	6,591.59
	- Fall	6,400.00	41.67	79.60	35.00	106.50	245.00	6.34	6,914.11
	- Spring	6,400.00	41.66	79.60	35.00	110.50	N/A	6.34	6,673.10

M.Sc. (MANAGEMENT) CONTINUATION FEES (per term)

Canadian Students	- Summer	570.00	12.50	N/A	N/A	29.00	N/A	3.00	614.50
	- Fall	570.00	12.50	79.60	N/A	106.50	245.00	8.00	1,021.60
	- Spring	570.00	12.50	79.60	N/A	110.50	0.00	8.00	780.60
International Students	- Summer	1,271.00	12.50	N/A	35.00	29.00	N/A	3.00	1,350.50
	- Fall	1,271.00	12.50	79.60	35.00	106.50	245.00	8.00	1,757.60
	- Spring	1,271.00	12.50	79.60	35.00	110.50	0.00	8.00	1,516.60

M.Sc. (MANAGEMENT) PROGRAM - PART TIME Participation (A Continuation Fee is assessed for each subsequent semester after the first six semesters of study.)

Canadian Students	- Summer	1,600.00	20.84	59.70	N/A	22.00	N/A	4.66	1,707.20
	- Fall	1,600.00	20.83	59.70	N/A	99.50	N/A	4.67	1,784.70
	- Spring	1,600.00	20.83	59.70	N/A	103.50	N/A	4.67	1,788.70
International Students	- Summer	3,200.00	20.84	59.70	35.00	22.00	N/A	4.66	3,342.20
	- Fall	3,200.00	20.83	59.70	35.00	99.50	N/A	4.67	3,419.70
	- Spring	3,200.00	20.83	59.70	35.00	103.50	N/A	4.67	3,423.70

M.Sc. (MANAGEMENT) - PART TIME Participation CONTINUATION FEES (per term)

Canadian Students	- Summer	285.00	6.25	N/A	N/A	22.00	N/A	3.00	316.25
	- Fall	285.00	6.25	59.70	N/A	99.50	N/A	5.50	455.95
	- Spring	285.00	6.25	59.70	N/A	103.50	N/A	5.50	459.95
International Students	- Summer	635.50	6.25	N/A	35.00	22.00	N/A	3.00	701.75
	- Fall	635.50	6.25	59.70	35.00	99.50	N/A	5.50	841.45
	- Spring	635.50	6.25	59.70	35.00	103.50	N/A	5.50	845.45

Notes:

¹ Graduate Students' Association Fee components are: <ul style="list-style-type: none"> Operations UPASS Daycare Contribution Total Fee 	Full-time	Part-time
	25.00	18.00
	77.50	77.50
	\$ 106.50	\$ 99.50

UPASS fees will increase in Spring 2012 to the cost of a one month City of Lethbridge bus pass plus \$2.50 administration.
Spring 2012 estimated at \$81.50

² The Students' Union Health and Dental Plan costs are dependent on quotes from the external insurance carrier and are subject to change. The Students' Union Health Plan is \$135 for 12 months of coverage. The Dental Plan cost is \$110 for 12 months of coverage. Those students admitted in the Spring semester are assessed \$90 for the Health Plan and \$73 for the Dental Plan, both for eight months coverage. Contact the Students' Union office for information on opt-out procedures or refer to the "General Services" section in the Calendar for more information.

A **non-refundable Confirmation of Admission** deposit of \$100.00 must be paid to the Cash Office for newly admitted and readmitted graduate students. No arrangements whatsoever will be made for this deposit nor will student loan forms be accepted in lieu of the required deposit.

Past due accounts are charged simple interest set at the Bank prime lending rate plus 5% per annum. Interest is calculated and added to the balance owing at the end of the first working day each month.

Students aged 65 and over (Senior Citizens) do not pay fees. Students aged 65 and over should contact the Registrar's Office and Student Services (ROSS).

Source: Financial Services, December 2010

**UNIVERSITY OF LETHBRIDGE FEE SCHEDULE
GRADUATE PROGRAMS
SUMMER SESSION 2011**

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

Tuition	Student Administrative Fee	Total ¹	Total ¹	Total ¹
		Enrolled in 1 Session	Enrolled in 2 Sessions	Enrolled in 3 Sessions

GRADUATE (Canadian Students)

One-Half Course (1.5 Cr. Hrs.)	285.00	6.25	304.75	N/A	N/A
One Course (3.0 Credit Hrs.)	570.00	12.50	596.00	N/A	N/A
Two Courses (6.0 Credit Hrs.)	1,140.00	25.00	1,178.50	1,188.00	N/A
Three Courses (9.0 Credit Hrs.)	1,710.00	37.50	1,761.00	1,770.50	1,779.50
Four Courses (12.0 Credit Hrs.)	2,280.00	50.00	2,343.50	2,353.00	2,362.00
Five Courses (15.0 Credit Hrs.)	2,850.00	62.50	2,926.00	2,935.50	2,944.50

GRADUATE (International Students)

One-Half Course (1.5 Cr. Hrs.)	635.50	6.25	690.25	N/A	N/A
One Course (3.0 Credit Hrs.)	1,271.00	12.50	1,332.00	N/A	N/A
Two Courses (6.0 Credit Hrs.)	2,542.00	25.00	2,615.50	2,625.00	N/A
Three Courses (9.0 Credit Hrs.)	3,813.00	37.50	3,899.00	3,908.50	3,917.50
Four Courses (12.0 Credit Hrs.)	5,084.00	50.00	5,182.50	5,192.00	5,201.00
Five Courses (15.0 Credit Hrs.)	6,355.00	62.50	6,466.00	6,475.50	6,484.50

AUDIT FEES PER COURSE

Canadian Students	285.00				285.00
International Students	635.50				635.50

Notes:

¹ Graduate totals for Summer Session include Graduate Students' Association Operation fee of \$8.50 per session to a maximum of \$25.00, CKXU fee of \$1.00 per session, and Daycare contribution of \$4.00 maximum. The Students' Union Health and Dental Plan is not assessed for the Summer Sessions.

Students aged 65 and over (Senior Citizens) do not pay fees.

Students aged 65 and over should contact the Registrar's Office and Student Services (ROSS).

Source: Financial Services, December 2010. This schedule is in effect for Summer 2011 only.

II. FEE DEADLINES

**2011
May**

- 1 First day of the 2011/2012 academic year.
- 2 Interest charges calculated on any Spring 2011 or prior fees, and added to accounts at the close of the business day.
- 12 Fee deadline date for Summer Session I.
- 23 Statutory Holiday - Cash Office closed.

MAY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2011
June**

- 1 Interest charges calculated on any Summer Session I or prior fees, and added to accounts at the close of the business day.

JUNE 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**2011
July**

- 1 Statutory Holiday - Cash Office closed.
- 4 Interest charges calculated on any Summer Session I or prior fees, and added to accounts at the close of the business day.
- 7 Fee deadline date for Summer Session II and II/III.
- 29 Fee deadline date for Summer Session III.

JULY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**2011
August**

- 1 Civic Holiday - Cash Office closed.
- 2 Interest charges calculated on any Summer Session II or prior fees, and added to accounts at the close of the business day.
- 15 Deadline to clear all outstanding accounts in order to be permitted to graduate at Fall Convocation (see **Section 2. Outstanding Accounts in Graduationp. 167**).

AUGUST 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**2011
September**

- 1 Interest charges calculated on any Summer 2011 or prior fees, and added to accounts at the close of the business day.
- 5 Statutory Holiday - Cash Office closed.
- 23 Students' Union Health and Dental Plan opt-out deadline for students admitted in the Fall 2011 semester.

SEPTEMBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**2011
October**

- 1 Fee deadline date for Fall 2011 semester.
- 3 Interest charges calculated on any Fall 2011 or prior fees, and added to accounts at the close of the business day.
Automatic withdrawal of newly admitted or readmitted students who have paid only the Confirmation of Admission deposit.
Automatic withdrawal of continuing students who have not made any payments towards the Fall 2011 tuition fees.
- 10 Statutory Holiday - Cash Office closed.

OCTOBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

When a deadline occurs on a weekend or a Statutory or Civic Holiday, the deadline will be the next working day.

**2011
November**

- I Interest charges calculated on any Fall 2011 or prior fees, and added to accounts at the close of the business day.
- 11 Statutory Holiday - Cash Office closed.

NOVEMBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**2011
December**

- I Interest charges calculated on any Fall 2011 or prior fees, and added to accounts at the close of the business day.
- Deadline to clear all outstanding accounts in support of an Application for Graduation for students completing program requirements in the Fall semester who wish to have this recorded on their transcript.
- 25-31 Christmas Holidays - Cash Office closed.

DECEMBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**2012
January**

- 2 Statutory Holiday - Cash Office closed.
- 3 Interest charges calculated on any Fall 2011 or prior fees, and added to accounts at the close of the business day.
- 20 Students' Union Health and Dental Plan opt-out deadline for students admitted in the Spring 2012 semester.

JANUARY 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2012
February**

- I Fee deadline date for Spring 2012 semester.
- Interest charges calculated on any Spring 2012 or prior fees, and added to accounts at the close of the business day.
- Automatic withdrawal of newly admitted or readmitted students who have paid only the Confirmation of Admission deposit.
- Automatic withdrawal of continuing students who have not made any payments towards the Spring 2012 tuition fees.
- 20 Statutory Holiday - Cash Office closed.

FEBRUARY 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

**2012
March**

- I Interest charges calculated on any Spring 2012 or prior fees, and added to accounts at the close of the business day.

MARCH 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**2012
April**

- I Deadline to clear all outstanding accounts in order to be permitted to graduate at Spring Convocation (see **Section 2. Outstanding Accounts in Graduationp. 167**).
- 2 Interest charges calculated on any Spring 2012 or prior fees, and added to accounts at the close of the business day.
- 6 Statutory Holiday - Cash Office closed.
- 9 Statutory Holiday - Cash Office closed.

APRIL 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

When a deadline occurs on a weekend or a Statutory or Civic Holiday, the deadline will be the next working day.

ACADEMIC REGULATIONS, POLICIES, AND PROGRAM REQUIREMENTS

<p>1. ADVICE AND INFORMATION 150</p> <p>2. STUDENT COMPUTER LITERACY 150</p> <p>3. ACADEMIC REGULATIONS 150</p> <p style="padding-left: 20px;">a. Grading..... 150</p> <p style="padding-left: 20px;">b. Repeat of a Course 152</p> <p style="padding-left: 20px;">c. Exceeding Course Limits 153</p> <p style="padding-left: 20px;">d. Waiver of Prerequisite/Corequisite..... 153</p> <p style="padding-left: 20px;">e. Academic Standards 153</p> <p style="padding-left: 20px;">f. Honours Thesis Designation 154</p> <p style="padding-left: 20px;">g. Residence Requirements and Time Limits.. 154</p> <p>4. GRADE APPEAL POLICY 155</p> <p style="padding-left: 20px;">a. Definition 155</p> <p style="padding-left: 20px;">b. Faculty and School Appeals 155</p> <p style="padding-left: 20px;">c. Appeals to General Faculties Council (GFC) 155</p> <p style="padding-left: 20px;">d. Committee Procedure 155</p> <p>5. STUDENT DISCIPLINE POLICY - ACADEMIC OFFENCES 157</p> <p style="padding-left: 20px;">a. Introduction..... 157</p> <p style="padding-left: 20px;">b. Plagiarism..... 157</p> <p style="padding-left: 20px;">c. Cheating..... 157</p> <p style="padding-left: 20px;">d. Duplication..... 157</p> <p style="padding-left: 20px;">e. Confidential Materials..... 157</p> <p style="padding-left: 20px;">f. Misrepresentation 157</p> <p style="padding-left: 20px;">g. Other Offences 157</p> <p style="padding-left: 20px;">h. Discipline Procedures 157</p> <p style="padding-left: 20px;">i. Procedures and Penalties 157</p> <p style="padding-left: 20px;">j. Appeals of an Instructor’s Decision 158</p> <p style="padding-left: 20px;">k. Severe Penalties - Suspension and Expulsion 158</p> <p style="padding-left: 20px;">l. Suspension/Expulsion 158</p> <p style="padding-left: 20px;">m. Discipline Committee..... 158</p> <p>6. STUDENT DISCIPLINE POLICY - NON-ACADEMIC OFFENCES 159</p> <p>NOTE: Urgent Situations 159</p> <p style="padding-left: 20px;">a. Introduction..... 159</p> <p style="padding-left: 20px;">b. Disruption 159</p> <p style="padding-left: 20px;">c. Abuse, Harassment, and Dangerous Activity 159</p> <p style="padding-left: 20px;">d. Misuse or Misappropriation of University Property, Equipment, Facilities or Services . 160</p> <p style="padding-left: 20px;">e. Misrepresentation and Falsified Documents..... 160</p> <p style="padding-left: 20px;">f. Other Offences 160</p> <p style="padding-left: 20px;">g. Initiation of Procedures 160</p>	<p style="padding-left: 20px;">h. Procedures: Non-Academic Offences in Instructional Space, Research Facilities, or Library 160</p> <p style="padding-left: 20px;">i. Procedures: Non-Academic Offences Outside Instructional Space, Research Facilities, or Library 161</p> <p style="padding-left: 20px;">j. Suspension/Expulsion 161</p> <p style="padding-left: 20px;">k. Referral to Civil Authorities..... 162</p> <p style="padding-left: 20px;">l. Personal Security Policy 162</p> <p style="padding-left: 20px;">m. Other Policies 162</p> <p>7. CAVEAT - AUTHORITY TO RESCIND REGISTRATION PRIVILEGES/PROHIBIT ACCESS TO UNIVERSITY PROPERTY 162</p> <p>8. APPEAL OF APPLICATION OF POLICY OTHER THAN GRADE OR STUDENT DISCIPLINE 163</p> <p>9. EXAMINATION POLICY AND PROCEDURES . 163</p> <p style="padding-left: 20px;">a. Definitions 163</p> <p style="padding-left: 20px;">b. Course Outline: Grading System, Weights and Dates, Missed Examinations 163</p> <p style="padding-left: 20px;">c. Examinations During the Last Two Weeks of the Fall and Spring Semesters 163</p> <p style="padding-left: 20px;">d. Take-Home Examinations: Distribution, Deadlines 163</p> <p style="padding-left: 20px;">e. Independent Study: Deadline..... 164</p> <p style="padding-left: 20px;">f. Web Grade Entry 164</p> <p style="padding-left: 20px;">g. Grade Designation of ‘I’ 164</p> <p style="padding-left: 20px;">h. Availability of Instructors 164</p> <p style="padding-left: 20px;">i. Final Examination Schedules 164</p> <p style="padding-left: 20px;">j. Requests for Rescheduled Final Examinations 164</p> <p style="padding-left: 20px;">k. Examination Security and Invigilation..... 164</p> <p style="padding-left: 20px;">l. Graded Work: Ownership, Confidentiality, Handling, Posting Grades 164</p> <p style="padding-left: 20px;">m. Cheating..... 165</p> <p style="padding-left: 20px;">n. Emergencies: Examinations, Final Examinations 165</p> <p style="padding-left: 20px;">o. Students with Special Needs 165</p> <p>10. OTHER POLICIES 165</p> <p style="padding-left: 20px;">a. Taping of Lectures 165</p> <p style="padding-left: 20px;">b. Personal Security Policy 165</p> <p style="padding-left: 20px;">c. Inclusive Language Policy 165</p> <p style="padding-left: 20px;">d. Confidentiality of Student Records Policy... 166</p> <p style="padding-left: 20px;">e. External Users of University Facilities..... 166</p>
--	--

1. ADVICE AND INFORMATION

A student may obtain further information about academic regulations from the Faculty/School in which that student is registered. **It is the responsibility of each student to be familiar with the academic regulations.**

2. STUDENT COMPUTER LITERACY

Effective May 1, 1995, instruction at the University of Lethbridge is designed and scheduled around the assumption that every student has ready access to a computer and printer. The University provides access to computers for scheduled instruction and negotiates site licenses for software to minimize costs and facilitate the delivery of support services, but it cannot provide unlimited access for individual study and for the preparation of assignments and essays. Computer literacy is an essential skill for most professionals and buying a computer, although expensive, is a wise investment for a student undertaking university studies.

The University, with the assistance of the Department of Information Technology, has developed guidelines to assist students considering the purchase of a computer. As technology changes very quickly and advice is subject to immediate change, students are encouraged to consult the University's website (www.uleth.ca/notice) and to contact the IT Solutions Centre in the Department of Information Technology (E610; phone: 403-329-2490). For a complete list of Information Technology services at the University of Lethbridge, see **Section 16. Information Technology in General Services on p. 186** for up-to-date information on equipment and available computer service and assistance to students on campus.

3. ACADEMIC REGULATIONS

All students are bound by the academic regulations contained in the most current Calendar, regardless of the Calendar they are following for program requirements.

a. Grading

An instructor bears full responsibility for evaluating the academic performance of students.

An instructor must indicate at the beginning of each course, in writing, the detailed manner by which work will be evaluated and the final grades derived and, **upon request**, communicate to students an estimation of their levels of performance by the end of the eighth week of the semester. An instructor may prescribe a variety of forms of evaluation, such as recitations and papers, mid-term examinations and a final examination.

Each Faculty/School has an examination policy which will be explained by the instructor and is available at the Faculty/School Office and in the Registrar's Office and Student Services (ROSS) (SU140).

Final grades are determined in accordance with the grading system described in this Calendar. All grades for courses and Independent Studies are submitted to the Office of the Dean of the Faculty/School offering a course by the date set at the end of each session. Except when a Course Incomplete has been approved by both the instructor and the Dean, there is no provision for the late submission, revision or evaluation of students' work or the late submission of grades.

1. Grading System

Effective May 1, 2002, the University of Lethbridge and other Alberta universities adopted a common 4-

point grading system. The common grading system closely resembles the grading system that became effective on September 1, 1988, when pluses and minuses were introduced into the original University of Lethbridge grading system. All three University of Lethbridge systems are described in the table on **page 151**.

Under all three systems, the overall academic performance of a student is expressed as a Grade Point Average (GPA). For students whose grades are recorded under two or three systems, the grade point average is determined in the same way. No attempt will be made at differential weighting of the three systems.

The grade point average achieved by a student is determined by multiplying the grade points assigned to each grade by the weighting factor for the course. The total of all course grade points thus calculated is then divided by the total of the weighting factors for all courses.

Example:

	Grade	Grade Points	Weighting Factor	Total Grade Points
Sociology 1000	A	= 4	x 3.00	= 12.00
English 1900	B	= 3	x 3.00	= 9.00
Mathematics 1560	C	= 2	x 3.00	= 6.00
Physical Activity 2155	A	= 4	x 1.50	= 6.00
Physics 1000	D	= 1	x <u>3.00</u>	= <u>3.00</u>
				13.50
				36.00

The total Grade Points divided by the total Weighting Factor = the Grade Point Average (GPA).

$$\frac{36.00}{13.50} = 2.67 \text{ (GPA)}$$

Non-Grade Designations (no grade points assigned):

AI	-	Administrative Incomplete
AU	-	Audit
I	-	Incomplete
Cr	-	Credit
NC	-	Non-Credit
P	-	Pass
W	-	Withdrawal
WC	-	Withdrawal with Cause
X	-	Continuing
X	-	Permanent

2. Grade Point Average in the University of Lethbridge Record

The current grade point average is printed on the official transcript. The current GPA is calculated on all graded courses completed in a given term. The cumulative GPA is the average of all graded courses completed at the University of Lethbridge at a given level (undergraduate or graduate). The cumulative GPA is calculated but does not appear on the official transcript.

Other types of GPA calculations:

Administrative units at the University may calculate a variety of averages in order to determine eligibility for scholarships and awards, academic standing, admission, graduation, etc. When making their calculations, units may include grades for courses transferred from another institution and grades hidden by the Credit/Non-Credit designation. In addition, they may choose to exclude certain grades

on both University of Lethbridge and transfer courses from the GPA calculations.

UNIVERSITY OF LETHBRIDGE GRADING SYSTEMS

Grading System effective May 1, 2002		Grade Points	Grading System prior to May 1, 2002		Grade Points	Grading System prior to Sept. 1, 1988		Grade Points
A+		4.0	A+		4.0	A	Excellent	4
A	Excellent	4.0	A	Excellent	4.0			
A-		3.7	A-		3.7	B	Superior	3
B+		3.3	B+		3.3			
B	Good	3.0	B	Good	3.0			
B-		2.7	B-		2.7			
C+		2.3	C+		2.3	C	Satisfactory	2
C	Satisfactory	2.0	C	Satisfactory	2.0			
C-		1.7	C-		1.7			
D+	Poor	1.3	D+		1.3	D	Poor	1
D	Minimal Pass	1.0	D	Poor	1.0			
			D-		0.7			
F	Failure	0	F	Failing	0	F	Failing	0

Note: WF Withdrawal Fail effective May 1, 1992 to April 30, 2010

Additional GPA calculations include Academic Standing GPA, Admission GPA, Awards GPA, Faculty GPA, Major GPA, Prerequisite GPA, Program GPA and Residence GPA. Note that these calculations are defined by the unit which uses the GPA.

There are certain courses which are not included in the calculation of the current or cumulative GPA. These include courses transferred from another institution; the first attempt for a repeated course; and courses in which there are non-grade designations such as Credit/Non-Credit.

In the case of courses designated as Pass/Fail, a 'P' or 'Pass' is not included in the calculation of the current or cumulative GPA, but an 'F' or 'Fail' is included in the GPA calculation.

AI - Administrative Incomplete

The designation of 'AI' is recorded at the time all grades are released for a given term by the Registrar, if the grade assigned by the instructor of a completed course has not been received by the deadline. The 'AI' is replaced by the letter grade as soon as it is received. The 'AI' designation is temporary, must be replaced by a grade as soon as possible and may not be used in lieu of an Incomplete designation.

AU - Audit

The non-grade AU designation is awarded in the case where a student has been granted permission by an instructor to audit a course. The course appears on the transcript as 'AU' (see Section 3.e. **Audit Student in Registration p. 132**).

I - Incomplete

The designation of 'I' is awarded only in case of illness or other extenuating circumstances beyond the control of the student, which make it impossible to complete the required work by the close of a

semester. The 'I' designation is awarded only on application to and approval of both the instructor and the appropriate Dean and such application is not entertained until the last two weeks of classes. When the 'I' is approved, an appropriate deadline is determined for completion of outstanding work. A student who does not complete outstanding work by the assigned deadline will normally receive an 'F' in the course.

The 'I' designation may be converted by the instructor to a letter designation within a maximum of one year; if not so converted, it becomes an 'F' except where circumstances continue to prevent the completion of the course, in which case the 'I' designation remains on the transcript.

An 'I' designation assigned in an Education Field Experience course has a different interpretation. Details are available from the Assistant Dean, Student Program Services, Faculty of Education.

W - Withdrawal

A designation of 'W' may be recorded at any time after the Add/Drop period, up to last day of classes. The 'W' designation shall be awarded only upon formal application by the student or his/her agent to the Registrar in **writing**. Students are responsible for ensuring that the Registrar's Office and Student Services (ROSS) receives the request for withdrawal by the relevant deadline. If a student chooses to mail his or her request for withdrawal, then the Registrar's Office and Student Services (ROSS) recommends that the student use Registered Mail to guarantee delivery.

WC - Withdrawal with Cause

The designation 'WC' is recorded only in case of serious illness or other extenuating circumstances beyond the control of the student, which make continuation in a course impossible and where an

'Incomplete' designation is not in order. For admitted students, the 'WC' is recorded only on application to the Faculty/School Advising Office. For Open Studies Students, the 'WC' is recorded upon application to the Associate Registrar.

Prior to readmission, students who are granted a complete "Withdrawal with Cause" may be requested to provide evidence that the conditions which led to the complete withdrawal (WC) have been identified and addressed. Coordination among units, including Academic Advising, Counselling Services, and Admissions must take place.

X - Continuing

Used only for courses which may extend beyond one semester. Eligible courses are designated by the Faculty or School offering the course. Signifies that a grade will be awarded at the conclusion of the course and will replace the 'X' on the student's transcript.

X - Permanent

Used for placeholder courses to indicate that the student is active in the program but is not taking courses in a given term or is taking credit courses at another institution, under the appropriate authorization.

Also used in an Undergraduate Thesis Course (4995) when a student elects to complete the course over two semesters. This grade designation is assigned to the first semester.

Cr/NC - Credit/Non-Credit

A student may elect to designate some courses as Credit/Non-Credit. This alternative is designed to encourage students to expand their academic interests by taking courses outside their field of major interest. Credit/Non-Credit is not available to Open Studies Students.

For completion of course requirements with a grade of 'C' or higher, the grade earned appears on the transcript automatically. If a grade between 'C-' and 'D' (inclusive) is earned, a 'Cr' appears on the transcript. If a grade of 'F' is earned, an 'NC' appears on the transcript.

Students may designate courses as Credit/Non-Credit according to the following limits:

All single and combined degrees programs:	
• No transfer credit	4
• 1.5 - 30.0 transfer credit hour equivalents	4
• 31.5 - 60.0 transfer credit hour equivalents	3
All post-diploma programs, with or without transfer credit	2
All post-diploma combined degrees programs, with or without transfer credit	3
All certificate programs, with or without transfer credit	1
All second degree programs, with or without transfer credit	2

A student is further limited in the number of Credit/Non-Credit designations made per term. In the Fall and Spring Semesters, a student may elect Credit/Non-Credit in a maximum of two courses. In Summer Session, a student may elect Credit/Non-Credit in a maximum of one course per session. Once a course is designated Credit/Non-Credit, it

counts toward the maximum, irrespective of the outcome.

The Credit/Non-Credit alternative may not be elected in courses constituting the student's major, specialization or minor, required courses in Education and specifically-required, pre-Management courses. Education students may elect a maximum of three Education courses as Credit/Non-Credit. For the purpose of this regulation, Management courses are regarded as the major for the B.Mgt. degree, Nursing courses are regarded as the major for the B.N. degree, Public Health and Health Sciences courses are regarded as the major for the B.H.Sc. (Public Health major) program, and Health Sciences courses are regarded as the major for the B.H.Sc. (Addictions Counselling major) program.

No courses carrying a 'Credit' designation may be used to meet requirements where the Credit/Non-Credit designation is specifically prohibited in the Calendar. Faculties/Schools may allow substitutions for designated courses at their discretion, but must consider the records of such students as deficient.

Note: *Credit (Cr) designations are often counted by other institutions as equivalent to 'D' grades. Non-Credit (NC) designations are often counted by other institutions as equivalent to 'F' grades. Students in pre-professional and other transfer programs, and students planning to apply to graduate or professional schools, should consider this carefully before electing this option.*

A student may not use a Credit/Non-Credit designation to replace a grade earned previously.

P - Pass/Fail Courses

Certain courses are specified as Pass/Fail in the course descriptions. For such courses, students are awarded either the designation 'P' or the grade 'F'.

The designation 'P' indicates satisfactory completion of the objectives of a Pass/Fail course. When a student is awarded the designation 'P', the course is not included in computation of the grade point average; when the student is awarded 'F', the course is included in computation of the grade point average.

Note: *Students in pre-professional transfer programs are advised that some institutions do not recognize courses for which grades are not assigned. The designation 'P' is not considered to be a grade.*

b. Repeat of a Course

At the University of Lethbridge, a student may repeat a course previously taken.

A grade may be improved by completing either the course or its equivalent.

- Students wanting to improve their grade in an Independent Study, Series, or Topics course must repeat the section with the identical title.
- Courses that are equivalent are denoted with an 'Equivalent' course element in the course description and include courses that have been renamed or renumbered, and topics or series courses that have been regularized.

If a student repeats a course, the grade for each attempt is recorded on the transcript, but only the grade and

credit hours for the most recent attempt are computed in the GPA.

Students may not have grades and credit hours for more than one attempt calculated in the GPA. Students who have repeated a course must submit a *Repeated Course Form* (available at the Registrar's Office and Student Services [ROSS]).

A student may not use a Credit/Non-Credit designation to replace a previously earned grade.

c. Exceeding Course Limits

In the case where a student exceeds any legislated course limit(s), the credit hours required in the student's program will be increased by the number of credit hours completed in excess of the limit(s). Examples of such legislated course limits include the maximum number of Activity, Independent Study, or Introductory courses allowed in a program.

1. Substantially Similar Course Limits

Substantially similar courses contain a high percentage of similar course content and are denoted with a 'Substantially Similar' course element in the course description. Students who complete two substantially similar courses will receive credit for both courses. However, the required credit hours in the student's program will be increased by the number of credit hours of the substantially similar course. For example, if a student in a 40-course program (120.0 credit hours) takes two 3.0 credit hour-courses that are substantially similar, that student must complete 123.0 credit hours.

2. Limitation on the Impact of a Single Course

If a single course causes the student to exceed more than one limit, the student's program will be increased by one course (3.0 credit hours) only. For example, a student who completes Computer Science 1000 and Management 2060 (which are substantially similar) would have his/her program increased by one course (3.0 credit hours). If completion of Computer Science 1000 also causes the 10 introductory course limit to be exceeded by one course (3.0 credit hours), the program would not be increased further.

d. Waiver of Prerequisite/Corequisite

Students may possess some educational experience that provides much of the background usually acquired in a prerequisite or corequisite to a particular course. In such cases, the student may seek the permission of the Faculty/School to waive the prerequisite(s) and/or corequisite(s) for that course.

Application for a prerequisite/corequisite waiver must be made through the Department offering the course. Once written permission is received from the Faculty/School, a student may register in a course without having completed the prerequisite(s) and/or corequisite(s). Students do not receive credit for the waived prerequisite(s) or corequisite(s).

If a prerequisite or corequisite course is specifically required in a program or major, it must be registered and completed at some point unless a substitution has been approved by the Dean. In the case of courses required for

the major, substitutions must be recommended to the Dean by the Department/Academic unit.

e. Academic Standards

1. Student in Good Standing

To be in good standing, a student must maintain the following minimum cumulative grade point average:

Number of completed courses (includes transfer courses)	GPA (UofL)
1-10	1.70
11-20	1.85
21-40	2.00

Students should be aware that some Faculties/Schools require higher levels of performance in certain courses or semesters. Students are referred to detailed statements by Faculties/Schools in relevant Parts of this Calendar.

2. Probationary Student

If the cumulative grade point average falls below the required levels, the student is placed on academic probation and is subject to program restrictions.

In some cases a student may be admitted as probationary because a previous academic record is either deficient in some respect, below the standard ordinarily required or difficult to assess.

3. Required Withdrawal From the University

Students may be required to withdraw on three academic grounds: (1) academic indices, (2) consecutive semesters on probation or (3) failure to meet the terms of Conjoint Admission.

Students shall be required to withdraw for academic reasons from University of Lethbridge programs only following the Spring Semester.

a. Required Withdrawal - Academic Indices

Students who have completed six courses and whose cumulative grade point average, at the end of the Spring Semester, falls below the following indices are required to withdraw from the University:

Number of completed courses (includes transfer courses)	GPA (UofL)
6-10	1.50
11-20	1.70
21-30	1.85
31-40	2.00

b. Required Withdrawal - Semesters on Probation

Students who, at the end of the Spring Semester, have remained on academic probation for two or more consecutive semesters, are required to withdraw from the University.

c. Required Withdrawal - Terms of Conditional English Proficiency Admission

Students admitted under the Conditional English Proficiency provision must:

- Successfully complete each level of EAP in no more than two attempts, and
- Maintain continuous registration in EAP during Fall, Spring and Summer semesters until the ELP requirement is satisfied.

Students who fail to meet these conditions will be required to withdraw from the University.

Students should be aware that regulations pertaining to required withdrawal may vary depending on the Faculty/School. Students are referred to their respective Faculty/School for details on these regulations.

4. Required Withdrawal From Program/Major

Where demand for access exceeds program/major capacity, Faculties/Schools reserve the right to set academic standards for continuation in a specific program or major, according to approved enrolment management policies. A student who is not eligible to continue in a program/major, but whose academic performance does not warrant required withdrawal from the Faculty/School or the University, is guaranteed a seat in a related program/major for which the student is qualified and which is offered by that Faculty/School.

f. Honours Thesis Designation

Undergraduate Thesis courses will be designated by the same number in all disciplines: 4995.

Undergraduate Thesis courses will carry the subject code for the discipline (e.g., PHIL).

These courses will carry the title: Undergraduate Thesis.

Undergraduate Thesis courses will be 6.0 credit hours, and tuition fees will be assessed on the regular fee basis.

Prerequisites will include: (1) fourth-year standing (a minimum of 90.0 credit hours) and (2) a cumulative GPA specified by the Faculty or School.

Any disciplinary requirements beyond those prescribed for the major are included as prerequisites for the undergraduate thesis courses and appear in this Calendar under the undergraduate thesis course listing.

The grading mode will be standard letter grading. Credit/Non-credit is not available.

A minimum grade approved by the Faculty or School Council must be achieved in order to attain the 'Honours Thesis' designation. A student who achieves a grade of 'D' or higher, but not the designated minimum grade in this course, or who fails to meet any other requirement for the 'Honours Thesis' designation, will retain credit for the equivalent of two courses (6.0 credit hours) under the course title of 'Undergraduate Thesis' but will not be eligible for the 'Honours Thesis' designation.

g. Residence Requirements and Time Limits

The University of Lethbridge's residence requirements and time limits for completion of credentials are listed in the table on page 156.

Please note the following for the last three columns of the table:

Column A: Residence Requirement

A student who is a candidate for a degree, diploma or certificate must satisfy the minimum residence requirement through successful completion of University of Lethbridge courses. A single course, as listed in this table, is the equivalent of 3.0 credit hours.

Column B: Time Limit for Retention of Individual Course Credit

Many courses have a defined 'shelf life.' A course may be used to meet program requirements for a specific number of years. After that point, credit for that course is not retained.

Column C: Time Limit for Program Completion

A student who is a candidate for a degree, diploma or certificate must satisfy all program requirements within the time limit established by the Faculty/School administering that program.

Notes for the table:

There are restrictions on the Diploma used as the basis for admission.

1. There are restrictions on the Diploma used as the basis for admission to the Post-Diploma B.Sc. Environmental Science program.

2. There are restrictions on the Diploma used as the basis for admission to the Post-Diploma B.Mgt. program.

The approved diploma can be no more than eight years old at the point of admission.

3. Management courses completed prior to admission may be no more than eight years old. Once admitted, credit is retained until completion of the program (up to a maximum of 10 years after admission).

4. Students who study at an international institution under Exchange Student authorization will count the exchange courses toward meeting the minimum residence requirement.

5. Exceptions apply to certain majors for the ten 3000/4000-level Management courses required for residency. Students in the following majors may use courses in the major towards this requirement: Computer Science majors can use 3000/4000-level Computer Science courses in addition to 3000/4000-level Management courses; Economics majors can use 3000/4000-level Economics courses in addition to 3000/4000-level Management courses; First Nations' Governance majors can use 3000/4000-level Native American Studies courses in addition to 3000/4000-level Management courses; and Political Science majors can use 3000/4000-level Political Science courses in addition to 3000/4000-level Management courses.

6. Exceptions apply to certain majors for the ten 3000/4000-level Management courses required for residency. Students in the following majors may use courses in the major towards this requirement: Economics majors can use 3000/4000-level Economics courses in addition to 3000/4000-level Management courses; First Nations' Governance majors can use 3000/4000-level Native American Studies courses in addition to 3000/4000-level Management courses; and Political Science majors can use 3000/4000-level Political Science courses in

addition to 3000/4000-level Management courses.

4. GRADE APPEAL POLICY

a. Definition

Grade appeals deal with claims that a student's course grade has been improperly determined. Student appeals will be directed to the Dean of the Faculty/School in which the course is taught.

In this Policy, 'instructor' shall indicate instructor/supervisor, and 'Faculty' shall indicate Faculty/School.

b. Faculty and School Appeals

1. The student is not required to inform the instructor(s) of an intention to appeal, but, before initiating a grade appeal, the student must have discussed the grade and how it was determined with the instructor(s). If the Dean of the Faculty is satisfied that the instructor(s) was not available for this discussion, the Dean shall allow the appeal to proceed without it.
2. All grade appeals must be initiated by completion of a Grade Appeal Form, which must be received and signed by the Dean by the following dates immediately following completion of the course: Fall Semester courses - February 7; Spring Semester courses - June 7; Summer Session courses - October 7.
3. The Grade Appeal Form must explain why the student believes that the grade was improperly determined. The Dean's signature on the Grade Appeal Form indicates that the student has discussed the merits of the grade appeal with the Dean, who is also charged with explaining the procedures connected with the grade appeal.
4. The Dean shall immediately forward the appeal to the Faculty Grade Appeal Chair and send signed copies of the Grade Appeal Form to both the instructor(s) and the student.
5. The Chair shall immediately request both instructor(s) and student to submit any relevant documentation pertaining to the appeal, and indicate in writing the name of the Faculty member or student agreeing to serve on the Grade Appeal Committee.
6. The instructor(s) and student must each submit relevant documentation and the names of those willing to serve on the Committee no later than 14 days after the Chair's request, after which period the Dean may act on behalf of either the instructor(s) or the student.
7. The Faculty Grade Appeal Committee shall reach a decision no later than 30 days following the striking of the Committee.
8. The Chair of the Faculty Grade Appeal Committee shall deposit the file relating to an appeal with the Dean within 10 days following an appeal decision by the Committee. The Dean shall immediately notify in writing the instructor(s) and student of the Committee's decision.

c. Appeals to General Faculties Council (GFC)

1. Either the student or the instructor(s) may appeal the decision of a Faculty Grade Appeal Committee to General Faculties Council. The appeal must be submitted to the Secretary of General Faculties Council no later than 30 days after the decision of the Faculty Grade Appeal Committee has been mailed.
2. The General Faculties Council shall reach a decision regarding the appeal no later than 30 days after the date that the appeal was received by the Secretary of General Faculties Council.
3. The authority of General Faculties Council regarding grade appeals shall be delegated to the GFC Grade Appeal Committee, appointed by General Faculties Council. The GFC Grade Appeal Committee shall consist of three Faculty members from at least two Faculties who have previously chaired Faculty Grade Appeal Committees or who have comparable experience. Appointments to the GFC Grade Appeal Committee shall be for three years, staggered to provide continuity. The GFC Grade Appeal Committee shall determine its own procedures and appoint its own Chair.
4. The Chair of the GFC Grade Appeal Committee shall deposit the file relating to an appeal with the appropriate Dean, with a copy to the Secretary of General Faculties Council, within 10 days of the decision of the Committee regarding the appeal. The Secretary of General Faculties Council will communicate immediately in writing the decision of the Grade Appeal Committee to the student, instructor(s), Dean(s), Registrar and the Department.

d. Committee Procedure

(Faculty Grade Appeal Committee and Grade Appeal Committee of General Faculties Council)

1. The Grade Appeal Committee shall determine its own procedures. That said, it is understood that the instructor(s) and the student shall have opportunity to make presentations to the Committee in writing, orally or both. Both the instructor(s) and the student shall have the right to cross examine any persons who have been asked by the Committee to speak. Written submissions shall be shared.
2. Decisions of a Grade Appeal Committee shall be made by a majority vote.
3. In the case of the Faculty Grade Appeal Committee, no member of the Committee shall act as an advocate for either the student or the instructor(s) or otherwise act as a representative of some factional interest. Should the Chair of the Committee believe that the deliberations of the Committee suffer from a lack of objectivity on the part of one or more of its members, the Chair shall so inform the Dean. Following such information from the Committee Chair, the Dean may withdraw responsibility for considering the appeal from this Committee. Where the Dean withdraws responsibility for considering an appeal from a Committee, the Dean shall, following consultation

University of Lethbridge Residence Requirements and Time Limits

Faculty/School	Program	Number of Courses in Program	A. Residence Requirement (Minimum number of UofL courses required and, if applicable, when they must be completed in the program.)	B. Time Limit for Retention of Individual Course Credit (UofL and/or transfer credit)	C. Time Limit for Program Completion
GRADUATE STUDIES	M.A., M.Sc.	2-4	A minimum of 12 months and a maximum of 24 months full-time continuous registration at the UofL.	Transfer credit must be completed within 7 years prior to admission.	A minimum of 12 months and a maximum of 24 months full-time continuous registration at the UofL.
	M.Ed.	12	8 courses.	Transfer credit must be completed within 5 years prior to admission.	5 years after admission.
	Graduate Certificate in Education	6	4 courses.	Transfer credit must be completed within 5 years prior to admission.	3 years after initial enrolment.
	Post-Master's Certificate in Education	4	Determined on a case-by-case basis.	Transfer credit must be completed within 5 years prior to admission.	2 years after initial enrolment.
	M.Sc. (Management)	12	A minimum of 12 months and a maximum of 24 months full-time continuous registration at the UofL.	Transfer credit must be completed within 3 years prior to admission.	2 years after admission.
	Ph.D. in Education	Up to 6	A minimum of 4 years and a maximum of 7 years full-time continuous registration at the UofL.	No limit.	A minimum of 4 years and a maximum of 7 years full-time continuous registration at the UofL.
	Ph.D. in Sciences	Up to 6	A minimum of 24 months and a maximum of 48 months full-time continuous registration at the UofL.	No limit.	A minimum of 24 months and a maximum of 48 months full-time continuous registration at the UofL.
	CAAP Master of Counselling	12	8 courses.	Transfer credit must be completed within 5 years prior to admission.	A minimum of two years and a maximum of six years full-time continuous registration at the UofL.
	CAAP Post-Graduate Certificate in Counselling	6	4 courses.	Transfer credit must be completed within 5 years prior to admission.	3 years after initial enrolment.
	CAAP Post-Master's Certificate in Counselling	4	Determined on a case-by-case basis.	Transfer credit must be completed within 5 years prior to admission.	2 years after initial enrolment.

with the student and instructor(s), appoint two members to a new Faculty Grade Appeal Committee who, together with the Chair, shall assume responsibility for considering the appeal.

4. A Grade Appeal Committee is not restricted in its decision to finding either for or against the request of any appeal, but may award any letter grade or any available non-grade designation. This means the Faculty and GFC Grade Appeal Committees can adjust grades up or down, or change a grade designation to a non-grade designation. In the event that an 'Incomplete' is awarded, the Committee must prescribe the procedure by which the 'Incomplete' will be converted into a letter grade or non-grade designation.
5. A written report supporting any Faculty Grade Appeal Committee decision must be submitted in every case. The report of the Faculty Grade Appeal Committee shall include a summary of the Committee's rationale for the decision. Where the Committee's decision is not unanimous, the report may contain, but is not required to contain, a dissenting opinion.
6. After a grade appeal is completed, personal materials must be returned to the instructor(s) and student.
7. The decisions of the GFC Grade Appeal Committee shall be final.

5. STUDENT DISCIPLINE POLICY - ACADEMIC OFFENCES

a. Introduction

The integrity of the University and of the degrees the University confers is dependent upon the honesty and soundness of the teacher-student relationship, as well as the integrity of the evaluation process. Conduct by any student that adversely affects this relationship or process represents an academic offence. The following describes the principal academic offences and procedures for their investigation and penalization. This policy pertains to such conduct where it involves any person registered in a University course (credit or non-credit).

b. Plagiarism

No student shall represent the words, ideas, images, or data of another person as his or her own. This regulation will affect any academic assignment or other component of any course or program of study, whether the plagiarized material constitutes a part or the entirety of the work submitted.

c. Cheating

1. In the course of an examination, no student shall obtain or attempt to obtain information from another student or other unauthorized source, or give or attempt to give information to another student, or knowingly possess, use or attempt to use any unauthorized material.
2. No student shall represent or attempt to represent oneself as another or have or attempt to have oneself represented by another in the taking of an examination, preparation of a paper or other evaluated activity.

d. Duplication

No student shall submit in any course or program of study, without both the knowledge and approval of the person or persons to whom it is submitted, all or a substantial portion of any academic assignment for which credit has previously been obtained or which has been or is being submitted in another course or program of study in the University or elsewhere. (This clause is not intended to prevent the integration of learning but, rather, to prevent duplication of credit for a body of work.)

e. Confidential Materials

It is an offence knowingly to procure, distribute or receive any confidential academic material such as pending examinations or laboratory notebooks.

f. Misrepresentation

It is an offence knowingly to misrepresent material facts to another for the purpose of obtaining academic advantage or credit. One example of this offence occurs whenever a student submits in any course or program of study any academic assignment containing a statement known by the student to be false or a fabricated reference to non-existent sources or documents.

g. Other Offences

1. Any other conduct by a student which adversely affects the integrity of the instructor-student relationship and/or the evaluation process will be considered an academic offence.
2. Faculties and Schools may define and must publicize any other academic offences specific to a given program, together with attendant penalties. A statement of such offences and penalties must be approved by the General Faculties Council.

h. Discipline Procedures

In this Policy, 'instructor' shall indicate instructor/supervisor.

Any member of the University community who believes that a student has violated academic regulations may initiate proceedings against the student.

1. An instructor who believes that a student has committed an academic offence should proceed according to **Section i. Procedures and Penalties** section below.
2. Any other person who believes that a student has committed an academic offence should communicate to the instructor of the affected course the particulars of the time and place and provide a brief summary of the alleged misconduct. Where the alleged academic offence does not involve a specific course, the allegation of misconduct should be directed to the Dean of the program in which the student is registered.

i. Procedures and Penalties

1. The instructor must review the alleged offence with the student and shall advise the student to refer to the Discipline Policy.
2. Where the instructor has reason to believe that an offence has been committed, he/she must impose a written reprimand in which a summary of both the

offence and additional penalty, if any, is included. Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained. In addition to the reprimand, the instructor may impose one or more of the following additional penalties:

- a. Additional work.
- b. Grade reduction in or rejection of the assignment.
- c. Grade reduction in the course.
- d. A grade of 'F' in the course. If a student is given a grade of 'F', then the student is no longer registered in that offering of the course and no longer has classroom privileges (see **Registration on p. 131**). Should a student elect to appeal this penalty, the student will remain registered until the appeal is decided. See **Section j. below** for information regarding the appeal process.

The instructor shall forward a copy of the written reprimand to the Dean for inclusion in the student's file in the Registrar's Office and Student Services (ROSS). The Registrar shall inform the Dean if there is a previous reprimand in the student's file.

At the discretion of the Dean, a student with a previous academic offence on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate academic behaviour and could include penalties ranging from a recommendation of a grade reduction to suspension or expulsion. The Dean may refer such a case to the GFC Discipline Committee when a penalty listed above has been applied. The Dean has the option of referring a case to the GFC Discipline Committee, even in cases where there is no appeal by the student.

j. Appeals of an Instructor's Decision

Within seven working days of receipt of the written statement described immediately above, the student may challenge either the accusation of having committed an offence or the penalty imposed by an instructor for an offence by submitting a written appeal to the Dean. The Dean shall review the case and either uphold the instructor's decision, reduce the penalty, or dismiss the case. The Dean shall inform the student and instructor in writing of this decision. If an allegation of an academic offence is dismissed, the written notice in the student's file shall be destroyed. The Dean's decision regarding the appeal of the instructor's decision shall be final.

k. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section I. Suspension/Expulsion below**.

I. Suspension/Expulsion

1. Suspension

Suspension requires a student to withdraw completely from the University for a specified period of time, to a maximum of three years. Upon expiry

of the period of suspension, the student will be permitted to reapply to the program from which he or she was suspended, subject to the appropriate admission standards and requirements applicable at the time of reapplication.

2. Expulsion

Expulsion requires a student to withdraw completely from the University for an indefinite period of time. The student shall not be permitted to return without the written approval of the Vice-President (Academic) in consultation with the Dean of the program from which the student was expelled. Such approval shall not normally be given before the expiry of three years.

3. Procedures

- a. If the instructor considers that the case requires suspension or expulsion, he/she shall make such recommendation in writing to the Dean, outlining the particulars of the case, with a copy to the student. The instructor shall advise the student to seek advice from his/her Faculty Advisor and/or the Associate Vice-President (Student Services) and Registrar.
- b. If the Dean considers that suspension or expulsion is in order, he/she shall so notify the Discipline Committee in writing, with a copy to the student. The Discipline Committee shall hear the case and will have the authority to expel, suspend, implement a lesser penalty or dismiss the case.
- c. During the period from the time of any recommendation of suspension or expulsion until the point of a final decision, the student shall receive a grade of 'Incomplete' for the course in which the charge was laid. This includes the time until an appeal has been heard. A student shall be allowed to continue his/her program of study until a decision is finally rendered. There will be no loss of credit for courses taken during this period of time.
- d. In the event that the decision affects the graduation status of the student, the decision regarding the offence shall be rendered as soon as possible. Nonetheless, where delay in reaching the decision results in postponement of graduation, the University will not be held responsible unless the decision has been unreasonably withheld.

m. Discipline Committee

1. Composition

The Discipline Committee shall consist of the Vice-President (Academic) (or designate) as Chair, two Faculty members appointed for two-year staggered terms by the General Faculties Council and two student members recommended by the Students' Union and approved by the General Faculties Council. One alternate Faculty member and one alternate student member shall also be appointed and will be invited to serve in the event that Committee members are unable to do so. The alternate Faculty member will normally become a full Committee member for two subsequent years.

2. **Quorum**
A quorum shall consist of four, to include the Chair plus a minimum of one Faculty and one student member.
3. **Conflict-of-Interest**
To encourage impartiality, Committee members shall not serve during investigations of students with whom they have familial or other close associations. Faculty members shall not serve during investigations of students currently taking courses taught by that Faculty member.
The Chair shall rule on the eligibility of Committee members in cases regarding potential conflict-of-interest.
4. **Procedures**
The Discipline Committee shall set its own procedures for investigation, subject to the following guidelines:
 - a. The Chair shall inform the student in writing of the academic regulation which is alleged to have been violated and the possibility of suspension or expulsion. The student shall be informed (by Registered Mail), at least 14 days prior to the date of the hearing, of the date, time and place of the hearing and notified that if the student does not appear, the Committee may hear the case in the student's absence.
 - b. The student may be accompanied by an advisor, or represented by a designate, who may speak on the student's behalf and/or the student may submit a written statement.
 - c. The Chair shall notify the Dean and the instructor who lodged the original complaint, of the date, time and place of the hearing, together with a copy of any written submission from the student and shall request the Dean's/ instructor's attendance at the hearing.
 - d. The student, his/her advisor or designate and the Dean/instructor shall have the right to cross-examine any persons who have been asked by the Committee to speak and may call forward witnesses or other persons.
 - e. The hearing shall be in camera. A confidential record of the hearing shall be kept.
5. **Decision of the Discipline Committee**
At the conclusion of the hearing, the Discipline Committee shall decide by majority vote whether suspension, expulsion or a lesser penalty is warranted. The Committee shall take into consideration the disciplinary record of the student.
The Discipline Committee shall prepare a brief summary of the evidence and arguments presented, the decision of the Committee and the rationale for the Committee's decision. This document shall be signed and delivered within seven days of the conclusion of the hearing to the University President, who shall communicate the same to the student.
If the student is to be suspended or expelled, the date of implementation shall be sent by Registered

Mail. A copy of the Discipline Committee's report shall be placed in the student's file in the Registrar's Office and Student Services (ROSS) and a copy shall be sent to the Dean. A notation concerning suspension or expulsion shall be placed on the student's transcript.

6. **Appeals of the Decision of the Discipline Committee**
Within 30 days of receipt of the notice described immediately above, the student may appeal in writing to the Board of Governors a decision of the Discipline Committee. The Board of Governors decision regarding the case shall be final.

6. NON-ACADEMIC OFFENCES

NOTE:Urgent Situations

Notwithstanding the information below, in the context of non-academic offences, any member of the University community who becomes aware of an urgent situation and has reasonable cause to believe that serious harm to individuals may result must immediately notify the Director, Security & Parking (telephone: 403-329-2345) or call 911.

a. Introduction

The integrity of the University Community depends upon student conduct which upholds the Principles of Student Citizenship (see p. 13). Basic principles of academic integrity include "honesty in learning, teaching, research, service; respect (for) . . . colleagues, instructors, and administration . . . responsible for upholding the integrity of scholarship and research." A more complete description of fundamental principles is found in Section B.2 on p. 13. The following describes the principal non-academic offences and procedures for their investigation and penalization. This policy pertains to such conduct where it involves any person registered in a University course (credit or non-credit).

b. Disruption

1. Students should maintain the freedoms of other members of the University community including freedom of thought, beliefs, opinion, expression, peaceful assembly and association. Behaviour contravening or limiting these freedoms constitutes disruption.
2. Student conduct which unduly interferes with instruction including scheduled lectures, seminars, tutorials or other instructional activities, or with course examinations or other evaluation procedures will also be considered a disruption.
3. Student conduct which unduly interferes with learning and studying in the University Library will be considered disruption.

c. Abuse, Harassment, and Dangerous Activity

1. **Abuse**
 - a. A student shall not threaten or engage in physical abuse of any other member of the University community, his/her property, or his/her family. No member of the University community shall be placed in a situation of fear of physical abuse or fear of damage to his or her property. A student shall not knowingly incite

others, by whatever means, to threaten by physical abuse or engage in physical abuse of individuals or groups of individuals within the University community.

- b. A student shall not engage in verbal abuse of any other member of the University community. A student shall not knowingly incite others, by whatever means, to engage in verbal abuse of individuals or groups of individuals within the University community.
2. A student shall not harass or discriminate against any other member of the University community on the basis of age, race, colour, ethnicity, national origin, philosophical or religious affiliation or belief, sex, sexual orientation, marital status or physical disability.
3. Students formally representing the University of Lethbridge outside the University community and/or at a University-sponsored event may be subject to discipline under the Non-Academic Offences section of the Calendar.

d. Misuse or Misappropriation of University Property, Equipment, Facilities or Services

1. A student shall not convert, damage or destroy any University property, equipment, facility, or service.
2. A student shall not deface the exterior or interior of any building, structure or facility of the University.
3. A student shall not misuse a facility by gaining unauthorized entry or by remaining in a facility without appropriate authority. Facilities include, but are not limited to, all University buildings, structures, parking lots, athletic playing fields and lands.
4. A student shall not misappropriate any University property, equipment, facility, or service.

e. Misrepresentation and Falsified Documents

1. A student shall not submit, or cause to have submitted, false or misleading documents in support of any University activity.
2. A student shall not produce and/or use falsified University documents for any purpose.

f. Other Offences

Any other conduct by a student which adversely affects the safety of the University Community and/or its members will be considered a non-academic offence.

g. Initiation of Procedures

1. Any member of the University community who believes a student has committed a non-academic offence may, by a signed statement, initiate proceedings against that student.
2. The complaint shall be a detailed written description of the incident and shall include the time, place and persons involved, as well as all relevant information concerning the incident. The complaint shall be referred as indicated immediately below and copied to others as required.
3. Referral

- a. Actions that interfere with the teaching, learning, and research functions of the University are to be referred to the Dean of the Faculty/School in which the course involved is offered. See **Section h. below**.
- b. Actions which interfere with learning and research activities in the University Library are to be referred to the University Librarian. See **Section h. below**.
- c. All other offences are to be referred to the Director, Security & Parking. See **Section i. below**.

h. Procedures: Non-Academic Offences in Instructional Space, Research Facilities, or Library

1. When a student disrupts instructional activities, the instructor may exclude the student immediately from instructional space and/or from future scheduled instructional meetings of that course pending further actions by the Dean. When a student disrupts research activities, the instructor may exclude the student immediately from research areas pending further actions by the Dean. The instructor must immediately notify the Dean of the Faculty/School in which the course is offered or in which the research is being undertaken. Such notification must be by means of a signed statement as per **Section g.2 above**. Once the statement is received, the Dean will notify both the Director, Security & Parking and the Associate Vice-President (Student Services) and Registrar and provide each of them with a copy of the signed statement.

When a student disrupts learning, research activities, or operations in the Library, Library staff may exclude the student immediately from the Library. Staff must immediately notify the University Librarian or designate, the Director, Security & Parking and the Associate Vice-President (Student Services) and Registrar. Such notification will consist of a signed statement as per **Section g.2 above**.

2. Actions

The Dean or University Librarian will take the following actions:

- Meet with the student and advise the student to refer to the Non-Academic Offences section in the Calendar.
- Consult and coordinate with Security Services, Counselling Services, and others as required.
- Place a letter of reprimand in the student's file in the Registrar's Office and Student Services (ROSS). The Registrar shall inform the Dean or University Librarian if the student has a previous reprimand in his/her file.

3. Penalties

Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained.

- a. By the Dean, exclusion from one or more courses for a defined number of meetings or to the end of the semester

- b. By the Dean, exclusion from all courses for a defined number of meetings or to the end of the semester
- c. By the University Librarian, reparations
- d. By the University Librarian, suspension of Library privileges
- e. By the University Librarian, exclusion from the Library

At the discretion of the Dean or University Librarian, a student with previous non-academic offences on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate behaviour in the locations identified above and may include penalties ranging from a recommendation of simple exclusion to severe penalties such as suspension and expulsion. The Dean or University Librarian may also refer such a case to the GFC Discipline Committee when a penalty listed above has been applied. Such a referral may be made even in cases where there is no appeal by the student.

4. Appeal

Students may appeal either the charge of an offence or the penalty imposed or proposed by the Dean or University Librarian to the Associate Vice-President (Academic), within seven working days of receipt of a written indication of the offence and penalty. The Associate Vice-President (Academic) may dismiss the case, confirm the decision of the Dean or University Librarian or take additional action if appropriate. The student shall, in such case, be informed in writing and a copy of the notification shall be placed in the student's file in the Registrar's Office and Student Services (ROSS). The decision of the Associate Vice-President (Academic) shall be final.

5. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section j. Suspension/Expulsion below.**

i. Procedures: Non-Academic Offences Outside Instructional Space, Research Facilities, or Library

1. When a student commits a non-academic offence outside instructional space, research facilities, or the Library, any member of the University Community may initiate proceedings against that student. All offences committed outside the identified areas are to be referred to the Director, Security & Parking.

2. Actions

The Director, Security & Parking will take the following actions:

- Meet with the student and advise the student to refer to the Non-Academic Offences section in the Calendar.
- Consult Counselling Services and others as required.

- Notify the Dean of the Faculty offering the program in which the student is registered, where warranted.
- Place a letter of reprimand in the student's file in the Registrar's Office and Student Services (ROSS). The Registrar shall inform the Director, Security & Parking if the student has a previous reprimand in his/her file.

3. Penalties

Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained. The Director, Security & Parking may impose the following penalties:

- a. Reparation
- b. Exclusion from defined areas of the campus
- c. Exclusion from campus
- d. Other limitations as required

At the discretion of the Director, Security & Parking, a student with previous non-academic offences on file may be subject to further disciplinary action.

Such action will be progressive, aimed at correcting inappropriate behaviour in the locations identified in Section 6.i.1. and may include penalties ranging from a. to d. above to suspension and expulsion.

4. Appeal

Students may appeal either the charge of an offence or the penalty imposed or proposed by the Director, Security & Parking to the Associate Vice-President (Student Services) and Registrar, within seven working days of receipt of a written indication of the offence and penalty. The Associate Vice-President (Student Services) and Registrar may dismiss the case, confirm the decision of the Director, Security & Parking or take additional action if appropriate. The student shall, in such case, be informed in writing and a copy of the notification shall be placed in the student's file in the Registrar's Office and Student Services (ROSS). The decision of the Associate Vice-President (Student Services) and Registrar shall be final.

Reparation

Once assessed by the University, reparation for repairs and/or replacement for physical damage shall be paid to the University.

5. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section j. Suspension/Expulsion below.**

j. Suspension/Expulsion

1. Suspension

Suspension requires a student to withdraw completely from the University for a specified period of time, to a maximum of three years. Upon expiry of the period of suspension, the student will be permitted to reapply to the program from which he or she was suspended, subject to the appropriate

admission standards applicable at the time of reapplication.

2. **Expulsion**

Expulsion requires a student to withdraw completely from the University for an indefinite period of time. The student shall not be permitted to return without the written approval of the Vice-President (Academic) in consultation with the Associate Vice-President (Student Services) and Registrar. Such approval shall not normally be given before the expiry of three years.

3. **Procedures Governing Suspension/Expulsion**

a. If the Dean or University Librarian considers that the case requires suspension/expulsion, he/she shall make such recommendation in writing to the Associate Vice-President (Student Services) and Registrar, outlining the particulars of the case, with a copy to the student. Should the Director, Security & Parking consider that the case requires suspension/expulsion, he/she shall consult with the Dean of the program in which the student is registered and they shall jointly make such a recommendation.

b. If the Associate Vice-President (Student Services) and Registrar considers that suspension/expulsion is in order, the Associate Vice-President (Student Services) and Registrar shall notify the Discipline Committee in writing, with a copy to the student. The Discipline Committee shall hear the case and will have the authority to expel, suspend, implement a lesser penalty or dismiss the case.

c. During the period from the time of any recommendation of suspension or expulsion until the point of a final decision, a student shall be allowed to continue his/her program of study until a decision is finally rendered. There will be no loss of credit for courses taken during this period of time.

d. In the event that a decision affects graduation, the decision shall be rendered as soon as possible. Nonetheless, where delay in reaching the decision results in postponement of graduation, the University will not be held responsible unless the decision has been unreasonably withheld.

See **Section 5.I. Discipline Committee on p. 158.**

k. Referral to Civil Authorities

The University reserves the right to notify or summon the appropriate civil authority in any individual matter regarding non-academic offences. The University President or designate is the sole official who may summon the civil authority in the name of the University.

l. Personal Security Policy

Complaints regarding violations of the Personal Security Policy should be directed to the person(s) designated in that policy to receive complaints. Additional information can be obtained on the Personal Security website at www.uleth.ca/personalsecurity.

m. Other Policies

A student shall not act contrary or encourage other students to act contrary to expectations set out in other University policies (available upon request from the Office of the President), including but not limited to:

1. University of Lethbridge Behaviour Incident Policy
2. University of Lethbridge Computer Use Policy
3. University of Lethbridge Confidentiality Policy
4. University of Lethbridge Library - Access Policy
5. University of Lethbridge Library - Code of Conduct Policy
6. University of Lethbridge Residence Policies and Procedures
7. University of Lethbridge Revoking Degrees Policy
8. University of Lethbridge Smoking Policy
9. Food Services Policy

7. CAVEAT - AUTHORITY TO RESCIND REGISTRATION PRIVILEGES/PROHIBIT ACCESS TO UNIVERSITY PROPERTY

a. Until modified by resolution of the Board, the President shall have the power and authority in his/her capacity as President, and as representative of the Board of Governors, to rescind any student's registration in a course, an undergraduate studies program, or graduate studies program at the University of Lethbridge and prohibit the student from accessing University property at any time.

b. The powers of the President to rescind a student's registration and prohibit access to University property may be exercised in any circumstance where the President in his/her sole discretion determines that:

1. The individual represents a potential risk to the safety, security, or well-being of members of the University community, including but not restricted to students, faculty, and administration;
2. The best interests of the University outweigh the inclusion of the individual at the University.

c. The President shall not take such action without first consulting with the Vice-President (Academic) and the Vice-President (Administration). The Coordinator of Counselling Services and the Director, Security & Parking may also be consulted.

d. Any decision made by the President to rescind a student's registration privileges and prohibit access to University property shall be final and without appeal to any body in the University of Lethbridge.

e. Such students may be considered for Open Studies status or readmission only by the President, normally after the lapse of one year. Students must provide evidence that the issues leading to the rescinding of registration privileges/prohibition of access to university property have been addressed.

8. APPEAL OF APPLICATION OF POLICY OTHER THAN GRADE OR STUDENT DISCIPLINE

Students dissatisfied with the application of an academic policy or regulation to their own status are entitled to a review by the Dean of the Faculty in which they are registered.

If still dissatisfied after this review, the student may address a written appeal to the Dean who renders the final decision on behalf of the Faculty. A student may appeal a decision on behalf of the Faculty to the General Faculties Council.

Students shall have one year from the date of application of an academic policy or regulation other than grade or student discipline to appeal.

9. EXAMINATION POLICY AND PROCEDURES

Examinations are an important part of a university education. They provide an opportunity for instructors to determine what students have learned and for students to assess their understanding of course material. Examinations encourage a comprehensive review of the material covered in a course. Finally, they are a key component in the grades assigned to students as a measure of their academic success and preparation for more advanced study.

This Examination Policy provides procedures for the conduct of examinations and for the transmission of grades. However, no policy can cover all eventualities. It is understood that this Policy must be interpreted humanely and sensitively.

For exceptions to this Policy, contact the Dean of the appropriate Faculty or School.

a. Definitions

1. **'Examinations'** shall mean all written and oral tests or quizzes (regular or make-up, scheduled or unscheduled) used to determine final grades for students in regularly scheduled class sessions held during a semester course or Summer Session.
2. **'Take-Home Examinations/Projects'** shall mean any non-invigilated written examinations or projects completed outside of regularly scheduled classes or examining times which are used to determine final grades for students during a semester course or Summer Session.
3. **'Final Examinations'** shall mean end-of-semester or end-of-Summer Session examinations, scheduled for a certain time and place by the Registrar, used to determine final grades for students in a course, and shall also mean Take-Home Examinations used as Final Examinations.
4. **'Other Graded Work'** shall include all Independent Studies, term papers, essays, assignments, reports, projects or presentations, written or oral, used to determine final grades for students during a semester course or Summer Session.
5. **'Instructor'** shall mean any person, subject to the overall policies of a Faculty or School, designated as having responsibility for the evaluation of students registered in a course.

b. Course Outline: Grading System, Weights and Dates, Missed Examinations

1. A course outline shall be distributed by every instructor to all students in the first class meeting of

the course, and shall be available on request to all students who join the class at a later date. Changes made to the course outline should not disadvantage any student and should not materially change the course. The course outline shall include the following:

- a. Weights (proportions or percentages of the total) of all Examinations, Final Examinations, Other Graded Work, and Take-Home Examinations used to determine final grades and how these weighted grades are calculated to determine final grades.
 - b. Due dates, approximate due dates or approximate frequency of Examinations, Other Graded Work, and Take-Home Examinations used to determine final grades; and what effect, if any, missed deadlines will have on grades. Examinations and Other Graded Work must be called due no later than the last day of classes.
 - c. If the instructor wishes the student input into the course design, the outline handed out during the first class must so indicate, and a final outline must be provided by the second week of classes.
2. Missed Examinations
- a. Students who fail to write Final Examinations for reasons of illness or other extenuating circumstances beyond their control may request the Dean to permit a make-up examination. If the Dean's permission is granted, it is the responsibility of the instructor to provide and administer the make-up examination.
 - b. For missed examinations, a grade of 'F' must be given for the examination if, **without valid reasons**, students fail to write Examinations or Final Examinations.
- c. **Examinations During the Last Two Weeks of the Fall and Spring Semesters**
- During the last two weeks of a semester the only Examinations worth more than 20 percent that may be administered are Laboratory Examinations and assessments of performance (e.g., Physical Activity classes, performances in the Fine Arts and practicums in Education and Health Sciences).
- d. **Take-Home Examinations: Distribution, Deadlines**
1. Take-Home Examinations in Fall and Spring semesters must be distributed no later than the last scheduled class of the semester.
 2. If used as a Final Examination, Take-Home Examinations must be called due no earlier than the fourth day, but no later than the last day of the examination period of a Fall or Spring semester.
 3. Take-Home Examinations in a Summer Session must be distributed no later than one week prior to the last week of classes and must be called due on the last day of the exam period.

e. Independent Study: Deadline

Independent Study course requirements must be called due no later than the last day of the examinations period of a semester or Summer Session.

f. Web Grade Entry

Instructors submit final grades online via the Bridge for each class/section for which they are responsible.

g. Grade Designation of 'I'

Except in the case of the Faculty of Education*, the grade designation of 'I' (Incomplete) is awarded only in case of illness or other extenuating circumstances beyond the control of the student which make it impossible to complete the required course work by the close of a semester or Summer Session. The 'I' designation is awarded only on application to and approval by both the instructor and the Dean of the Faculty or School in which the course is offered. When the 'I' is approved, an appropriate deadline (to a maximum of one year) is determined for completion of outstanding work. Students who do not complete outstanding work by the assigned deadline will normally receive a weighted grade based on work completed, including an 'F' for incomplete work. Where circumstances continue to prevent the completion of the course, the 'I' designation remains on the transcript.

**An 'I' designation assigned in an Education Field Experience course may have a different interpretation. Details are available from the Assistant Dean, Student Program Services, Faculty of Education.*

h. Availability of Instructors

Should instructors not be available during the Grade Appeal Period following the end of a semester/Summer Session, they shall ensure that all Examinations, Final Examinations, Other Graded Work, Take-Home Examinations and all grade sheets, records, tests, written materials and data used to determine final grades are available to the Dean.

i. Final Examination Schedules

Final examinations must be held at the place and time set by the Registrar and shall not exceed three hours.

j. Requests for Rescheduled Final Examinations

Only in extraordinary circumstances may students request to write an equivalent invigilated Final Examination at other than the scheduled time and place. Students must make a written request to the Dean. Upon the Dean's approval, instructors will be authorized to arrange rescheduled Final Examinations (forms available in the Dean's Office).

k. Examination Security and Invigilation

1. The instructor may restrict admission to the examination site prior to the examination. If necessary, arrangements may be made with Security to restrict such admission.
2. Instructors may require all students to sign in before the examination, to sign out after the examination and to register with the instructor the number of examination booklets used. Instructors may also require all students to place their University of Lethbridge identification card or other picture identification on their desks for the duration of the

examination. If the instructor is not certain of a student's identity, the student must be allowed to write the examination. The student shall then be referred to the Dean for resolution of the matter.

3. Except in the case of Take-Home Examinations or their equivalents, examinations must be fully invigilated by the instructor or by another academic staff member, preferably one knowledgeable in the subject matter of the examination.
4. Instructors may prescribe or restrict materials which may be taken to the examination site and used during the examination.
5. For security reasons, students may not leave the examination site during the first thirty (30) minutes nor enter after the first thirty (30) minutes.
6. If students must leave the examination site for personal reasons, the instructor shall take reasonable measures to ensure that no materials leave the site and that no restricted materials are brought back to the site.
7. Unless otherwise stipulated by the instructor, each finished examination shall bear the name, signature and identification number of the student.
8. Tape recorders, typewriters or computers may not be used in scheduled examinations without prior approval of the instructor.

l. Graded Work: Ownership, Confidentiality, Handling, Posting Grades

1. All Graded Work Outside Final Examinations
Students have the right to obtain and keep, once the grades have been determined, written materials resulting from Examinations, Other Graded Work and Take-Home Examinations not used as Final Examinations. Written materials shall mean all examination booklets, papers and printed summaries of answer sheets. The instructor may keep machine-graded answer sheets and test questions, but upon arrangement with the instructor, students shall have the right to review these materials.
2. Final Examinations
 - a. During the Grade Appeal Period, which extends to February 7 for all Fall courses, to June 7 for all Spring courses and to October 7 for all Summer Session courses, instructors shall keep or return to students all Final Examination materials. Once the grades have been determined and upon arrangement with the instructor, students shall have the right to review these materials.
 - b. After the Grade Appeal Period ends, students have the right to obtain and keep written materials resulting from Final Examinations. The instructor may keep test questions, but upon arrangement with the instructor, students shall have the right to review them.
3. Receiving, Handling, Returning, and Destroying Graded Work

a. All reasonable measures shall be taken to ensure confidentiality of both the student's work and the instructor's assessment. Under no circumstances shall any form of graded work be left in an unsupervised public place. Students who want someone else to pick up any form of graded work for them must authorize that person in writing. Students may provide a stamped, self-addressed envelope to the instructor for the return of graded work.

b. All Examinations, Take-Home Examinations/ Projects, Final Examinations, and Other Graded Work, which remain unclaimed after the Grade Appeal Period must be retained for a period of one year after the end of the Fall semester, Spring semester, or Summer Session in question. Materials must be destroyed as follows:

- Materials from the Fall semester, which remain unclaimed, must be retained until December 31 of the following year and destroyed no later than January 31
- Materials from the Spring semester, which remain unclaimed, must be retained until April 30 of the following year and destroyed no later than May 31
- Materials from the Summer Sessions, which remain unclaimed, must be retained until August 31 of the following year and destroyed no later than September 30

4. Posting Grades

In accordance with the University's policy on Confidentiality of Student Records (November 21, 1985), instructors may not post grades unless all precautions are taken to protect student confidentiality. Neither names, nor University of Lethbridge student identification numbers, nor lists of identifiers which retain the original alphabetical order of names on a class list may be used for posting grades.

m. Cheating

1. If cheating is suspected, instructors may require that the students immediately hand in the examination questions and examination papers or booklet(s) and any other relevant materials, but should also allow the students to continue writing with a fresh copy of the examination questions and new booklet(s) or paper.
2. In all cases of cheating, the instructor shall follow the procedures outlined in the Student Discipline Policy in the University Calendar.

n. Emergencies: Examinations, Final Examinations

1. In the event that it proves necessary to evacuate an examination room because of an emergency situation, instructors shall tell students to leave all examination materials behind and supervise the evacuation of the room.
2. Following the evacuation of an Examination or Final Examination room it is the instructor's prerogative to resume the examination, if this can be done within

a reasonable period of time after the evacuation. Extra time (i.e., the time lost) shall be provided to complete the examination. If an examination cannot be resumed safely or fairly after an evacuation, and if, in the judgement of the instructor, the interruption has occurred so early that the results cannot be pro-rated, all examination materials shall be destroyed and the examination shall be rescheduled.

3. In the event that inclement weather or other conditions require that the University be closed, Final Examinations shall be rescheduled by the Registrar and posted on the Registrar's Bulletin Boards. Whenever possible, postponed Final Examinations shall be rescheduled on the day immediately following the completion of the regular Final Examination schedule.

o. Students with Special Needs

It is the responsibility of students with special needs, which will affect any examining procedures, to discuss these needs with their instructors. Instructors shall attempt to accommodate reasonable requests in order to evaluate all students fairly. Should instructors or students have any disagreements about the accommodation of any request, the Dean shall decide the matter.

10. OTHER POLICIES

a. Taping of Lectures

Lectures and performances given by academic staff members and visiting speakers may be audio or video recorded by students provided prior approval has been granted by the instructor or performer. Permission to record is solely for the purpose of personal study by the student and does not convey any right to duplicate the recording.

b. Personal Security Policy

The University of Lethbridge is committed to providing an environment that supports academic achievement and that protects the dignity, self-esteem and right to fair treatment of all members of the University community. The University will not tolerate threats to the personal security of any member of the University community. 'Personal security' means freedom from violence, the threat of violence, harassment, hazing, abuse of supervisor's authority, verbal abuse, and discrimination in contravention of the *Alberta Human Rights, Citizenship and Multiculturalism Act*.

Copies of the Personal Security Policy may be obtained from the Human Resources Office and the Registrar's Office and Student Services (ROSS). The Personal Security Policy is also available online at www.uleth.ca/policymanual.

c. Inclusive Language Policy

Inclusive language may be defined as language which does not discriminate among characteristics of gender, age, race or ethnicity, religion or minority.

All members of the University are encouraged to:

1. Encourage the use of Inclusive Language in all student written and oral assignments and in class lectures and discussion more generally.

2. Employ Inclusive Language in all formal publications of the University and faculty.
3. Encourage the use of Inclusive Language in all internal University documents.
4. Encourage the use of Inclusive Language in correspondence that is carried out on behalf of the University and that may be construed to reflect University policy.

d. Confidentiality of Student Records Policy

The University's Policy on Collection, Dissemination and Confidentiality of Information about University of Lethbridge students recognizes that, while students must be aware that the record of their academic performance will be viewed and evaluated by others, they have a legitimate interest in controlling information about themselves. This policy therefore details the kind of information concerning a student the University may collect, what information concerning a student is confidential and how the University might gather and disclose this information. It also defines what constitutes the official Student Academic Record. Copies of this policy are available at the Registrar's Office and Student Services (ROSS).

e. External Users of University Facilities

The University of Lethbridge invites and welcomes members of the general public to the grounds and facilities of the University. The access of external users (any individuals who are not faculty, staff, students or persons functioning in a volunteer capacity on behalf of the University of Lethbridge) shall not normally be impinged, unless they initiate unacceptable behaviour that includes, but is not necessarily limited to acts that:

1. Disturb the peace and tranquility of authorized users;
2. Endanger the health and safety of others;
3. Cause damage to private or public property;
4. Impair the delivery of services in University buildings or lands; and/or
5. Have the potential to expose the University to liability or prosecution.

Any unacceptable behaviour shall be dealt with under the provisions and procedures outlined in the Policy on Managing Unacceptable Behaviour by External Users of University Facilities. This policy is available in the Office of the President.

GRADUATION

1. APPLICATION FOR GRADUATION	167	6. NAMES ON PARCHMENTS	169
a. Graduation Fee	167	7. AWARDED POSTHUMOUSLY	169
b. Application Deadlines	167	8. TRANSCRIPTS	169
c. Outstanding Document Deadlines	167	a. Requirements Completed	169
d. Withdrawal of Application Deadlines	167	b. Degree, Diploma, or Certificate Awarded	169
2. OUTSTANDING ACCOUNTS	167	9. PARCHMENT REPLACEMENT	169
3. CONVOCATION INVITATION.	168	a. Name Change	169
4. CONFERRAL	168	b. Lost or Stolen Parchment	169
a. Order of Conferral	168	c. Damaged Parchment	169
b. Medals	168	10. CONVOCATION ATTENDANCE.	169
5. CONFERRAL IN ABSENTIA	168	a. Academic Dress.	169

11. REVOKING DEGREES. 170

Convocation ceremonies are held twice annually. The Spring ceremonies are scheduled for the Thursday and Friday following the week of the Victoria Day long weekend. The Fall ceremonies are scheduled for the Saturday following Thanksgiving in October. Students who fulfill degree, diploma, or certificate requirements during the Fall or Spring Semesters attend the Spring ceremony. Students who complete during the Summer Session attend the Fall ceremony. Students who may be completing degree requirements elsewhere follow the procedures outlined below, applying for graduation as do all other students.

1. APPLICATION FOR GRADUATION

Each candidate for a degree, diploma, or certificate must formally apply for graduation by completing an *Application for Graduation* which is available on the Bridge (www.uleth.ca/bridge).

It is the responsibility of the student to ensure that his/her name appears on the graduation list.

Students may only attend the Convocation indicated on their *Application for Graduation* form.

Students who do not graduate, for any reason (e.g., academic or financial), must submit another application by the appropriate deadline.

a. Graduation Fee

Effective Spring 2012 Convocation, students applying to graduate will be charged a \$25 non-refundable graduation fee.

b. Application Deadlines

Semester of Completion	Deadline*	Ceremony
Fall	November 1	Spring
Spring	March 1	Spring
Summer	August 1	Fall

c. Outstanding Document Deadlines

Semester of Completion	Deadline	Ceremony
Fall	Last working day of December	Spring
Spring	April 30*	Spring
Summer	Last Monday of August	Fall

d. Withdrawal of Application Deadlines

Semester of Completion	Deadline	Ceremony
Fall	Last working day of December	Spring
Spring	April 30*	Spring
Summer	Last Monday of August	Fall

*When the deadline date occurs on a weekend or on a Statutory or Civic Holiday, the deadline will be the next working day.

2. OUTSTANDING ACCOUNTS

Students owing the University fees, fines or other charges will not be permitted to graduate, will not be permitted to participate in ceremonies, will not be listed in the Convocation program and will have transcripts withheld. This includes outstanding tuition fees, housing charges (including Telecom charges) and library fines.

Deadlines to clear all outstanding accounts in order to be permitted to graduate are:

- Students completing program requirements in the Fall Semester:

December 1 (for Spring Convocation).

Note: Students wishing to have 'completed' noted on their transcript in January (for reasons of employment, etc.), **must have all outstanding accounts cleared before their transcript will be released.** For example, a student completing Education requirements in the Fall Semester who may be eligible for teacher certification in January, must have all accounts paid before the Registrar's Office and Student Services (ROSS) can release the transcript.

Applications for students not eligible for 'completed' approval at the end of the Fall Semester (for academic or financial reasons) **will remain active** for Spring Convocation. These students are not required to submit another application. The April 1 deadline for outstanding accounts will apply.

- b. Students completing program requirements in the Spring Semester:
April 1 (for Spring Convocation).
- c. Students completing program requirements in Summer Session:
August 15 (for Fall Convocation).

Note: Students wishing to have 'completed' noted on their transcript in September (for reasons of employment, etc.), **must have all outstanding accounts cleared before their transcript will be released.** For example, a student completing Education requirements in Summer Session who may be eligible for teacher certification in September, must have all accounts paid before the Registrar's Office and Student Services (ROSS) can release the transcript.

Students who clear outstanding accounts after the April 1 or August 15 deadlines will be required to re-apply for a subsequent Convocation.

3. CONVOCATION INVITATION

In mid-March (for Spring Convocation) and late August (for Fall Convocation), an information package is mailed to each graduand by the Registrar's Office and Student Services (ROSS). Graduands can also access this information and confirm their attendance on the Bridge (www.uleth.ca/bridge).

4. CONFERRAL

Degrees, diplomas, and certificates are conferred upon a graduand only during Convocation ceremonies, whether the student is in attendance or not. If a graduand is absent, his/her degree, diploma, or certificate can only be released following the conferral process.

a. Order of Conferral

Spring

The Spring ceremonies are scheduled for the Thursday and Friday following the week of the Victoria Day long weekend.

The Order of Conferral for Spring ceremonies is as follows:

Ceremony I - Thursday morning

- School of Graduate Studies
- Bachelor of Arts
- Bachelor of Arts and Science

Ceremony II - Thursday afternoon

- Faculty of Health Sciences
- Bachelor of Science

Ceremony III - Friday morning

- Faculty of Education
- Combined Degrees with Education
- Faculty of Fine Arts

Ceremony IV - Friday afternoon

- Faculty of Management
- Combined Degrees Bachelor of Arts and Bachelor of Management

Combined Degrees Bachelor of Science and Bachelor of Management

Fall

The Fall ceremonies are scheduled for the Saturday following Thanksgiving in October. The Order of Conferral for the Fall is as follows:

- School of Graduate Studies
- Faculty of Arts and Science
- Faculty of Education
- Combined Degrees
- Faculty of Fine Arts
- Faculty of Health Sciences
- Faculty of Management

b. Medals

Each Faculty and School awards a University of Lethbridge Medal to its most distinguished graduand each year. Two gold medals are awarded by the Faculty of Arts and Science.

The Silver Medal of The Governor General of Canada is awarded to the graduate with the highest academic standing in an undergraduate program.

The Gold Medal of The Governor General of Canada is awarded to the graduate with the highest academic standing in a graduate program.

The School of Graduate Studies Medals of Merit are awarded to a graduating student from each Master's degree program for excellence in graduate studies.

The William Aberhart Gold Medal in Education is awarded to the graduating student who has shown the highest general proficiency in the final two years of the Bachelor of Education program.

Applications for these medals are not required.

5. CONFERRAL IN ABSENTIA

Graduands who do not attend their ceremony will have their degree, diploma, or certificate conferred upon them 'in absentia.'

The parchments are available for pick up at the Registrar's Office and Student Services (ROSS) during the week following the Convocation ceremonies. Parchments not picked up will be mailed to the students' permanent address.

6. NAMES ON PARCHMENTS

The full legal name of the graduand will appear on the parchment. Changes in name must be supported by copies of legal documentation (e.g., marriage certificate, divorce decree, vital statistics certificate, etc.). **Legal given names cannot be replaced with nicknames or initials.**

7. AWARDED POSTHUMOUSLY

With the approval of a Faculty/School Council, a degree, diploma, or certificate may be awarded posthumously to a deceased student who had completed his/her program or was completing the last semester of his/her program. Posthumous awards will be noted on the transcript.

8. TRANSCRIPTS

a. Requirements Completed

After official verification from the Faculty/School that the student has successfully completed all program requirements, the Registrar's Office and Student Services (ROSS) includes an official notation on any transcript issued prior to Convocation that program requirements have been completed.

b. Degree, Diploma, or Certificate Awarded

After official verification from the Faculty/School, and after completion of the conferral process, the Registrar's Office and Student Services (ROSS) includes an official notation on all transcripts of graduating students that the degree, diploma, or certificate has been awarded. This notation includes the major(s), minor(s), concentration, and specialization designation, and any Academic Distinction, Honours Thesis or Co-operative Education designations.

9. PARCHMENT REPLACEMENT

If a replacement parchment is required, the following procedures must be followed:

a. Name Change

1. The original parchment must be returned before a new one will be issued.
2. A written request, including the graduand's signature, must be submitted, accompanied by copies of two pieces of documentation proving name change (e.g., marriage certificate, divorce decree, vital statistics certificate, etc.).
3. A \$25 (plus GST) re-issue fee is charged.

b. Lost or Stolen Parchment

1. A written request, including the graduand's signature, verifying the circumstances of loss must be submitted.
2. A \$25 (plus GST) re-issue fee is charged.

Note: *The parchment will be stamped in a lower corner indicating that it is a duplicate, with the date of re-issue.*

c. Damaged Parchment

1. The original parchment, or what remains of a damaged parchment, must be returned before a new one will be issued.
2. A written request, including the graduand's signature, must be submitted.
3. A \$25 (plus GST) re-issue fee is charged.

10. CONVOCATION ATTENDANCE

Graduands include only those whose degrees, diplomas, or certificates have been approved by their Faculty/School Councils and who have no outstanding accounts with the University. Graduands must be dressed in the academic attire approved by the University of Lethbridge for the credential that is being conferred.

The Graduands process as a discrete group, sit in an area reserved for graduands and proceed to the platform to have their credential conferred under the guidance of the Marshals of the Graduands. Unless a Graduand has a disability or can demonstrate another special need, no one except approved Graduands will process with the Graduands, sit with the Graduands, or appear on the platform for Conferral.

a. Academic Dress

The academic dress of the University of Lethbridge is unique to the institution. Different kinds of degrees are represented by different kinds of academic dress as follows:

Bachelor's Degree

Bachelor's graduands wear a black gown and a black mortarboard.

The Bachelor's degree hoods are a shell of black lined with blue, trimmed with a twisted gold and blue cord. Specific degrees are distinguished by the colour of braid on the lining:

Bachelor of Arts:	White braid
Bachelor of Science:	Golden yellow braid
Bachelor of Arts and Science:	Twisted white and gold braid
Bachelor of Education:	Light blue braid
Bachelor of Fine Arts:	Brown braid
Bachelor of Health Sciences:	Twisted red and gold braid
Bachelor of Management:	Dull brown braid
Bachelor of Music:	Pink braid
Bachelor of Nursing:	Red braid

Students receiving Combined Degrees wear the colours of the two degrees on the braid.

Master's Degree

Master's graduands wear a black gown and a black mortarboard.

All Master's degree hoods are a shell of black, lined with blue. An exterior border of light blue satin indicates the hood is for a Master's-level degree and the distinguishing braid follows the colours of the undergraduate hoods.

Doctor of Philosophy

Doctor of Philosophy graduands wear a royal blue gown with walden blue velvet facings and chevrons, outlined in bright gold piping, and a walden blue befeater with a bright gold tassel.

The Doctor of Philosophy hoods are a shell of royal blue, lined with sapphire blue satin and a bright gold chevron; the walden blue velvet trim is outlined in bright gold piping, reflecting the colours of the University of Lethbridge.

Guest seating at Convocation is open to the general public subject to availability of seats within prescribed safety limits of the venue. However, the first priority for guest seating is assigned to invited guests of University of Lethbridge Graduands.

A small area of **Reserved Seating** is available upon request. Typically seated here are friends and family of the Chancellor's Party, and Academic Staff.

For the purposes of Convocation, the **Academic Staff** party is restricted to Professors Emeriti, the Associate Vice-President (Student Services) and Registrar, current and retired Faculty Members, and Librarians, excluding Deans and Vice-Presidents. The Academic Staff process as a discrete group and sit on the Platform. Academic Staff shall be robed in the

academic regalia to which they are entitled by virtue of their recognized academic degree or failing that, in the approved cap and gown of the University of Lethbridge.

Any individual listed as a faculty member in the Calendar of an accredited post-secondary institution, the focus of which is on teaching, scholarship and research, shall be allowed to join and to process with the Academic Staff party upon request to the Associate Vice-President (Student Services) and Registrar.

The **Chancellor's Party** includes the Chair of the Board of Governors, full Deans and Vice-Presidents, Members of the Senate Executive Committee, Members of the Board of Governors, Native Student Advisor or their designate, and all those Distinguished Guests invited to Convocation by the Chancellor (including those individuals selected to receive honours). The Chancellor's Party processes as a discrete group and sits according to a seating plan in a reserved area of the Platform.

II. REVOKING DEGREES

The University has a policy to govern the revoking of a degree after it has been awarded. See **Academic Regulations, Policies, and Program Requirements, Section 6.m. Other Policies (p. 162)**.

INTERNATIONAL AND EXCHANGE STUDENTS AND THE INTERNATIONAL CENTRE FOR STUDENTS

1. INTERNATIONAL STUDENTS	171	b. Exchange Students from Other Universities	171
a. Admission	171	3. INTERNATIONAL CENTRE FOR STUDENTS (ICS).....	171
b. Fees.....	171	a. International Liaison Officer (ILO)	171
c. Mandatory Health Care Insurance for International Students	171	b. Language Services	172
2. EXCHANGE STUDENTS	171		
a. University of Lethbridge Students Studying Elsewhere.....	171		

1. INTERNATIONAL STUDENTS

An international student is any student whose nation of citizenship is not Canada, and who is not a Permanent Resident of Canada. The University of Lethbridge encourages the enrolment of international students. International students comprise a vital and vibrant component of the university community. Both international students and Canadian students benefit from the presence of a strong international student contingent. The International Centre for Students (ICS) was established to support the academic and personal growth of international students and exchange students. It is the goal of the ICS to enrich the educational experience at the University of Lethbridge by promoting a strong global perspective.

a. Admission

See the admission section for the applicable program.

b. Fees

For information on international student fees, see the fee schedules in **Fees, Section 7 (p. 138)**.

c. Mandatory Health Care Insurance for International Students

Effective May 1, 1996, the University of Lethbridge requires all students to obtain and carry basic health insurance, in addition to the Students' Union supplementary health insurance plan. Students include all individuals registered in credit or non-credit courses and programs at the University of Lethbridge. Such insurance must be arranged prior to the commencement of classes for each term of studies. The University requires that students carry appropriate insurance both for their own benefit and well-being and for the protection of the community. The University reserves the right to rescind registration privileges from any student not carrying basic health insurance.

2. EXCHANGE STUDENTS

An exchange student is any student who is enrolled at one university but attending another university under an approved exchange program.

a. University of Lethbridge Students Studying Elsewhere

University of Lethbridge students who wish to participate in an approved exchange program will first contact the ICS. There are currently approved exchange programs at institutions in Argentina, Australia, Belgium, China, Chile, Ecuador, France, Germany, Italy, Japan, Malaysia, Mexico, the Netherlands, Poland, South Korea, Spain, Taiwan, Turkey, the United Kingdom, the United States, and Uruguay. Some exchange programs are only available to students in specific faculties or programs at the University of Lethbridge.

For further information, contact the ICS Office (SU040; tel. 403-329-2053, fax 403-382-7140, or email: international@uleth.ca).

b. Exchange Students from Other Universities

The ICS is the point of first contact for exchange students coming to the University of Lethbridge from an approved exchange program.

3. INTERNATIONAL CENTRE FOR STUDENTS (ICS)

a. International Liaison Officer (ILO)

The International Liaison Officer assists international students in adapting to campus life socially, academically, and culturally. The ILO represents international student interests at the institution, acts as an advocate on behalf of international students on both academic and welfare issues, and provides advice, support, referral, and information to students in areas such as visa extensions, family support, and academic support.

The ILO also offers international students an orientation to the University, and provides general advising services and workshops.

The ILO is the University of Lethbridge's contact with Immigration Canada, providing assistance with immigration matters.

For further information, contact the ILO in the ICS Office (SU040; tel. 403-329-2053, fax 403-382-7140, or email: international.advice@uleth.ca).

b. Language Services

The ICS is responsible for non-credit programs in English as a Second Language and university-level writing.

1. English for Academic Purposes (EAP)

The English for Academic Purposes (EAP) program is designed for students who are seeking admission into degree programs. Students who successfully complete the Advanced Level of EAP will satisfy the University's English Language Proficiency (ELP) requirement, for either undergraduate or graduate levels, and will not be required to submit a standardized English language test (e.g., TOEFL, IELTS, or CAEL) score for University of Lethbridge admission.

Offered in the Fall, Spring, and Summer, the University's EAP program is designed for students with at least an Intermediate level of ESL as assessed

by the EAP program placement exam, which is administered at the start of the program.

The EAP program is available to Visa students, Permanent Residents and Canadian citizens.

Fees for the EAP program are outlined in the table below.

2. Alberta Universities' Writing Competence Test/ 'Writing for University'

The ICS also administers the Alberta Universities' Writing Competence Test (AUWCT) and offers a non-credit course in writing, 'Writing for University', in the Fall and Spring semesters. This course is intended to prepare students for writing at the university level.

For further information, contact the ICS Office (SU040; tel. 403-329-2053, fax 403-382-7140, or email: international@uleth.ca).

ENGLISH FOR ACADEMIC PURPOSES FEES (SEE SECTION 3.b.1., ABOVE)

(All fees are in Canadian dollars. The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.)

Fees (per semester)	2010/2011	2011/2012	2012/2013
EAP Full Time			
<i>All levels</i>			
Program Tuition	\$ 3,483.00	\$ 3,536.00	\$ 3,606.00
EAP Part Time			
<i>Advanced level only</i>			
Writing	\$ 871.00	\$ 884.00	\$ 902.00
Reading	\$ 871.00	\$ 884.00	\$ 902.00
Grammar	\$ 871.00	\$ 884.00	\$ 902.00
Communication	\$ 871.00	\$ 884.00	\$ 902.00
Compulsory Fees for All EAP Students			
EAP Application Fee	\$ 55.00	\$ 55.00	\$ 55.00
Sport & Recreation Services Fee (FT)	\$ 76.55	\$ 80.00	\$ 83.20
Health Care*			
New students - four months of coverage	\$ 201.00	TBA	TBA
Returning students - four months of coverage	\$ 212.00	TBA	TBA
Health Care Insurance Fee	\$ 30.00	\$ 35.00	\$ 35.00
Fees for Other Services			
Writing for University (WFU)	\$ 325.00	\$ 330.00	\$ 336.00
AUWCT	\$ 70.00	\$ 70.00	\$ 70.00
Academic English for International Grad Students	\$ 675.00	\$ 685.00	\$ 695.00

* Rates are dependent on quotes from the external insurance carrier and are subject to change.

AWARDS AND SCHOLARSHIPS

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
GRADUATE SCHOLARSHIPS				
<p>Nexen Fellowship in Water Research (Nexen Inc.)</p> <ul style="list-style-type: none"> Nexen Inc. has chosen to create this endowment to help address one of the world's most pressing issues—water resources. These prestigious fellowships will be used to help attract and retain top graduate students to conduct scientific research in water-related initiatives 	<p>Value: \$15,000 for Ph.D. \$5,000 for Master's Number: Variable</p>	<ul style="list-style-type: none"> Entering or continuing full-time students conducting water-related research in the following thesis-based graduate programs: M.A., M.Sc., Ph.D. Master's students declaring water-related research after admission are eligible to apply Master's student recipients are eligible to apply for a second year and awards will be based on funding availability and academic achievement Doctorate student recipients will have funding automatically renewed for a second year, upon confirmation that the appropriate academic standards and levels of achievement have been met 	<ul style="list-style-type: none"> Academic achievement (based on GPA and content of application documents) 	<ul style="list-style-type: none"> March 1, May 1, or October 1 (admission application deadlines) Application and two letters of academic reference, one of which must come from the student's program supervisor, and a statement of intended research and its social and scholarly value Application submitted to the School of Graduate Studies
<p>The School of Graduate Studies Fellowship (School of Graduate Studies)</p>	<p>Value: \$15,000 (three equal payments) Number: Variable</p>	<ul style="list-style-type: none"> Entering a full-time M.A., M.Sc., or Ph.D. thesis-based program 	<ul style="list-style-type: none"> Academic achievement (minimum admission average of 3.3 GPA for Master's and 3.5 GPA for Ph.D.) Research record Potential for contribution in respective field of study 	<ul style="list-style-type: none"> June 1 for students admitted in the calendar year (January, May, and September) Separate application required
<p>Queen Elizabeth II Graduate Scholarship (Province of Alberta Scholarship Programs)</p>	<p>Value: Up to \$15,000 for Ph.D. Up to \$10,800 for Master's Number: Variable</p>	<ul style="list-style-type: none"> Canadian citizens or Permanent Residents Entering a full-time Ph.D. or Master's program 	<ul style="list-style-type: none"> Superior academic achievement Good standing with Alberta Students Finance 	<ul style="list-style-type: none"> All students accepted into a Ph.D. or Master's program are considered automatically

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
Arthur J.E. Child Award in Economics, English, and History (Arthur J.E. Child Foundation) <ul style="list-style-type: none"> Arthur James Edward Child (1910-1996), former chairman and chief executive officer of Burns Foods, was named an Officer of the Order of Canada in 1985. He co-founded the Canada West Foundation and had philanthropic commitments that spanned a great breadth of activities 	<i>Value:</i> One at \$10,000 or two at \$5,000 for each of the three majors: Economics, English, and History. (Total value: \$30,000)	<ul style="list-style-type: none"> Continuing undergraduate or graduate students with a major in Economics, English, or History 	<ul style="list-style-type: none"> Academic achievement Financial need Community involvement 	<ul style="list-style-type: none"> May 1 Departments of Economics, English, and History will nominate from eligible applicants
Keith and Hope Ferguson Memorial Scholarship (The Estate of Keith and Hope Ferguson)	<i>Value:</i> Up to \$10,000/yr. <i>Number:</i> Variable	<ul style="list-style-type: none"> Full-time students in any Master's program Must have lived within the City of Lethbridge or within a radius of approximately 120 km for a period of ten years or longer 	<ul style="list-style-type: none"> Academic achievement (minimum GPA of 3.0) 	<ul style="list-style-type: none"> May 1 (May and September admission) October 1 (January admission)
M.A./M.Sc. Entrance Award (School of Graduate Studies)	<i>Value:</i> \$10,000 (two equal payments) <i>Number:</i> Eight	<ul style="list-style-type: none"> Entering a full-time M.A. or M.Sc. thesis-based program 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> All students accepted into the eligible programs are considered automatically
School of Graduate Studies Entrance and Continuing M.A./M.Sc. Award (School of Graduate Studies)	<i>Value:</i> \$6,000 (\$3,000 per year for two years) <i>Number:</i> Variable	<ul style="list-style-type: none"> Admission to the full-time M.A. or M.Sc. thesis-based graduate program 	<ul style="list-style-type: none"> Academic achievement (minimum GPA of 3.0) Renewal in the second year is contingent upon satisfactory progress and standing in the graduate program 	<ul style="list-style-type: none"> Not required
International Ph.D. Research Award (School of Graduate Studies)	<i>Value:</i> \$6,000 (disbursed in six equal payments in six consecutive semesters) <i>Number:</i> Variable	<ul style="list-style-type: none"> Entering international (Visa) students admitted to the School of Graduate Studies Ph.D. program 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> Not required Nominated by School of Graduate Studies
Margaret Elliot McNally (Thomson) Graduate Studies Scholarship (Dr. Ed McNally) <ul style="list-style-type: none"> UofL honorary degree recipient Dr. Ed McNally established this award to encourage nursing students to pursue graduate studies 	<i>Value:</i> Up to \$5,000 (two equal payments) <i>Number:</i> Variable	<ul style="list-style-type: none"> Full-time students enrolled in the M.Sc. (Nursing) program Preference given to entering students 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> Not required

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
University of Lethbridge Graduate Scholarship (UofL)	<i>Value:</i> \$1,500 to \$5,000 (two equal payments) <i>Number:</i> Variable • Total amount to be awarded in one year is not to exceed \$5,000	<ul style="list-style-type: none"> • Entering a full-time M.Ed. program • Full-time status in the M.Ed. program in the Fall and Spring semesters during tenure 	<ul style="list-style-type: none"> • Superior academic achievement in the equivalent of the last two years of study as evidenced at the time of consideration for the award 	<ul style="list-style-type: none"> • Not required
Profiling Alberta's Graduate Students Award (Alberta Scholarships Program)	<i>Value:</i> Up to \$3,000 (funds awarded one-time, per calendar year) <i>Number:</i> Variable	<ul style="list-style-type: none"> • Full-time graduate students registered in a thesis-based Masters or Doctoral program • Canadian citizens or permanent residence living in Alberta • Preference given to second-year Masters and third- or fourth-year Ph.D. students 	<ul style="list-style-type: none"> • Presentation of student research at important or major national and/or international conferences • Must be registered full-time at the time of the conference • Must be in good standing academically in a graduate program 	<ul style="list-style-type: none"> • Required; submitted to School of Graduate Studies • Normally, one award during the tenure of a student's program
25th Anniversary M.A. or M.Sc. Scholarship (UofL)	<i>Value:</i> \$2,500	<ul style="list-style-type: none"> • Admission to the UofL M.A. or M.Sc. program 	<ul style="list-style-type: none"> • Superior academic achievement 	<ul style="list-style-type: none"> • Made at the time of initial <i>Application for Admission</i>
Alberta Society of Professional Biologists Scholarship (Alberta Society of Professional Biologists) • <i>The Society's purpose is to protect the interests of the public and to enhance the professional status of biologists in the province of Alberta</i>	<i>Value:</i> \$2,500	<ul style="list-style-type: none"> • Continuing graduate (Master's or Ph.D.) students in Biological Sciences 	<ul style="list-style-type: none"> • Academic achievement • Excellence in biological research 	<ul style="list-style-type: none"> • Not required • ASPB will provide finances for travel, lodging, and meals for recipients to present research to ASPB members
F.W. Hess and Family Award (Dr. M.P. Hess) • <i>Dr. Hess, a former UofL Senator (1985 to 1991) and honorary degree recipient (2004) encourages an understanding and respect of our water resources and the environment</i>	<i>Value:</i> \$2,400 <i>Number:</i> Variable	<ul style="list-style-type: none"> • Canadian citizen or permanent resident of Canada • Enrolled in any Masters or Ph.D. program • Course of study must relate to the environment 	<ul style="list-style-type: none"> • Academic achievement (based on GPA and content of admission application documents) 	<ul style="list-style-type: none"> • March 1, May 1, or October 1 (admission application deadlines) • Application must include a statement explaining the relevance of the topic of study to the cultural, historic, physical or social environment, the intended research and its social and scholarly value • Selected by School of Graduate Studies committee

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
International M.A./M.Sc. Research Award (School of Graduate Studies)	<i>Value:</i> \$2,000 (disbursed in two equal payments in consecutive semesters) <i>Number:</i> Variable	<ul style="list-style-type: none"> • Entering international (Visa) students admitted to the School of Graduate Studies M.A./M.Sc. program 	<ul style="list-style-type: none"> • Academic achievement 	<ul style="list-style-type: none"> • Not required • Nominated by School of Graduate Studies
Master of Arts Admission Scholarship (School of Graduate Studies/ Coca-Cola Company)	<i>Value:</i> \$2,000 (two equal payments in successive Fall semesters) <i>Number:</i> Up to three	<ul style="list-style-type: none"> • Entering a full-time, M.A. thesis-based program 	<ul style="list-style-type: none"> • Academic achievement • Minimum admission average of 3.5 GPA 	<ul style="list-style-type: none"> • All students accepted into a full-time, M.A. thesis-based program are considered automatically
Master of Counselling Scholarship (Faculty of Education)	<i>Value:</i> \$2,000 <i>Number:</i> Six (three for second year, three for third year)	<ul style="list-style-type: none"> • Successful completion of a minimum 12 credit hours for second year standing or 24 credit hours for third year standing 	<ul style="list-style-type: none"> • Academic achievement 	<ul style="list-style-type: none"> • Not required • Nominated by Faculty of Education • May receive award once at each year level of studies
Master of Science Admission Scholarship (School of Graduate Studies/ Coca-Cola Company)	<i>Value:</i> \$2,000 (two equal payments in successive Fall semesters) <i>Number:</i> Up to two	<ul style="list-style-type: none"> • Entering a full-time, M.Sc. thesis-based program 	<ul style="list-style-type: none"> • Academic achievement • Minimum admission average of 3.5 GPA 	<ul style="list-style-type: none"> • All students accepted into a full-time, M.Sc. thesis-based program are considered automatically
Martin Oordt Scholarship (The Meliorist Publishing Society) <ul style="list-style-type: none"> • <i>Martin Oordt is a UofL Professor Emeritus and is largely responsible for the birth of The Meliorist</i> 	<i>Value:</i> \$2,000	<ul style="list-style-type: none"> • Students enrolled in Arts and Science or Education programs with a declared major in English • Graduate students may also be considered 	<ul style="list-style-type: none"> • Academic achievement (minimum GPA of 3.0) • A proven interest in creative writing 	<ul style="list-style-type: none"> • May 1
Ph.D. Admission Scholarship (School of Graduate Studies/ Coca-Cola Company)	<i>Value:</i> \$2,000 (two equal payments in successive Fall semesters) <i>Number:</i> One	<ul style="list-style-type: none"> • Entering a full-time, Ph.D. thesis-based program 	<ul style="list-style-type: none"> • Academic achievement • Minimum admission average of 3.75 GPA 	<ul style="list-style-type: none"> • All students accepted into a full-time, Ph.D. thesis-based program are considered automatically
Derrick and Lytta Pereira Management Prize (Anil Pereira '87 & Sheryl (Turnbull) Pereira '87)	<i>Value:</i> \$1,500	<ul style="list-style-type: none"> • Admission to the M.Sc. Management program 	<ul style="list-style-type: none"> • Excellence as demonstrated on the Application for Admission 	<ul style="list-style-type: none"> • Not required
LaValley Graduate Studies Award (Cindy LaValley) <ul style="list-style-type: none"> • <i>Established by UofL alumnus Cindy LaValley as a tribute to her parents, Mona and Stanley LaValley, who viewed access to education as an important pathway to success</i> 	<i>Value:</i> \$1,500	<ul style="list-style-type: none"> • Students entering or continuing any full- or part-time graduate studies program • Must reside in, or have just moved from, a rural or small town community in southern Alberta prior to starting at the UofL 	<ul style="list-style-type: none"> • Academic achievement • Financial need 	<ul style="list-style-type: none"> • May 1

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
John Farwell Memorial Award (Family of John Farwell) <ul style="list-style-type: none"> In memory of John Farwell, a UofL faculty member in Theatre and Dramatic Arts, from 2003 to 2008. Established by his family in support of drama students 	Value: \$1,000 Number: Variable	<ul style="list-style-type: none"> Entering M.F.A. Theatre and Dramatic Arts with an interest in design 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> Not required Nominated by Department of Theatre and Dramatic Arts
First Nations Graduate Programs in Education Entrance Scholarship (Faculty of Education)	Value: \$1,000 (GPA); \$1,500 (GPA and financial need) Number: Two	<ul style="list-style-type: none"> Entering part-time or full-time students in any Faculty of Education Master's program First Nations, Métis, or Inuit ancestry 	<ul style="list-style-type: none"> One award: academic achievement One award: academic achievement and financial need 	<ul style="list-style-type: none"> May 1
Graduate Programs in Education Entrance Scholarship (Faculty of Education)	Value: \$1,000 Number: Varies One each for: M.Ed. General; M.Ed. Educational Leadership; M.Ed. Counselling Psychology; Master of Counselling	<ul style="list-style-type: none"> Entering part-time or full-time students in any Faculty of Education Master's program 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> Not required
Supporting Our Students Award (The University Community) <ul style="list-style-type: none"> Generous contributions from the University community, including faculty, staff, retirees, Board of Governors, Senate members, alumni, and other friends of the UofL, established this award to support UofL students 	Value: \$1,000 Number: Variable	<ul style="list-style-type: none"> Full or part-time students entering or continuing any UofL graduate degree program 	<ul style="list-style-type: none"> Academic achievement Financial need 	<ul style="list-style-type: none"> May 1
Jacoba VandenBrink Award (Martin and Sonya Grympa) <ul style="list-style-type: none"> Jacoba VandenBrink immigrated to rural Alberta from Holland. Her vision was to provide a better life for her 13 children. She exemplified the notion of leadership by service to others 	Value: \$1,000 Number: Two, one entrance and one continuing award	<ul style="list-style-type: none"> Must be entering or continuing in a M.A. (Nursing) or M.Sc. (Nursing) program 	<ul style="list-style-type: none"> Academic achievement Demonstrated volunteer service or other community involvement Preference to demonstrated financial need 	<ul style="list-style-type: none"> May 1

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
Women Scholars Award (UofL Women Scholars) <ul style="list-style-type: none"> This award was established through gifts from members of the UofL Women Scholars and underlines the importance of exploring gender issues 	Value: \$1,000	<ul style="list-style-type: none"> Entering, returning after an absence, or continuing graduate students who are studying part-time or full-time Students conducting research on gender issues or female students studying in a non-traditional discipline Preference to single parents 	<ul style="list-style-type: none"> Academic achievement; minimum GPA of 3.5 for entering students or satisfactory progress and standing in the graduate program for continuing students Preference to demonstrated financial need 	<ul style="list-style-type: none"> May 1 Submit a brief statement of exploration of gender issues and summary describing eligibility for the award
Research Dissemination Award (School of Graduate Studies) <ul style="list-style-type: none"> Established to showcase University of Lethbridge national and/or international achievements 	Value: Up to \$1,000 Number: Varies	<ul style="list-style-type: none"> Full-time M.A. or M.Sc. students in the second-year of study or full-time Ph.D. students in the third- or fourth-year of study Priority is given to international students 	<ul style="list-style-type: none"> Students must be first author or presenter at a nationally or internationally recognized conference 	<ul style="list-style-type: none"> May 15, October 15 and February 15 Submitted to the School of Graduate Studies Award is a reimbursement only after the conference presentation
Archaeological Society of Alberta (Lethbridge) Scholarship (Archaeological Society of Alberta, Lethbridge Centre)	Value: \$500	<ul style="list-style-type: none"> Preference to graduate students with a major in archaeology Third- or fourth-year undergraduate students with a major in archaeology 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> May 1
Graduate Students' Association Travel Award (Graduate Students' Association)	Value: Up to \$500 (Award not to exceed travel costs, accommodation, and registration fees minus other travel grants received)	<ul style="list-style-type: none"> Full-time graduate students 	<ul style="list-style-type: none"> Presenting at an internationally recognized conference Must be admitted to graduate program at the UofL prior to the conference Financial need 	<ul style="list-style-type: none"> November 1, March 1, and July 1 Must apply for the award prior to departure for conference May receive award once per degree
Master of Science (Management) Bursary - Peter & Helen Kelley (Peter and Helen Kelley)	Value: \$500	<ul style="list-style-type: none"> Entering or continuing students enrolled in a M.Sc. (Management) program 	<ul style="list-style-type: none"> Financial need 	<ul style="list-style-type: none"> May 1

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
Political Science Graduate Studies Award (Alan Siaroff)	Value: \$500	<ul style="list-style-type: none"> • Graduating students or B.A. degree holders (from the UofL) with a major in Political Science intending to pursue graduate studies in Political Science, Public Administration, Public Policy, or related field at any graduate school • Preference to recent grads (within three years of B.A. completion) 	<ul style="list-style-type: none"> • Academic achievement (minimum GPA of 3.3) 	<ul style="list-style-type: none"> • Not required • Nominated by the Department of Political Science
Dr. James D. Tagg History and Citizenship Award (Czechoslovak Canadian Cultural Society of Southern Alberta, and friends) <ul style="list-style-type: none"> • <i>Dr. James D. Tagg taught American History at the UofL from 1969 to 2003. As a highly respected teacher and scholar, Dr. Tagg believes that educated persons have a duty to engage in the support and improvement of the communities in which they find themselves</i> 	Value: \$500	<ul style="list-style-type: none"> • Continuing undergraduate or graduate students majoring in History 	<ul style="list-style-type: none"> • Academic achievement • Community involvement 	<ul style="list-style-type: none"> • May 1 • Nominated by the Department of History
Chinook Chemistry and Biochemistry Prizes (Faculty/Staff in the Department of Chemistry and Biochemistry) <ul style="list-style-type: none"> • <i>Leading-edge research involving students is a hallmark of the UofL. This prize is to recognize the significant contributions our students make in research</i> 	Value: \$300 for first prize \$100 for second prize Number: Four first prizes Four second prizes	<ul style="list-style-type: none"> • Undergraduate and graduate students, performing original research during the 12 months preceding the deadline for abstracts, supervised or co-supervised by a member of the Department of Chemistry and Biochemistry 	<ul style="list-style-type: none"> • Completion and participation in the Chinook Symposium poster competition 	<ul style="list-style-type: none"> • Not required • Nominated by the Department of Chemistry and Biochemistry

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
ACADEMIC MEDALS				
School of Graduate Studies Medals of Merit (UofL)	<i>Number:</i> Five	<ul style="list-style-type: none"> • Must have completed requirements during the current academic term 	<ul style="list-style-type: none"> • Awarded to the most distinguished students graduating with a Master's degree 	<ul style="list-style-type: none"> • Not required
The Gold Medal of the Governor General of Canada (The Governor General of Canada)	<i>Number:</i> One	<ul style="list-style-type: none"> • Must have completed degree requirements in the current academic year 	<ul style="list-style-type: none"> • Awarded to the graduating student with the highest academic standing in a graduate-level program 	<ul style="list-style-type: none"> • Not required

GENERAL SERVICES AT THE UNIVERSITY OF LETHBRIDGE

1. ADMISSIONS	181	19. LETHBRIDGE PUBLIC INTEREST RESEARCH GROUP (LPIRG).....	187
2. BOOKSTORE	181	20. LIBRARY	187
3. BUS SERVICE	182	21. MAIL SERVICES.....	188
4. CAMPUS CARD	182	22. NATIVE STUDENT ADVISING	188
5. CAMPUS WOMEN'S CENTRE (CWC)	182	23. OFF-CAMPUS HOUSING.....	188
6. CAREER RESOURCES CENTRE (CRC)	182	24. PRINTING SERVICES	188
7. CATERING AND FOOD SERVICES - PROVIDED BY SODEXO CANADA	182	25. RECRUITMENT AND STUDENT LIFE.....	189
8. CHAPLAINCY	183	26. REGISTRAR'S OFFICE AND STUDENT SERVICES (ROSS)	189
9. CKXU RADIO.....	183	27. RISK AND SAFETY SERVICES	189
10. CONFERENCE AND EVENT SERVICES.....	183	28. SECURITY AND PARKING (INCLUDING LOST AND FOUND)	189
11. COUNSELLING SERVICES	184	29. SPORT AND RECREATION SERVICES	190
12. DISABILITIES.....	184	30. STUDENT AWARDS - SCHOLARSHIPS AND BURSARIES.....	191
13. GRADUATE AND PROFESSIONAL SCHOOL EXAMINATIONS	184	31. STUDENT FINANCE - GOVERNMENT STUDENT LOANS AND GRANTS	192
14. HEALTH CENTRE	184	32. STUDENTS' UNION	192
15. HOUSING SERVICES	184	33. THE MELIORIST (STUDENT NEWSPAPER)...	195
16. INFORMATION TECHNOLOGY.....	186	34. UNIVERSITY ADVANCEMENT.....	195
17. INTERNATIONAL CENTRE FOR STUDENTS .	187	35. WRITING CENTRE	195
18. INTERNATIONAL LIAISON OFFICER (ILO) ..	187		

1. ADMISSIONS

In addition to processing all applications for admission, Admissions personnel provide on-campus advising regarding admission requirements and application procedures to prospective students. Admissions is located in the Registrar's Office and Student Services (ROSS) (SUI40; 403-320-5700).

Admissions website: www.uleth.ca/ross/admissions

2. BOOKSTORE

Retail Services

The University Bookstore is located on Level 2 of the Students' Union Building. It stocks all required texts and course materials. The Bookstore also carries a full line of general reading books, stationary, art supplies, University apparel, and giftware. Hours of operation are 8:30 a.m. to 4:30 p.m., Monday through Friday. Extra hours are posted and advertised as required.

Textbook Reservation Service

The Bookstore will do your textbook shopping for you. Access the Bookstore's website at www.uleth.ca/bookstore for

information as it becomes available. Textbook reservation service is only available for the Fall semester.

Returns Policy

The Bookstore's policy for returning textbooks and other materials is clearly stated on the 'Return Policy' attached to the receipt with your purchase. If you are unsure whether an item is returnable, please ask the Bookstore staff for clarification.

Used Book Buybacks

If a textbook is going to be used the following semester, and the Bookstore requires inventory, we will purchase good quality used copies from students. This service is available daily from 9:00 a.m. to 3:30 p.m., except during semester opening (watch for time changes). As well, the Bookstore sponsors semi-annual 'Used Book Buybacks.' These 'buybacks' are held for five days each semester during exam week in April and December. Exact dates and times are posted on campus and on the Bookstore website. During the buyback, a representative of a book wholesale company is at the Bookstore, purchasing used texts which, although they may not be used at the University of Lethbridge, will be used at

other universities in North America. The prices paid for these books are determined by the wholesaler.

3. BUS SERVICE

The City of Lethbridge operates a regular bus service between West Lethbridge and downtown in accordance with a published schedule, including two stops at the campus.

Bus passes and additional information on schedules are available from the Students' Union *Rockerman's Service Centre* (SU232) and the City of Lethbridge.

4. CAMPUS CARD

The University of Lethbridge Campus ID Card is the official picture identification of the University of Lethbridge. All students, faculty, and staff need this card in order to access vending, printing, photocopying, food services, recreation facilities, athletic events, the Library, and some off-campus services.

Campus ID Cards may be obtained at the computer labs in Anderson Hall (AH150) or University Hall (E644). Picture ID is required. For more information on hours or location call the IT Solutions Centre (tel. 403-329-2490). The initial card is free—replacing a damaged, lost, or stolen card is \$10.

5. CAMPUS WOMEN'S CENTRE (CWC)

The Campus Women's Centre offers many services to the University and its surrounding community. It's a safe, quiet place where women (and men) can come to talk. Student volunteers, experienced with student life on campus, are easy to talk to and can relate to issues such as frustrations with roommates, juggling home life with school life, and personal conflict. Although the Campus Women's Centre is not a licensed counselling centre, student volunteers are trained to recognize when someone is in need of counselling services and will direct them accordingly. The Campus Women's Centre can facilitate help for students through contact with local organizations such as the YWCA, the Womanspace Resource Centre, shelters, and food banks.

The Women's Centre has a wide range of pamphlets and information about topics including sexual health, birth control, cancer, STI's, pregnancy, nutrition, HIV and AIDS, drug and alcohol abuse, sexual abuse, mental health, spirituality, feminism, daycare services, self-esteem, losing weight, and piercing.

Throughout the year, the Women's Centre organizes and participates in a variety of events impacting women in our society today. These events include National Day of Remembrance and Action on Violence Against Women, International Women's Day, Breast Cancer Awareness Month, and AIDS Week.

Currently each student contributes a levy fee of one dollar in the Fall and Spring semesters. Since the Women's Centre fee is not compulsory, students may choose to opt out. To do so, students must submit a formal email request, indicating their full name and University ID number from a valid "uleth.ca" account. Alternatively, students may stop by the office (SP150) and fill out an opt-out form. Refunds will be administered during the last week in October for the Fall semesters and the last week in February for the Spring semesters. Applications and requests for opt out must be submitted prior to the refund dates. Students will receive an email confirmation instructing them to come to the Women's Centre in person to receive their refund in cash. A valid University ID card is required.

6. CAREER RESOURCES CENTRE (CRC)

The Career Resources Centre provides a comprehensive service to students in all stages of career development.

Career and Employment Services (CES): Services for Students and Graduates

Career Exploration/Job Search Techniques - As students explore careers, CES assists them in gathering occupational information such as qualifications, job duties, education requirements, and labour market conditions. We also assist students in any aspect of the job search process (e.g., resumé writing, interview techniques) either on an individual appointment basis or in a group workshop.

Job Postings - Students/Graduates looking for a job, whether it is part-time, temporary, summer, or full-time after graduation, should check CES jobs online or check the 'Current Jobs Binder' in CES. All job postings received in our office can be accessed online through a partnership with workopolisCampus.com. To register with workopolisCampus, simply go to the website, click on 'Pick Your School and Register' and follow the instructions. When completing the online registration form at workopoliscampus.com, please check the box giving CES permission to email you about specific job leads in your field and about upcoming career events.

International Careers, Job Search Strategies, and Resources - CES has books and web resources to help UofL students explore international opportunities for working, studying, and living overseas.

On-Campus Recruitment (OCR) - CES assists employers in recruiting UofL students throughout the year. OCR postings can be found on CES Jobs Online. Students are required to sign-up to participate.

Career Resources - CES maintains the resource area located in the CRC. It offers information on education and training, career opportunities, job search techniques, and career planning. Books are available for in-office use. Visit the CES website (www.uleth.ca/ross/ces) for a listing of websites with career opportunities and other resources.

Career Events - Each Fall CES coordinates the annual UofL Career Fair. The fair is open to all students and provides an exceptional opportunity to gather information on career paths and to network with potential employers. Other events are offered throughout the year.

Graduate Employment Services - Upon graduation, students can continue to utilize all the services of CES. Alumni are encouraged to contact CES before leaving campus to sign up for graduate employment services to ensure they continue to receive relevant career-related information.

For further information on all programs, please contact the Career Resources Centre at 403-329-2000 or visit us in our new location in Anderson Hall (AH154).

CES website: www.uleth.ca/ross/ces

7. CATERING AND FOOD SERVICES - PROVIDED BY SODEXO CANADA

The Catering and Food Services Department is provided by Sodexo Canada. Sodexo has been proudly partnered with the University of Lethbridge for over 25 years, providing dining, vending, and catering services to the students, faculty, staff, and guests of the University of Lethbridge. As we strive for continuous improvement and high quality services, we encourage everyone to participate in this service by discussing

ideas, questions, and comments with our management and staff.

Catering and Food Services offers the convenience of a declining balance Campus Card for all purchases. This card eliminates the need to carry cash. By using the Campus Card—in the form of the campus meal plan, flex dollars, or Bridge Bucks—you can avoid the withdrawal fees you may incur with a bank card. Bridge Bucks, meal plans, and flex dollars are accepted at all food service locations across campus. Visit our office, next to the Coulee Junction Café (CJ's), for more information.

Food services are provided in an à-la-carte style with a variety of locations on campus, offering a wide array of healthy food choices as well as popular choices throughout the day and evening. Catering Services provides an abundance of catering and conference services to suit occasions anywhere on campus. Service ranges from study group meeting refreshments to complete waited banquets and receptions. Menus are personally planned to meet customer budgets and requests.

Locations

CJ's is located off the Atrium on Level 6 of University Hall. In addition to quality and appealing food, CJ's offers holiday and special event menus throughout the year featuring Pace Changers, biweekly buffets, and residence specials. Regular operating hours are:

Monday-Thursday	7:30 a.m.	-	7:30 p.m.
Friday	7:30 a.m.	-	6:00 p.m.
Saturday-Sunday	10:00 a.m.	-	6:00 p.m.
Holidays	10:00 a.m.	-	6:00 p.m.

The Fresh Express is located in Section C on Level 6 in University Hall. The Fresh Express features custom-made deli sandwiches, Fast Track pizza, and Starbucks coffee. Regular operating hours are:

Monday-Thursday	8:45 a.m.	-	4:00 p.m.
Friday	8:45 a.m.	-	2:00 p.m.
Saturday-Sunday			Closed
Holidays			Closed

The Station, home of MR.SUB and Starbucks coffee, is located on Level 9 in the Library building. Regular operating hours are:

Monday-Thursday	8:00 a.m.	-	3:00 p.m.
Friday	8:00 a.m.	-	2:00 p.m.
Saturday-Sunday			Closed
Holidays			Closed

Tim Hortons is located by the main entrance in the 1st Choice Savings Centre for Sport and Wellness. Tim Hortons is a full-program store featuring sandwiches, soups, muffins, pastries, and the world-famous Tim Hortons coffee. Tim Hortons is also part of the residence dining plans. Meal plans and Bridge Bucks are accepted at this retail location. Regular operating hours are:

Monday-Thursday	7:30 a.m.	-	8:00 p.m.
Friday	7:30 a.m.	-	7:00 p.m.
Saturday	10:00 a.m.	-	5:00 p.m.
Sunday			Closed
Holidays/Long Weekends			Closed

Hours may be extended for major functions and games in the 1st Choice Savings Centre for Sport and Wellness

For more information, please contact the Catering and Food Services Office (phone: 403-329-2491; fax: 403-329-5141; email: food@uleth.ca).

Catering and Food Services website: www.uleth.ca/food

8. CHAPLAINCY

Chaplains provide private consultation to any University student or staff in relation to spiritual or religious needs.

The Chaplaincy consists of Ministers of many faiths. Participating Chaplains have regularly scheduled hours for consultation. The Chaplain's office is located in the University Centre for the Arts (W564). For information, contact the Registrar's Office and Student Services (ROSS) at tel. 403-320-5700 or call the Chaplain's Office directly at tel. 403-317-2849.

Chaplaincy website: www.uleth.ca/ross/counselling/chaplaincy

9. CKXU RADIO

CKXU 88.3 FM is a community-based campus station with a mandate to showcase, promote, and enhance southern Alberta's diversity.

The station and its volunteers are committed to serving the interests of both the university community and the community at large. In addition to its musical programming, the station is dedicated to giving voice to issues and points of view under-represented in mainstream media.

CKXU offers many opportunities apart from on-air programming, including advertising, fundraising, and assisting with production as well as news, sports, and spoken-word programming. An interest in diversity and a willingness to learn is all that is required.

To learn more, drop by CKXU's offices in SU164. More information about the station, including program listings and an Internet audio feed, is available at www.ckxu.com.

10. CONFERENCE AND EVENT SERVICES

Conference and Event Services offers a 'one-stop shop' to meeting and event planners. Conference and Event Services is available to assist in planning conferences, meetings or special events for groups originating on or off campus, pursuing an educational goal, or offering training to meeting participants. Management services are provided for groups meeting on or off-campus, including design and distribution of conference promotional material, budget creation and maintenance, facility rentals, and program advice. Arrangements with respect to food service, accommodation, audio-visual equipment, printing, maintenance, security, and parking are all facilitated through the Conference and Event Services Office.

The University of Lethbridge offers a wide selection of meeting facilities, which range from large lecture halls for up to 300 people to small meeting rooms perfect for 15 to 20 people. The Students' Union Ballroom and Coulee Junction Café Dining Area provide space to host up to 150 people with a panoramic view of the City and river valley. These facilities are ideal for weddings, banquets and family reunions. First-class recreational facilities are also available on campus, highlighted by the Max Bell Regional Aquatic Centre and the 1st Choice Savings Centre for Sport and Wellness. Up to 550 people can be hosted in our Atrium space.

Conference and Event Services also operates a summer hotel with a variety of room types available from May to August annually. Offering reasonable nightly, weekly, and monthly rates, visitors will discover an accommodation option to suit their needs. Groups welcome!

Hours of operation are from 8:30 a.m. to 4:30 p.m., Monday to Friday, with additional support as requested for special events. Extended summer hours of operation are from 8:30 a.m. to

8:00 p.m., Monday to Friday. Call 403-329-2244; fax: 403-329-5166; email: cnf@uleth.ca

Conference and Event Services website: www.uleth.ca/conference

11. COUNSELLING SERVICES

Counselling Services is located in Turcotte Hall (TH218). The primary purpose of Counselling Services is to contribute to the total well-being and development of individual students. Personal counselling, career counselling, and academic skills development programs are offered to assist students in realizing their educational, social, and personal potential. The Office's services are extended without charge on a confidential basis.

Although Counselling Services normally operates on an appointment basis, counsellors see students experiencing a personal crisis as quickly as possible. After-hours and weekend emergencies should be handled through Campus Security (403-329-2345) or the emergency service at the Regional Hospital. Personal crisis situations experienced after hours should be directed to the Distress Line of Southwestern Alberta (403-327-7905).

Students with career, personal, and/or academic concerns are encouraged to make a counselling appointment before the situation becomes overwhelming. For an appointment call 403-317-2845 or go to TH218.

Counselling Services website: www.uleth.ca/counselling

For employees of the University, counselling is available through the Employee Assistance Program. Call 403-329-2494 for further information.

12. DISABILITIES

The University of Lethbridge attempts to meet the special needs of students with disabilities. Many students have unique needs, and response must be made on an individual basis. Dealing with these needs may require the student in question to liaise with a number of provincial and non-profit agencies, as well as University of Lethbridge personnel. For more information and possible assistance with these matters, contact the Disabilities Resource Centre (B760; 403-329-2766).

The Disabilities Resource Centre can support student requests for special testing or registration procedures once their disability has been documented. They can also guide students to local services or agencies which may be of assistance. Special equipment or specialized services frequently must be funded through agencies outside the University of Lethbridge. Questions regarding physical access may also be brought to the Disabilities Resource staff who will then direct students to the appropriate University office or personnel. Further information is available on the Disabilities website.

Disabilities website: www.uleth.ca/ross/counselling/disabilities

13. GRADUATE AND PROFESSIONAL SCHOOL EXAMINATIONS

The Counselling Services office is an authorized test centre for professional and graduate school exams such as the LSAT (Law School Admission Test) and MAT (Miller Analogies Test). Pre-registration for these tests is required, and Internet links are included on the Counselling Services website (www.uleth.ca/ross/counselling). Information bulletins are also available at Counselling Services (TH218) or at the Career Resources Centre (AH154).

14. HEALTH CENTRE

'Helping Students Stay Healthy'

The University of Lethbridge Health Centre offers medical appointments with physicians for any health concern including your yearly physicals. We care about you and your health and also offer Psychiatric services (a physician specializing in mental health), dietitian services, chiropractor, massage therapy and nurse services.

The Health Centre is open Monday through Friday from 9:00 a.m. to 4:00 p.m. in SU020. Call 403-329-2484 or drop by SU020 for appointments. Health Centre email: healthcentre@uleth.ca.

Services are available to students and employees and are confidential. Services include the following:

- Physician Clinics (Monday through Friday)
- Psychiatrist Clinics (limited appointments and by referral only)
- Chiropractor Clinics (Monday and Friday mornings, Wednesday afternoons)
- Registered Massage Therapist
- Dietitian Clinics
- Nursing Assessment and Care (one-to-one education, treatments, questions)
- Basic Health Insurance Inquiries

Health Education

Students can book time for one-to-one education on any topic of concern. The Health Centre Educator—Dianne Carter, RN—is available to give presentations to small groups or classes and will assist with getting a guest speaker from a local health organization. Campus-wide health education events also occur on a weekly basis; check out the displays held in a variety of places on campus.

Health Insurance

There are two types of health insurance. Firstly, by law, all students MUST have basic provincial health insurance (this pays for doctor's bills, hospital care, and most medical tests). Usually, this insurance is from your home province. If you have questions about the Alberta Health Care Insurance Plan (AHCIP) or your home province insurance, please ask the Health Centre staff.

Secondly, there is an extended benefit plan which assists in paying for items not covered by provincial health insurance. Students should either have an extended benefit plan from their work or family or have the Students' Union Health and Dental Plan. The Students' Union Health and Dental Plan assists with the cost of medications, ambulance rides, therapies, and dental costs. If you have questions about the Students' Union Health and Dental Plan, drop by SU180.

Note: *The University does not assume responsibility for the cost of medical treatment or hospitalization.*

We want you to learn about your own health as you also grow academically. Please ask for help when you need it!

15. HOUSING SERVICES

'Come Live With Us!'

Our focus in Housing Services is to provide students with the best possible environment for academic success and personal development. Residence Life programming is offered and coordinated through live-in Residence Assistants. Some examples of the programs and workshops offered in the past

include time management, aerobics, health and nutrition, substance abuse, study skills, exam preparation, library use, tutoring, movie nights, cabarets, resumé writing, and effective interview and job search skills.

The convenience of living on campus, together with access to the University's services and programs, gives students educational, social, and cultural advantages. Residents tend to be more involved in campus life, build stronger friendships than their off-campus counterparts, and develop greater tolerance and understanding. All this adds up to an enhanced opportunity to graduate from the University of Lethbridge.

Campus Housing Choices

The University provides campus housing for single students in fully-furnished bedrooms, self-contained apartment units, and townhomes. For students with families, we provide unfurnished townhomes. Units meeting the needs of the physically challenged are also available. Students directly out of high school and in their first year of study are assigned to the traditional-style units in University Hall and to the apartment-style units in Kainai House. The Piikani House, Tsuu T'ina House, and Residence Village (RV) units are assigned to students in their second and subsequent years of study. The unfurnished townhomes in Siksika House are generally for married and single students with families.

New High School Graduates

University Hall Residence - Our most convenient, on-campus accommodation offers 276 single and double rooms within University Hall itself with the addition of 62 new beds opening for Fall 2011. These fully-furnished rooms are available on the first four floors and are reserved for first-year residents coming to the University directly from high school. The residence is equipped with common rooms, a games room, a laundry centre, and an activity centre. The Library, Coulee Junction Cafe, study rooms, and computer labs are conveniently located, and most academic areas are accessible without going outside on inclement days.

Kainai House - Our Kainai House apartment building accommodates 155 students in one, two, four, and six bedroom, fully furnished units. All bedrooms are single occupancy and suites are assigned on a bedroom-by-bedroom basis. Swipe-card laundry facilities are provided on each floor. This complex also includes study and meeting rooms, television lounge, and games room. The apartment building is conveniently located south of Aperture Drive, just a short five-minute walk away from the centre of campus.

Residence Dining Plan

All University Hall and Kainai House residents must participate in the Residence Dining Plan as these rooms are offered on a 'Room and Board' basis only.

Further information can be obtained from the Catering and Food Services Residence Dining Plan Brochure, or by calling Catering and Food Services at 403-329-2491.

Website: www.uleth.ca/food

Transfer and Continuing Students

Aperture Residential Park Single Housing Apartments and Townhomes - Our apartment and townhouse-style buildings accommodate 260 students in one, two, and four bedroom, fully furnished units. All bedrooms are single occupancy and suites are assigned on a bedroom-by-bedroom basis. Study areas, swipe-card and coin-operated laundry facilities, and barbeques are provided in each residential area.

These complexes include a computer room, cardiovascular room, study and meeting rooms, television lounge, and games room which are available to all residence students. The Piikani House, Tsuu T'ina House, and Residence Village buildings are located south of Aperture Drive.

Aperture Residential Park Family Townhouses

Housing for married and single students with families is provided in Siksika House with one, two, and three bedroom townhome units. All townhomes have a refrigerator, stove, and window coverings. One bedroom units are reserved for the physically challenged. The one and three bedroom units include a washer and dryer. Central coin-operated laundry facilities are available in each of the buildings for the other tenants. Each home has its own entrance and balcony, with living room and kitchen on one floor and bedrooms on a separate level. The townhomes are located just south of the two apartment buildings in Aperture Residential Park.

What You Should Bring for Comfort!

The following items are suggestions only: personal computer, circuit breaker-equipped power bar, extension cords, stereo/radio, alarm clock, hair dryer, towels, toiletry items, athletic gear, iron, laundry soap, cleaning supplies, vacuum cleaners, and bedding. University Hall residents are not allowed to have kitchen appliances in their rooms including but not limited to kettles, toasters, and bar fridges.

Note: All electrical appliances must be CSA approved.

Application Process

Applications are accepted starting in September for the following September occupancy. Applications may be obtained online at www.uleth.ca/housing. You must apply to the University of Lethbridge for Admission prior to being eligible to apply for campus housing. Once you have received your UofL ID number you may log on to the Housing Residence Portal to apply. All applications must be accommodated with a non-refundable application fee plus deposit payable online.

Students are advised to apply as early as possible to improve their chances for accommodation. Newly admitted applicants, applying before April 1, will have their names entered into an accommodation lottery. Approximately 75% of the allocated beds will be randomly selected. The names drawn will be guaranteed accommodation prior to May 1. Returning students, whose applications are received by January 15, will participate in a lottery draw for 75% of the allocated beds. Others will have their names placed on the application list in priority order, according to date received.

Offer of Accommodation

Once accommodation is assigned, the student is advised through an 'Offer of Accommodation' letter via email. This letter must be signed and returned, along with the second advance payment, by the deadline date as stated in the offer. Failure to meet this deadline will result in cancellation of the application and loss of the first advance payment.

Security Deposit

All students staying in campus accommodation will be required to submit a security deposit of \$300 for single student housing or the equivalent of one month rent for family housing. Interest will be payable on any unused amount if applicable under Provincial Government Statute. Security deposits will be used to cover any outstanding housing-related charges deemed payable upon termination of occupancy, including cancellation fees, damage, cleaning, lost keys, dining plan, etc.

The security deposit shall not be deemed to constitute a limit for any charges which may be incurred under the lease.

Cancellations

Applicants who are declined admission to the University, who cannot be accommodated by Housing Services by the first day of classes, or who cancel their application in writing prior to June 1, may request a refund of all advance payments, but must do so within one week of the start of classes. Cancellation for any other reason will be subject to forfeiture of the advance payments according to the cancellation schedule as outlined in the Offer of Accommodation. The refund amount for these cancellations is based on the date upon which written notice is received by Housing Services; therefore, students are advised to contact Housing Services as soon as their plans change. (Cancellation over the Christmas break may be submitted by email to housing@uleth.ca.) All cancellations received after a student has moved into residence are subject to one calendar month notice. Failure to provide this notice will result in next month rent charges.

Housing Services may be contacted at the University of Lethbridge, 4401 University Drive, Lethbridge, Alberta, T1K 3M4; phone: 403-329-2584; fax: 403-329-2030; or email: housing@uleth.ca.

Rates

The Board of Governors approves rental rates and Residence Dining Plan costs each spring and applicants are advised of the new rates as soon as possible. The 2011/2012 rates are as follows:

Traditional-Style Residences (Furnished)

- double room \$1,156/semester
- hallway single room \$1,896/semester
- suite single room \$1,744/semester
- suite large single room \$1,980/semester
- NEW executive hallway single room \$2,124/semester
- NEW executive suite single room \$2,020/semester
- NEW executive suite large single room \$2,220/semester

Apartments and Townhomes (Furnished)

- one bedroom unit \$3,692/semester
- two bedroom unit \$2,332/semester
- four bedroom unit \$2,308/semester
- NEW six bedroom unit \$2,220/semester
- four bedroom RV TH Exc unit \$2,492/semester
- four bedroom RV TH lower unit \$2,412/semester
- one bedroom unit (Tsuu T'ina) \$3,692/semester
- two bedroom large unit (Tsuu T'ina) \$2,424/semester
- two bedroom small unit (Tsuu T'ina) \$2,232/semester

Townhome Family Units (Unfurnished)

- one bedroom (H/C) \$835/month
- two bedroom unit \$954/month
- three bedroom unit \$1,016/month

Residence Dining Plan

- **University Hall** (Commuter Plan) - \$2,634 for a two-semester period
- **Kainai House** (Aperture Plan) - \$1,891 for a two-semester period

Fees

Rates for single student housing (Traditional-Style, Apartments, and Village Townhomes) and for the Residence Dining Plan must be paid at the beginning of each semester.

A utility surcharge may be levied to offset increased utility costs due to the effects of deregulation and the resulting inflationary impact.

Rental rates include all utilities except telephone line and Internet access, and are based on a two-semester (single) or 12-month (family) contract. Arrangements may be made with Housing Services for a 12-month contract for single students (September-August).

Emergency Response/Internet Digital System Fee

All residence bedroom spaces are equipped with the VoIP (Voice over Internet Protocol) communication system, which provides each resident with Internet access and a telephone in their room. The system allows for efficient communication within residence for emergency response in the event of critical incidents. A mandatory \$72 fee is levied to each resident per semester.

Organization of Residence Students (ORS)

The ORS provides community development opportunities to meet, interact, and socialize in the academic atmosphere for the benefit of each member and the community as a whole. A \$45 membership fee is levied to each resident per semester.

Policies

The University has policies, regulations, and programs to provide for the students' personal, academic, social, and cultural growth, as well as their privacy and well-being. Breach of these policies and certain Criminal Code offences will be grounds to terminate the students' use agreements and evict them from University Housing. Housing policies can be viewed at www.uleth.ca/housing (refer to "Residence Community Handbook").

Summer Housing

Students working or studying in Lethbridge over the summer are invited to stay in our residence. Special contract terms and rates are available. Accommodation is available in the Residence from approximately May to August for Summer Session students and for conferences, seminars, meetings, visiting faculty, and guests to the University. Daily, weekly, and monthly rates are available for casual visitors.

Special contract terms and rates for Summer Sessions and EAP programs are available.

Contact us for more detailed information:

Housing Services
University of Lethbridge
4401 University Drive
Lethbridge, Alberta, T1K 3M4
Phone: 403-329-2584
Email: housing@uleth.ca

Housing website: www.uleth.ca/housing

16. INFORMATION TECHNOLOGY

The Department of Information Technology provides computer support to the University community.

Student computing facilities supported by the Department include the University Hall E6 Computer Labs (5 PC labs), the Anderson Hall Computer Labs (3 PC labs), the University Hall B5 Computer Labs (3 PC labs and 1 Macintosh lab), and the

University Hall B7 Computer Labs (1 PC lab). (Each computer lab contains approximately 30 computers.) These central facilities are typically open:

Monday-Thursday	8:00 a.m.	-	12:00 a.m.
Friday	8:00 a.m.	-	5:00 p.m.
Saturday	12:00 p.m.	-	6:00 p.m.
Sunday	12:00 p.m.	-	10:00 p.m.

24-hour facilities include the Atrium Study Centre (28 PC computers) and email stations (100 located around campus).

All student computing facilities on campus are connected to the Internet. The communications software provided can be used to access campus resources (e.g., the Library catalogues, Fitness Centre and Recreation Services schedules, the University of Lethbridge Calendar, course offerings, and the final exam schedule). Other software available to all students includes statistical analysis packages, graphics editors, database software, spreadsheets, word processors, different programming languages, as well as applications specific to individual academic fields. Additional services include access to scanners, CD/DVD writers, and video capture equipment. Black and white and colour laser printing are available for a nominal fee.

A number of other departments maintain additional computing facilities, including Computer Science (60 Unix stations), Geography (25 PC computers), Modern Languages (36 PC computers), and the Library (150 PC computers).

Wireless networking is available in most areas on campus. Service is available via two different methods:

Hot Spot Wireless

This service is a general-use Internet connection. Simply connect to the "Guest @ UofL" wireless network and you will be able to browse the web and access email.

Enhanced Wireless

Users will have access to the web and other network resources at the University of Lethbridge. Please contact the IT Solutions Centre in E610 for more information.

All students on campus automatically receive an email account at no charge. The account includes space for personal web pages. For more information, please contact the IT Solutions Centre at tel. 403-329-2490.

The official University policy related to Computing is housed in the Office of the President.

Information Technology website: www.uleth.ca/it

17. INTERNATIONAL CENTRE FOR STUDENTS

See **International and Exchange Students and the International Centre for Students** in this Calendar.

18. INTERNATIONAL LIAISON OFFICER (ILO)

See **International and Exchange Students and the International Centre for Students** in this Calendar.

19. LETHBRIDGE PUBLIC INTEREST RESEARCH GROUP (LPIRG)

The Lethbridge Public Interest Research Group (LPIRG) is a student-funded, student-directed, not-for-profit organization providing resources for undergraduate students to engage with environmental and social justice issues. LPIRG embraces plurality and participation, and encourages students to critically evaluate the institutions and systems in which they take part. LPIRG assists students in translating their knowledge

through research, education, and action to serve public interest.

LPIRG receives \$5 from each UofL undergraduate student in the Fall and Spring semesters. (This levy is fully refundable if a student so chooses.) LPIRG uses this money to fund student research, events, and projects demonstrated to be in the *public interest*, as well as providing additional administration, organization, and information resources that allow students to become engaged citizens.

Funding can be accessed for undergraduate research, special events, travel to conferences and workshops, and working groups (collectives of students and possibly community members who work together on a public interest issue; groups may focus on research, events, action, publications, or other activities and have long-term goals). LPIRG also facilitates opportunities for skill development through educational events, public campaigns, and partnerships with community organizations.

To find out more about LPIRG funding, events, volunteer opportunities, or the opt-out process, please contact us:

Office phone: 403-332-5243

Office location: SU242 (UofL Students' Union Building)

Email: pirg@uleth.ca

Website: www.lpirg.org

20. LIBRARY

The University of Lethbridge Library promotes personal learning through rich and relevant collections, innovative technologies, exemplary assistance, quality instruction, and varied study spaces.

Library Website

The Library's website provides access to resources and services which are available both on and off campus. These resources and services include access to electronic indexes and databases; the library catalogue; e-journals and e-books as well as other electronic resources; a virtual tour; 'help' guides; and electronic reference services. Off campus access to licensed online resources such as e-books, online journals, electronic indexes/databases is restricted to current UofL students, faculty, and staff.

Library website: www.uleth.ca/lib

On-Site Services

Assistance: Library staff is here to assist Library users with class assignments, research questions, and can provide instruction in the effective use of information resources and the tools available to locate them. To get help with your information need, submit a question via our online "Ask Us" reference service (www.uleth.ca/lib/ask_Us), use our instant messaging reference service, or stop by the Information and Research Assistance Desk on Level 10 to talk with one of our talented reference staff. A variety of tours of physical and virtual resources are offered at the beginning of the Fall and Spring semesters, or by special request.

Collections: The Library provides access to educational materials in a variety of formats that support the University's academic and research programs. There are roughly 1.4 million physical items in the collection including books, journals, government publications, audiovisuals, maps, and microforms. The Library subscribes to electronic resources in a variety of disciplines including indexes and databases, e-books, e-journals, and government documents.

Borrowing: Individuals with a validated UofL Campus Card (including alumni) are entitled to borrow circulating materials from the Library. Also available is The Alberta Library (TAL) card which can be used to borrow books directly from participating libraries throughout Alberta. Community members may purchase a membership or use their TAL cards from their home libraries to borrow books.

Loan periods vary depending on the type of material borrowed, and some items are non-circulating. Materials in heavy demand, such as required readings for courses, may be placed on Reserve and are subject to shortened loan periods. For further information regarding borrowing privileges, you may visit the General Services Desk on Level 10 or go to the "Services" section of the Library website at www.uleth.ca/lib.

Interlibrary Loans: The Library will try to obtain—for faculty, students, and staff—materials required for study and research that are not available at the University of Lethbridge Library. To request an Interlibrary Loan, go to the "Self-Serve" section of the Library website at www.uleth.ca/lib.

Media: A collection of equipment is available for use on site as well as for loan (pc/mac laptops, projectors, camcorders, tape recorders, etc.). Visit the General Services Desk on Level 10 to book, borrow, or obtain assistance in using available equipment. Some services are restricted to faculty, staff, and students of the University. For more information on Media, go to the "Services" section of the Library website at www.uleth.ca/lib.

Study Facilities: The Library provides a variety of study spaces including study tables, carrels, and group work rooms. The Library provides access to computers equipped with current internet browsers, and a variety of productivity software and applications. Listening and viewing equipment is available for use with a variety of media types. Group work rooms are equipped with projectors or wall-mounted monitors for connection to laptops (perfect for collaboration or practicing presentations). Wireless network access is available on all three levels of the Library. A number of computers with specialized software and devices are also available to assist students, faculty, and staff with disabilities. Copiers/printers are available on all three levels of the Library.

Faculty of Education Curriculum Laboratory

The Curriculum Laboratory, located on Level 11, is a learning resource centre designed to support the Faculty of Education's teacher education program. Multi-format materials relevant to the Alberta school curriculum are available for preview and/or loan. Collections and facilities include group study spaces, Macintosh computers, a scanner, and other preview and materials preparation equipment that are available to users when the Library is open. Circulating materials are signed out and returned at the Library's General Services Desk.

Curriculum Lab website: www.uleth.ca/edu/currlab

Library Hours

The Library's hours vary throughout the year. Please check the Library's website, www.uleth.ca/lib/hours for current Library hours.

Library website: www.uleth.ca/lib

21. MAIL SERVICES

The Mail Services Office, located in the Park Way Service Complex, is not a full service outlet for the public. Pre-stamped outgoing mail may be deposited any time in the red mail boxes located in the following places:

- University Hall - Level 6 (across from East patio)
- Students' Union Building - Level 2 (across from the Bookstore)
- Physical Education Building - Level 2 (across from the Recreation Services Office)

Postage stamps may be purchased at the Students' Union *Rockerman's Service Centre* (SU232).

22. NATIVE STUDENT ADVISING

The Native Student Advisor is located in the Registrar's Office and Student Services (ROSS) in the Students' Union Building. This is a free confidential service for those students who self identify as First Nations', Métis, or Inuit. The primary role of the advisor is to guide, encourage, and empower students in the university environment so that they may achieve their highest potential.

The advisor can help you make the transition to the University by helping you access services such as:

- Housing information
- Scholarships and loans information
- Financial planning
- Academic planning
- Personal counselling
- Career and employment counselling
- Tutor support
- Elder support

In addition, the advisor can connect you to your First Nations', Métis, and Inuit community on campus such as:

- First Nations', Métis, and Inuit support person in your program
- Native American Student Association
- University of Lethbridge First Nations', Métis, and Inuit Alumni Chapter

For an appointment call 403-320-5700 or visit the Information Centre (SU140).

Native Student Advising website: www.uleth.ca/ross/aboriginal

23. OFF-CAMPUS HOUSING

To help students who choose to live off campus, Recruitment and Student Life maintains an off-campus housing registry which lists properties available for rent in the Lethbridge area. This list has excellent community support and is frequently updated. You can access the list online or pick up a paper copy in the Off-Campus Housing Office. We can also mail you a current list. Please contact Off-Campus Housing at 403-329-2092 for more information.

Off-Campus Housing website: www.uleth.ca/offcampushousing

24. PRINTING SERVICES

Printing Services provides quality material and service in the following areas: offset printing and design, wide-format printing, custom learning resources, high speed copying, and vanda card-operated copiers.

Copy Centre (W630): With fast turnaround times, the Copy Centre offers high-speed photocopying, printing from disks, black and white and/or colour copies, collating, folding, stapling, and punching. To dress up your class presentations

and term papers, we offer colour copies and overheads, laminating, and a number of different covers and bindings.

Note: Copyright permission is the responsibility of the individual requesting copies and must be obtained within the parameters of the agreement between the University of Lethbridge and Access Copyright (formerly CANCOPY). For further information on copyright and copyright approvals, contact the Custom Coursepack Centre (W625; tel. 403-382-7136).

Offset Printing and Design (Park Way Service Complex): Typesetting and design, offset printing, and Printing Services administration are located in the Park Way Service Complex. Everything from business cards and forms to full-colour posters, (including wide-format printing up to 44 inches) and complete book production may be accommodated. We can take any printing project from an idea to the design and layout stage through to production, finishing, and binding.

Venda Photocopiers/Printers: Venda card-operated photocopiers/printers are located throughout the Library; in the Level 6 Atrium; in Anderson Hall; and in the Anderson Hall, E6, and computer labs. The venda copiers accept Bridge Bucks—using your UofL ID Card, you can add value at the Copy Centre (W630); at the Cash Office (AH144); at Food Services (A681); and at the cash load stations located in the Library, next to Tim Hortons in the 1st Choice Savings Centre for Sport and Wellness, at the entrance to the E6 computer lab, outside of the computer lab in Anderson Hall, and in the main atrium of University Hall. Your Bridge Bucks account can be used to operate these copiers as well as a number of other services on campus.

Printing Services is open Monday to Friday, from 8:30 a.m. to 4:30 p.m. (Park Way Service Complex; tel. 403-329-2626).

Printing Services website: www.uleth.ca/printing

25. RECRUITMENT AND STUDENT LIFE

The Recruitment and Student Life Office provides information to prospective students, their families, and high school and college guidance counsellors on all aspects of the university and student life. This includes information about programs, admission requirements, tuition fees, scholarship and research opportunities, on- and off-campus housing, and student services. Recruitment and Student Life also organizes events and activities which help students make the transition to university life and celebrate their success, such as New Student Orientation, New Student Club, Rookie Camp, and Convocation.

Campus tours, prospective student advising, the “Connections” (student for a day) program, and events and visits for high school and college counsellors are also arranged through Recruitment and Student Life. Recruitment Officers travel across Canada to represent the University of Lethbridge in high schools and colleges. Students interested in the University of Lethbridge or in any of the other services or information available through Recruitment and Student Life should contact us at 403-329-2762 or inquiries@uleth.ca.

Recruitment and Student Life website: discover.ulethbridge.ca

26. REGISTRAR'S OFFICE AND STUDENT SERVICES (ROSS)

The Registrar's Office and Student Services (ROSS) houses a number of units that assist students with everything from an introduction to the University, to registering in courses, to applying for Convocation when degree requirements have been met. The units located in the Registrar's Office and

Student Services (ROSS) include Admissions; Career and Employment Services; Counselling Services; Documents and User Support; the Information Centre; Native Student Advising; Recruitment and Student Life; Scholarships and Student Finance; the Student Information System (SIS) team; and Student Records/Registration.

Details of services offered by Admissions, Career and Employment Services, Counselling Services, Native Student Advising, Recruitment and Student Life, and Scholarships and Student Finance are available elsewhere in this section of the Calendar.

This office is responsible for producing the Calendar and the Timetable; managing registration and Convocation; maintaining the official record of a student's academic progress; responding to inquiries about student records; providing access to grades at the end of each term; and issuing transcripts.

ROSS website: www.uleth.ca/ross

27. RISK AND SAFETY SERVICES

Risk and Safety Services (RSS) is committed to the education and promotion of risk control and a strong safety culture for the University's students, faculty, staff, and to members of the external community who use the University facilities. Our services are multifaceted including safety audits, hazard assessments, and safety training (including lab and radiation safety); WHMIS, CPR/First Aid, and other safety training; administration of the University's insurance program; risk orientation for club and University events, field trips, practicum, co-op, affiliations, internships, and international travel programs; waiver creation and administration; incident/accident investigation; claims management; ensuring regulatory compliance with provincial and federal statutes; contract review; and overseeing the University's Alcohol Policy. RSS offices are located in Anderson Hall and our staff can be contacted as follows:

Safety Officers (AH129): 403-329-2350 and 403-329-2190

Risk Analyst (AH128): 403-329-2099

Manager (AH127): 403-382-7176

Risk and Safety Services website:

www.uleth.ca/hum/riskandsafetyservices

28. SECURITY AND PARKING (INCLUDING LOST AND FOUND)

The Security and Parking Administration Office is located in the Library building (L911, 403-329-2603).

Security

Security Officers provide security of campus buildings, loss prevention, first aid response, incident investigation, lost and found services, and control of parking and traffic on campus.

The Campus Emergency phone number is 403-329-2345.

Parking

Anyone intending to park a vehicle on the University of Lethbridge campus must purchase a parking permit. Permits are available at the Cash Office, or they may be reserved online using the Bridge (www.uleth.ca/bridge).

Permit Rates:

Non-plug	\$330.00/year
	\$264.00/8 months
	\$148.50/semester (access to Lot E)

	\$290.00/year
	\$232.00/8 months
	\$130.50/semester (access to Lot M and N)
Plug-in	\$435.00/year
	\$348.00/8 months
	\$195.75/semester (access to Lot F)

Individuals with special needs should apply for a permit to park in assigned areas. Applications are available through Security at 403-329-2603.

A reduced fee is charged for Summer School and part-time students.

Residence students should purchase a parking permit through Housing Services (C420).

Visitor parking is available at meters or short-term (one hour to all day) permits may be obtained from permit dispensers located in Lots C, D, E, H, K, M, and N; at the Cash Office (AH144); or at the Security and Parking Administration Office (L911).

Parking maps may be obtained from the Cash Office or Campus Security.

The official University policy relating to Parking and Traffic Regulations is housed in the Office of the President.

Parking website: www.uleth.ca/pln/prk

29. SPORT AND RECREATION SERVICES

Pronghorn Athletics (403-329-2681)

The Intercollegiate Athletics program has been an integral part of student life at the University of Lethbridge since 1969. Any full-time student interested in participating in an athletic activity at a high competitive level is eligible to try out.

Currently the University of Lethbridge has the following athletic teams:

- Men's and Women's Basketball
- Men's and Women's Ice Hockey
- Men's and Women's Judo
- Men's and Women's Soccer
- Men's and Women's Swimming
- Men's and Women's Track and Field
- Women's Rugby

The University of Lethbridge Pronghorns compete in the Canada West Conference of Canadian Interuniversity Sport (CIS). The Pronghorns are full members of CIS which represents universities across Canada and operates annual National Championships for the four university conferences across the country.

As a result of the high level of athletic competition, many Pronghorn athletes have represented the province and the country in national and international competitions. This speaks well for the calibre of coaching and the quality of athletes at the University of Lethbridge.

All student athletes who maintain the appropriate academic standing are eligible for financial assistance, in the form of scholarships, awards, and grants through the University's Scholarships and Student Finance Office.

For those people who are interested in athletics but are not able to compete, the Athletics program offers other opportunities, such as team managers, athletic trainers, minor officials, and event coordinator positions.

University of Lethbridge students are entitled to reduced admission prices to regular season Pronghorn home athletic events.

Athletics website: horns.uleth.ca

Facilities and Services (403-329-2706)

The 1st Choice Savings Centre for Sport and Wellness building hours are as follows:

Monday-Thursday	5:30 a.m.	-	11:00 p.m.
Friday	5:30 a.m.	-	9:00 p.m.
Saturday-Sunday	8:00 a.m.	-	8:00 p.m.
Holidays	10:00 a.m.	-	5:00 p.m.
CLOSED - December 25, January 1			

The 1st Choice Savings Centre for Sport and Wellness facilities at the University of Lethbridge include the following (hours of operation may vary):

- Fitness Centre
- Ascent Climbing Centre
- Max Bell Aquatic Centre
- Triple gymnasium (seating for 2,000 spectators)
- 4-lane 200-metre indoor track
- Stadium - artificial turf, lights, 8-lane 400 metre track
- Multi-purpose rooms
- Dance and fitness studio
- Research laboratories
- Kinesiology classrooms
- Pronghorn Ticket Centre

Customer Service Centre (403-329-2706)

The Customer Service Centre is located on Level 1 of the 1st Choice Savings Centre for Sport and Wellness in PE160. Memberships, lockers, and registrations for recreation programs are sold at this location. This is also the controlled access point to all facilities and locker rooms. Your student ID card is required for ALL access. This includes all academic classes, locker room access, and casual use.

Fitness Centre/Indoor Track

The Fitness Centre is located in PE156. Access to the indoor track is via the stairwell in the Fitness Centre.

Max Bell Aquatic Centre

Please visit our website for swim times (www.uleth.ca/sportrec).

This 50-metre training facility features several springboards, a 3-metre and 5-metre dive tower, and a 12.5-metre x 21-metre movable floor.

Triple Gymnasium

Please visit our website for Open Gym times (www.uleth.ca/sportrec).

Ascent Climbing Centre

Please visit our website for Climbing Centre times (www.uleth.ca/sportrec).

Come check out the 53-foot-high wall and additional bouldering cave.

Stadium

Located on the south end of the campus. Please visit our website for Open times and details (www.uleth.ca/sportrec).

Locker Rooms - Men and Women

Both men's and women's main locker rooms have steam rooms. Access to the locker rooms requires your student ID card as these rooms are beyond the Customer Service Centre, which is our controlled access point. We also have a dedicated family change room as well as day use locker rooms for men and women.

- Towel Service Lockers
 - Available for one, two, or three semester rental
- Textbook Lockers
 - Level 4 – University Centre for the Arts (Music Department)
 - Level 6 – University Hall (outside E690)
 - Level 7 – University Centre for the Arts (stairwell overlooking Atrium)
 - Level 8 – University Centre for the Arts (Art Department)

Marketing (403-332-5253)

There are numerous marketing opportunities available in the 1st Choice Savings Centre, Nicholas Sheran Arena, and the University of Lethbridge Community Stadium. We offer unique opportunities and benefits to reach captive and consistent audiences. Whether through innovative advertising, sponsorship, or promotions we can help generate brand awareness to a key target demographic of students, staff, alumni, community, and Pronghorn fans.

For more information on partnership opportunities please contact the Business Development Manager at 403-332-5253.

Facility Bookings (403-329-2658)

For all facility bookings and rentals please call 403-329-2658.

Programming (403-329-2706)

Sport and Recreation Services offers a diverse selection of seasonal recreation and fitness activities and programs including, but not limited to, the following:

- Swim Lessons - Private & Group for both children & adults
- Canoeing
- Climbing courses
- Dance classes
- First aid and CPR courses
- Fitness - Personal Training & Assessments
- Fitness classes
 - Aqua aerobics
 - Cycling
 - Group
 - Prenatal
 - Walking
- Golf
- Gymnastics
- High Performance Training
- Intramural Sports
- Sport Clubs
- Kayaking
- Lifeguarding and instructing courses
- Martial arts
- Sport Camps
- Yoga

NOW AVAILABLE – Online registration for most programs!

For further information or to register for programs please contact the Customer Service Centre.

Full programming information is described in our free Activity Guide as well as on our website.

Sport and Recreation Services website: www.uleth.ca/sportrec

30. STUDENT AWARDS - SCHOLARSHIPS AND BURSARIES

The University of Lethbridge offers a wide range of awards that serve to recognize the achievements of students who pursue their university education at the University of Lethbridge. These awards are granted based on academic achievement as well as other factors (e.g., financial need, leadership potential, community involvement, artistic ability).

Students are eligible to apply for awards if they are:

- an applicant entering the University from high school or from another post-secondary institution; or,
- a student continuing his/her studies at the University of Lethbridge.

While not all awards require the student to apply, application is strongly recommended for students who feel that they may qualify for awards. Application forms for most awards are online on the Bridge and information on procedures are available at the Scholarships and Student Finance Office, located in Anderson Hall (AH151; 403-329-2585) or online at www.uleth.ca/ross/student_finance/scholarships/awards.html.

General Policies and Procedures

For a complete description of awards administered by the University of Lethbridge, please refer to **Awards and Scholarships** in this Calendar.

Liability - The University assumes liability for the payment of scholarships, bursaries, prizes, and other awards only to the extent that expected gifts from donors or returns from particular investments of endowed funds are realized.

Application - To be eligible for awards, application forms must be completed and received in the Scholarships and Student Finance Office no later than the designated date. Application forms are available from the following website:

www.uleth.ca/ross/student_finance/applications

While the University reserves the right to make awards to students who have not applied, no student who has not applied may claim any right of consideration by the University.

Academic records - Only academic records from the last five years will be considered for measurement of academic achievement.

Interrupted studies - Students who interrupt post-secondary studies and return after an absence shall be considered for University of Lethbridge awards. Evaluation will be based on the student's last year of full-time attendance at the University of Lethbridge subject to the rules guiding Undergraduate Awards.

Conditions - Unless otherwise stated, awards made to full-time students are conditional on the student proceeding with full-time studies at the University of Lethbridge in the Fall and Spring semesters following the award. Failure to meet this condition may result in the forfeiture of any unpaid balance.

Replacement - Any award administered by the University of Lethbridge is subject to replacement by an award of equal or greater value.

Payment schedule - Awards totalling more than \$1,000 are disbursed in two equal payments: the first on October 1 and the second on February 1.

Deductions - The University may deduct from award payments any funds owed to the University.

Tax receipts - T4A forms will be issued to award recipients by the University or other issuing agency in the Spring following the year of the award.

Government Student Loan Programs - It is the responsibility of the student receiving an award, who is currently receiving financial assistance in the form of student loans and grants, to notify the Provincial Students Financial Aid Department as soon as possible regarding the number and value of scholarships, bursaries, and other awards.

Deferral - A deferral postpones the payment of a financial award until a student is registered full-time at the University of Lethbridge. A request for a deferral must be submitted in writing to the Coordinator, Scholarships and Student Finance by October 31 for the Fall semester, and February 28 for the Spring semester. Justifiable reasons for deferral include:

- a. Unavoidable circumstances - An award may be deferred when circumstances which are substantially beyond the student's control prevent his/her full-time registration in the semester for which an award was made.
- b. Co-op students - Co-op students may not receive an award during a work term. Awards or portions of awards which would normally have been disbursed in the work term will be deferred to the following study term.

Scholarships and Student Finance website:
www.uleth.ca/ross/student_finance

31. STUDENT FINANCE - GOVERNMENT STUDENT LOANS AND GRANTS

The Federal and Provincial governments of Canada provide financial assistance to help residents in the pursuit of post-secondary education. This assistance is provided in the form of loans and grants, on the basis of demonstrated financial need. The Scholarships and Student Finance Office provides application forms and advising concerning these financial aid programs.

The level of government financial assistance awarded to an individual depends both on evidence of financial need and on personal circumstances. During the 2011/2012 academic year, the maximum amount an Alberta resident is eligible to receive is \$13,300 in combined Federal and Provincial student loan funding. Students may also qualify for low or middle income grants in their first and subsequent years of study. Grants are also available for students with dependents and students with permanent disabilities.

Financial assistance is also available to students who are considered to be residents of other provinces. The amount and type of provincial or territorial funding available for out-of-province students varies according to the individual provincial or territorial guidelines.

Government student loans are interest-free while students are attending full-time at a post-secondary institution. To ensure that interest-free status continues during full-time study, it is the student's responsibility to provide appropriate proof of enrolment to all lenders holding the student's loan(s). Repayment of government student loans begins six months after ceasing to be a full-time student.

Students in receipt of financial assistance to attend full-time studies who withdraw completely or revert to part-time studies may be required to repay a proportionate amount of their assistance granted for the current academic session.

Furthermore, such assistance for the next semester is automatically cancelled. Students intending to return to full-time studies in the next semester and who require financial assistance must submit a new financial assistance application for the appropriate period of studies.

Students who need to apply for financial assistance should apply prior to the semester in which assistance will be required. Many provinces and territories do have deadlines and it is advisable to check the deadlines in advance of application. Processing of an application can take four to six weeks and processing must be completed prior to the end of the semester to which it pertains.

Independent and Applied Studies courses are classified as one course (3.0 credit hours) and can only be used in one semester to determine eligibility for student loan purposes. Students taking more than one semester to complete these courses should plan their subsequent semester schedules accordingly.

Payment of tuition and fees are a first charge against assistance received from government (both Federal and Provincial) student loan certificates and grants/bursaries.

For application forms and more information, please visit the Scholarships and Student Finance Office, located in Anderson Hall (AH151) or call 403-329-2585.

More information on Federal and Provincial Government Student loan programs is available from the following website:
www.canlearn.ca

Scholarships and Student Finance website:
www.uleth.ca/ross/student_finance/loans.html

32. STUDENTS' UNION

The Students' Union exists to provide advocacy and services for its members. It represents students on UofL internal committees and Federal and Provincial committees and agencies, which determine education policies. Promoting the rights and the welfare of all UofL students is the Students' Union's primary concern.

Any undergraduate student registered at the University may run for one of the 20 positions on the Students' Council (some restrictions may apply). Elections are held in February or March each year with the term of office running May 1 to April 30. Council meetings are held regularly and are open to all students.

Students' Union Building (SUB)

Opened in the Fall of 1990, the SUB is a joint project of the Students' Union, the University of Lethbridge and the Government of Alberta. Overlooking the Oldman River Valley, the Students' Union occupies 56 percent of the SUB, featuring a retail floor, Zoo pub, conference and major event facilities, food kiosks, convenience store, office suite, club rooms, and Alumni offices. *The Meliorist*, CKXU, Campus Women's Centre, Lethbridge Public Interest Research Group (LPIRG), UofL Bookstore, Health Centre, and the Registrar's Office and Student Services (ROSS) are also located in the SUB.

Committee Representation

Student representatives serve on various University committees, ensuring the student perspective on matters such as program structure and content, degree requirements, tuition fees, and academic regulations is represented. Students interested in committee work or additional information are invited to visit the Students' Union Office (SU180). Many students have found committee representation to be a rewarding experience. The following committees are only a

sampling of those requiring student's representation each academic year:

General Faculties Council (GFC) Committees

- General Faculties Council
- General Faculties Executive Committee
- GFC Admission Standards Committee
- GFC Advisory Committee on Inter-Varsity Athletics
- GFC Curriculum Coordinating Committee
- GFC Discipline Committee
- GFC Honorary Degrees Committee
- GFC Library Committee
- GFC Policy Appeals Advisory Committee
- GFC Recreation Services Advisory Committee
- GFC Space Allocation Committee
- GFC Student Awards Committee

Senate Committees

- Senate
- Senate Executive Committee
- Senate Honorary Degree Search Committee
- Senate Honorary Degree Committee
- Senate Hospitality Committee
- Senate Volunteer Award Committee

Arts and Science Committees

- Arts and Science Committee on Research and Teaching
- Arts and Science Council
- Arts and Science Curriculum Coordinating Committee
- Arts and Science Executive Committee
- Arts and Science Planning Committee
- Arts and Science Committee on Liberal Education

Other Committees

- Bookstore Advisory Committee
- Budget Committee
- Convocation Committee
- Distinguished Teacher Selection Committee
- Fee Review Committee
- Grade Appeals Policy Advisory Committee
- Presidents' Advisory Committee on Ethical Behaviour
- Printing Services Advisory Committee
- Resource and Teaching Development Committee

Scholarships and Bursaries

The Students' Union makes available over \$200,000 in scholarships and bursaries each year for University of Lethbridge students. They have a wide range of qualifications to accommodate a variety of circumstances.

Applications for the following scholarships and bursaries are available through the University of Lethbridge Scholarships and Student Finance Office (AH151; 403-329-2585):

- Students' Union Quality Initiatives Scholarship
- Students' Union Scholarship
- Students' Union Part-Time Scholarship
- Students' Union/Coca-Cola Bottling Scholarship
- Students' Union International Travel Award
- Students' Union Community Service Award
- Students' Union/Coca-Cola Bottling Edmonton and Calgary Scholarship
- Recycling Programs for Scholarships
- Students' Union Quality Initiatives Bursary
- Students' Union Placement Award
- Students' Union Award
- Students' Union/Coca-Cola Bottling Award
- Students' Union Emergency Bursary

- StudentWise Bursary

Provincial and National Affiliations

Council of Alberta University Students (CAUS)

The Students' Union is a founding member of CAUS, the provincial body of representation for university students. CAUS members meet with government representatives and associated committees including the Students Finance Board, Council on Admissions and Transfer, and Finance Appeals Board.

CAUS meets regularly to coordinate joint lobbying efforts, as well as exchange information on the operations of student councils.

Canadian Alliance of Student Associations (CASA)

The Students' Union is a member of CASA, a national body of representation for undergraduate students. CASA members meet with Federal Government representatives regarding various national issues in education. CASA meets three times a year to lobby the Federal Government and formulate solutions to problems in Canada's post-secondary system.

Social and Cultural Events

The Students' Union sponsors many social and cultural events, such as FRESH Fest, cabarets, concerts, speakers' series, and a variety of other student-oriented activities. Students are invited to bring any ideas they might have to Council regarding activities they would like to see on campus.

Services provided by the Students' Union:

Clubs

There are over 50 Students' Union ratified clubs on campus covering many areas of interest. Clubs are the best way to pursue an interest in a non-academic setting, meet people, have fun, and expand horizons. All clubs welcome new members with innovative ideas.

To get involved with a club, watch for clubs rush week in the Atrium during the second week of the Fall and Spring semester. Here clubs will have information tables promoting what their organization is about. To start up a new club, come to our office and ask for a Clubs Handbook. This guide contains information about how to start and maintain a club and lists the many advantages associated with being an active club on campus. More information can also be obtained at the Students' Union Office, on our website at www.ulsu.ca, or by contacting the VP Internal Affairs at 403-329-5155.

Grade Appeals

Grade Appeals deal with claims when a student feels his or her course grade has been improperly determined. The Students' Union is here to help students through the grade appeal process. Come to SU180 to pick up pamphlets with advice, sample letters, and a checklist to help you in organizing your appeal. We encourage students to seek counsel from the VP Academic at the Students' Union concerning any inquiries about the grade appeal process at 403-329-2770.

Food Bank

The Students' Union operates a Food Bank on campus to help students when they are in financial need. Any student with a valid university ID card may access the campus Food Bank. Students must come to our office and fill out a form in order to receive a package filled with a variety of food items. Users

are limited to a maximum of two packages per month (10 visit maximum) and will remain confidential. Users are asked to contact the Students' Union at least 24 hours before the time they would like to pick up the hamper to ensure availability at 403-329-2222 or food.bank@uleth.ca.

Handbook

The Students' Union Handbook is available free of charge to all students from the Students' Union office while quantities last. The Handbook is a great way for students to stay organized, as it includes a day-timer as well as a weekly list of important deadlines. It also contains a variety of local advertisements and coupons to help orientate new students to Lethbridge.

Health and Dental Coverage

All full-time students at the UofL who pay Students' Union fees are automatically included in an extended health and dental care program.

The health coverage includes prescription drugs (80% on a managed formulary), ambulance benefit, physiotherapy, chiropractic services, massage therapy, naturopath, speech therapy, medical equipment and appliances, dental accident benefit, accidental death and dismemberment, and emergency travel medical coverage. This plan does not replace provincial health care.

The dental care coverage includes basic and preventative services (75%) such as checkups, cleanings, and X-rays; minor restorative services (50%) such as fillings and extractions; endodontic services (75%) such as root canal therapy; and periodontal services (75%) such as scaling and gum treatment. The coverage period is from September 1 to August 31. Optional family coverage is also available for an additional fee.

Full-time students enrolled in the Fall semester pay premiums for the Health and Dental Plan for the full year. Full-time students enrolled in the Spring pay premiums for the Spring semester only. Regardless of a change in status (e.g., full-time to part-time or student to non-student), all students enrolled at the beginning of their respective semester will retain their coverage until August 31.

Students can opt out of the Student Health and/or Dental plan if proof of comparable coverage and a completed waiver form is presented to the Students' Union Health and Dental Plan Office. Students may opt out online using the Bridge (www.uleth.ca/bridge). The opt-out deadlines for the Fall and Spring semesters will be posted at the Students' Union office and throughout the University (see **Fees, Section 11. Fee Deadlines, p. 141**). The opt-out procedure is annual and must be done each year of the student's enrolment. The deadline set for January is for newly registered full-time students and students upgrading from part-time to full-time only.

Part-time students and students' dependants may add on to the Student Health and/or Dental Plan. For further details, please contact the Students' Union Health and Dental Plan Office (SU180) at 403-329-2039.

Photocopying and Faxes

The Students' Union *Rockerman's Service Centre* provides photocopy service located outside Galileo's. Fax service is also available in the *Rockerman's Service Centre*.

Recycling

The Students' Union is responsible for campus can and bottle recycling. Recycling bins are located throughout campus.

Proceeds from this recycling are used to create and enhance scholarships for UofL students.

Speaker Series

Established in June of 1990, the Students' Union Speaker Series has brought in such noteworthy Canadians as Ben Wicks, Dr. Lloyd Axworthy, Stephen Lewis, Fred Penner, Jacques Parizeau, and Gwynn Dyer as well as international figures such as Dr. Jane Goodall and William Sampson. For more information or to submit suggestions, please contact the Students' Union Office.

Student Employment

The Students' Union provides part-time employment in many of the Students' Union operations. Applications are accepted in SU180 from students throughout the year.

The Zoo

As the campus pub, the Zoo is wholly owned and operated by the Students' Union. It is THE place for meeting friends and having a good time.

The Zoo is open daily at 8:00 a.m. to serve breakfast. Our experienced staff prepare great and affordable meals all day. Featured menu items include a variety of appetizers, pizzas, burgers, sandwiches, and vegetarian items. Food and drink specials are offered on a daily basis.

The Zoo is more than just great food as it offers a friendly atmosphere in a smoke-free environment. The pub has a balcony offering a fantastic view of Lethbridge. Enjoy some down time by watching your favourite sports program on the largest screen in Lethbridge or by playing games on the widescreen TV in one of two sofa lounges. The Zoo also hosts a wide range of activities including cabarets, live bands, comedians, and theme nights.

By combining two other ballrooms to create a massive hall, the Zoo has the capacity to hold almost any size of event. The public may rent one or more of these rooms for events such as business meetings, conventions, trade shows, or weddings. For more information please visit our website at www.ulsu.ca or call us at 403-329-2222.

Rockerman's Service Centre

Rockerman's Service Centre, located on Level 2 of the Students' Union Building, is the campus convenience store. Students can purchase confectionary items, concert and cabaret tickets, newspapers, magazines, and much more. Students also have access to fax and photocopier services as well as microwaves.

Lethbridge Transit Citipass

Citipass provides riders with the most economical and convenient method of taking the bus. To purchase your monthly or semester Citipass, visit the Students' Union *Rockerman's Service Centre* (SU232).

Food Court

The Food Court is located on Level 2 of the Students' Union Building and offers a variety of food to please your palate.

The Red Fort Cafe: Indian Cuisine.

Tivoli: Includes chicken and fries as well as a number of pasta dishes and finger foods.

Hiroba: Chinese food with your choice of buffet-style or made-to-order menu and daily specials.

Juice Fare: Smoothies, wraps, and pitas.

Icy's: A variety of tacos and similar-type salads. Includes a breakfast menu and healthy frozen yogurt treats.

The Coffee Company: An assortment of specialty coffees, espresso drinks, and muffins.

Subway: Gourmet submarine sandwiches on fresh-baked bread, soups, and cookies.

Galileo's Lounge

The north end of the Food Court has been converted to a friendly, soft, and quiet space. With wireless Internet, computer receptacles, and cushy seating, this is THE place to unwind, catch up on reading, take a catnap, and meet new friends. This space also boasts of a sofa lounge/living room, student gallery, movie wall, and observation deck. If you are interested in reserving this room for an art show or maybe showing a movie, please contact us at 403-329-2222.

Additional Information Resource

Visit our website to find more information about our organization, the council and staff, and more details about the services we have to offer.

Students' Union website: www.ulsu.ca

33. THE MELIORIST (STUDENT NEWSPAPER)

The Meliorist has been the student newspaper at the University of Lethbridge since 1967. It offers a weekly newspaper service and provides an open forum for all members of the University community and the surrounding area of Southern Alberta. *The Meliorist* Publishing Society is an autonomous body that determines the editorial direction of the paper, with students providing the content. *The Meliorist's* staff members gain first-hand knowledge in writing, editing, photography, layout, and management of a weekly newspaper. State-of-the-art computer equipment is used in the production of *The Meliorist*.

Since its inception, the newspaper has embraced the philosophy of Meliorism, which holds that the world naturally tends to get better as the result of human effort.

The Meliorist office is located in SU166, telephone number 403-329-2334. *The Meliorist* can also be viewed online at www.themeliorist.ca.

34. UNIVERSITY ADVANCEMENT

University Advancement builds relationships with alumni, donors, and the broader community to raise awareness of and support for the University of Lethbridge.

Comprised of the Departments of Development, Communications, and Alumni Relations, University Advancement is responsible for alumni relations, fundraising, public relations, media relations, and marketing and communications initiatives of the University.

University Advancement staff are responsible for the management of the following:

- alumni relations activities and fundraising;
- publications, graphic design, visual identity/branding, and communications and media relations activities for the institution.

The office is located on Level 7 (A735) and can be reached by phone at 403-329-2582; FAX at 403-329-5130; or email at advancement@uleth.ca.

35. WRITING CENTRE

The University's Writing Centre offers one-to-one tutorials for students working on term papers and other written assignments, or requiring help with specific writing skills. Services include assistance in such areas as text organization, format (APA, MLA), structure, and development of a thesis statement.

The Writing Centre office is open to students of all faculties and programs on a drop-in or appointment basis and is located in the Library (L1012). Appointments can be made online by visiting the Writing Centre website.

Writing Centre website: www.uleth.ca/ics/writingcentre

ACADEMIC STAFF

PROFESSORS EMERITI

ALLEN, Jeremiah Mervin	Economics	KENYON, Gerald Sidney	Sociology
ALI, M. Keramat	Physics	KUIJT, Job	Biological Sciences
ANDERSON, Robert Newton	Education	KWONG, Luke	History
ARMS, Robert Louis	Psychology and Neuroscience	LATTA, William Charlton Jr.	English
ARMSTRONG-ESTHER, Christopher	Health Sciences	LESKIWI, J. Russell	Education
AUFRECHT, Walter Emanuel	Geography	LETKEMANN, Peter Jacob	Sociology
AXFORD, Herbert Melvin	Economics	LITTLE, Neil G.	Kinesiology and Physical Education
BAKER, William	History	LITTLE BEAR, Leroy	Native American Studies
BALDERSON, Wesley	Management	LOEWEN, Arthur	Education
BENDER, Christopher Owen	Chemistry and Biochemistry	LONG, John Anthony	Political Science
BLAIR, Dean	Music	LOO, Robert	Management
BOLDT, Menno	Sociology	MANN, George A.	Sociology
BOWIE, Garald William	Physical Education	MCCARROLL, Billy	Art
BUCHIGNANI, Norman L.	Anthropology	McKENNA, Ian	Management
BUHRMANN, Hans Gunther	Physical Education	MCCURDY, Keith Gordon	Chemistry and Biochemistry
BULLOCK, Robert Earl	Biological Sciences	MICHENER, Gail Rosalind	Biological Sciences
BUTTERFIELD, Philip	Philosophy	MIKHAIL, Edward Halim	English
CAMPBELL, Gordon	Education	MOKOSCH, Eric	Education
CASSIS, Awny Fayez	English	MURTAGH, Anne Hygina	Education
CANTELON, Hart	Kinesiology & Physical Education	NAKAMURA, Kazuo	Biological Sciences
COOK, William Aubrey	Education	ORCHARD, George Edward	History
COSGROVE, Ronald Michael	Education	O'SHEA, Seamus	Chemistry and Biochemistry
CRANE, Charlie	Art	PARRY, Keith William John	Anthropology
DANIELS, Dayna	Kinesiology & Physical Education	PENTON, M. James	History
DAY, James Albert Peter	Kinesiology and Physical Education	PETHERBRIDGE, Douglas Lawrence	Education
DAYKIN, Phillip Norman	Computer Science	PIMENTEL, Linda	Education
DOLMAN, Douglas	Chemistry and Biochemistry	PREUSS, Peter Siegfried	Philosophy
DRAVLAND, Vern	Education	READ, J. Donald	Psychology and Neuroscience
DUA, Bhagwan D.	Political Science	RIDLEY, Una	Health Sciences
EARL, Samual Aubrey	Education	ROGERSON, Robert	Geography
ELTON, David Kitchener	Political Science	RUSSELL, Gordon Walter	Psychology
EPP, Richard	Theatre and Dramatic Arts	SANDILANDS, Mark Lawson	Psychology and Neuroscience
EVELYN, George Elbert	Music	SCHULTZ, Arvid A.	Physics
FALKENBERG, Eugene Edward	Education	SHIMAZAKI, Hiroshi	Management
FLETCHER, Roy Jackson	Geography	SMITH, W.A.S. (Sam)	Psychology and Neuroscience
FRANTZ, Donald Gene	Native American Studies	SPINKS, David George Payne	Dramatic Arts
FREASE, Dean Ellis	Sociology	STANLEY, Sara Ann	Theatre and Dramatic Arts
GALL, Robert Stephen	Education	STEBBINS, Lucius LeBaron	Biological Sciences
GANSKE, Ludwig	Education	STEWART, John Ray	Education
GREENE, Myrna Lorraine	Education	TAGG, James D.	History
HALL, Ronald	Philosophy	TEILLET, Philippe	Physics and Astronomy
HENSLOWE, Shirley Anne	Education	TENNANT, Howard E.	Management
HESSE, M. Gudrun	Modern Languages	THOMSON, Colin Argyle	Education
HICKEN, Ken	Music	THORLACIUS, Jon Macrae	Education
HICKS, Herb	Art	TWA, Robert James	Education
HOLMES, Owen Gordon	Chemistry and Biochemistry	TYSON, Brian Fergus	English
HOLZMANN, Wolfgang H.	Mathematics and Computer Science	UPTON, Paul Stanley	English
HOYE, Laurence George	Mathematics and Computer Science	WAGENAAR, Emile B.	Biological Sciences
HUEL, Raymond A.J.	History	WALKER, Laurence	Education
ICHIKAWA, Akira	Political Science	WEAVER, Larry	Art
INDRA, Doreen M.	Anthropology	WEBKING, Edwin William	Political Science
JACKSON, John-Paul Christopher	Music	WILLIAMS, Albert Warren	History
WOODS, John Hayden	Philosophy		
YOSHIDA, Ronald Mamoru	Philosophy	YOUNG MAN, Alfred	Native American Studies

HASTINGS, Cora Jewell
OORDT, Martin Andrew

IN MEMORIAM, 2010
Education
English

MURPHY, Debbie
B.A. (Athabasca); Student Program Advisor
PREYDE, Jacqueline
B.A., M.H.Sc. (Toronto), M.A. (Windsor); Student Program Advisor
RODE, Lesley B.
B.S.W. (Calgary); Student Program Advisor

FACULTY OF ARTS AND SCIENCE

Dean - **C. Nicol**

Associate Deans
R. Barendregt
C. Monk
M. Mellow

Assistant Dean (Curriculum) - **C. Calver**

Director, Academic Scheduling & Student Records - **L. Ambedian**

Dean's Office: Academic and Professional Staff

DELISLE, Richard (Leave: July 1 - December 31, 2011)
B.A., M.A. (Montréal), Ph.D. (South Africa), Ph.D. (Montréal); Assistant Professor, Liberal Education Program
HALL, Anthony James
B.A., M.A. (York), Ph.D. (Toronto); Professor, Liberal Education Program
LOBE, Clifford A.
B.Theology (Canadian Mennonite Bible College), B.A., M.A. (Manitoba), Ph.D. (Alberta); Assistant Professor and Coordinator of Academic Writing
MACKAY, D. Bruce
B.A. (Lethbridge), MTS (Harvard Divinity School), Ph.D. (Toronto); Assistant Professor and Coordinator of Liberal Education Program

KANASHIRO, A. Catherine
B.Mgt. (Lethbridge), C.A.; Director of Finance and Administration
KRYWOLT, Gabe
B.Mgt. (Lethbridge); Financial Analyst (Research)
STEELE, Corinne D.
B.Mgt. (Lethbridge), C.A.; Financial Analyst

Academic Assistants:

AMBEDIAN, Lynn M.
B.A. (Western Ontario), M.A. (Toronto); Director, Academic Scheduling & Student Records

BERTEOTTI, Jasmin F.
B.Sc. (Lethbridge); Coordinator of Applied Studies

BRAYBROOKS, Ann V. (Leave: July 1, 2011 - June 30, 2012)
B.A. (Victoria), M.Sc. (Toronto); Academic Assistant, Academic Writing Program

GAUDETTE-SHARP, Stacey L. (Leave: November 2010 - November 2011)
B.A., M.A. (Lethbridge); Assistant Coordinator for Applied Studies and Co-operative Education

HAYWARD, Sally
B.Ed., B.A., M.A., Ph.D. (Alberta); Academic Assistant, Academic Writing Program

JOHNSRUDE, Shawn
B.Sc., B.Ed. (Lethbridge), M.Ed. (Calgary); Academic Assistant, Curriculum & Academic Scheduling

YOUNG, Diana R.
B.Ed. (Hons.) (Liverpool), M.A. (Durham); Academic Assistant, and Director, Co-operative Education and Faculty Communications

Academic Advisors:

BUZIAK-PRUS, Carla
B.A. (Lethbridge); Student Program Advisor

DESIREAU, CHRISTINA
B. Comm. (Hons.) (Queen's); Student Program Advisor

HAUGHTON, ASHLEY
B.A. (Hons.) (Lethbridge); Student Program Advisor

ANTHROPOLOGY

CHAIR - **J. Newberry**
July 1, 2011 - June 30, 2014

CUÉLLAR, Andrea
B.A., M.A., Ph.D. (Pittsburgh); Assistant Professor of Anthropology
CUNNINGHAM, Jeremy
B.A. (Calgary), M.A. (Western Ontario), Ph.D. (McGill); Assistant Professor of Anthropology
FERZACCA, Steve F. (Leave: July 1, 2011 - June 30, 2012)
B.A. (Arizona), M.A., Ph.D. (Wisconsin); Associate Professor of Anthropology & Coordinator of Public Health
KINGFISHER, Catherine P.
B.A. (Beloit College), M.A., Ph.D. (Michigan State); Professor of Anthropology
MacKENZIE, C. James
B.A., M.A. (Alberta), Ph.D. (Albany); Assistant Professor of Anthropology
NEWBERRY, Janice C. (Leave: January 1 - June 30, 2012)
B.A. (Missouri, Columbia), M.A. (Wyoming), Ph.D. (Arizona); Associate Professor of Anthropology
WHITEHEAD, Judith A.
B.A. (British Columbia), M.A., Ph.D. (Toronto); Associate Professor of Anthropology
WILSON, Patrick C.
B.A. (Augustana College, Illinois), Ph.D. (Pittsburgh); Associate Professor of Anthropology

ARCHAEOLOGY - SEE GEOGRAPHY

ART - SEE FACULTY OF FINE ARTS

BIOLOGICAL SCIENCES

CHAIR - **B. Selinger**
July 1, 2009 - June 30, 2012

ARJANNIKOVA, Tatiana V.
M.Sc. (Ural State University); Academic Assistant in Biological Sciences
BAIN, John Frederick (Leave: January 1 - June 30, 2012)
B.Sc., M.Sc., Ph.D. (Alberta); Professor of Biological Sciences
BURG, Theresa M.
B.Sc., M.Sc. (British Columbia), Ph.D. (Cambridge); Associate Professor of Biological Sciences
CADE, William H.
B.A., M.A., Ph.D. (Texas, Austin); Professor of Biological Sciences
DANYK, Helena Cecile
B.Sc., M.Sc. (Alberta); Academic Assistant in Biological Sciences
FLANAGAN, Lawrence B.
B.Sc. (Alberta), Ph.D. (Toronto); Professor of Biological Sciences
GOATER, Cameron P. (Leave: January 1 - December 31, 2012)
B.Sc. (Brandon), Ph.D. (Exeter); Associate Professor of Biological Sciences
GOLDEN, Joanne L.
B.Sc., M.Sc. (Lethbridge); Academic Assistant in Biological Sciences
GOLSTEYN, Roy M.
B.Sc. (Lethbridge), M.Sc. (Calgary), Ph.D. (Cambridge); Associate Professor of Biological Sciences

HONTELA, Alice

B.Sc. (Ottawa), M.Sc., Ph.D. (Alberta); Professor of Biological Sciences

HURLY, T. Andrew

B.Sc. (Toronto), M.Sc., Ph.D. (Queen's); Professor of Biological Sciences

KOVALCHUK, Igor P.

B.Sc., M.D. (Ivano-Frankivsk State Medical Academy), Ph.D. (Ukrainian Scientific Genetics Center); Professor of Biological Sciences

KOVALCHUK, Olga V.

B.Sc., M.D. (Ivano-Frankivsk State Medical Academy), Ph.D. (Ukrainian Scientific Genetics Center); Professor of Biological Sciences

LAIRD, Robert Andrew

B.A., M.A. (Queen's), Ph.D. (Calgary); Assistant Professor of Biological Sciences

MCMULLIN, Bruce Greenwood

B.Sc. (Lethbridge); Academic Assistant in Biological Sciences

MENDEZ, Katrina M.

B.Sc. (Alberta), M.Sc. (Lethbridge); Academic Assistant in Biological Sciences

PACARYNUK, Laurie A.

B.Sc., M.Sc. (Calgary); Academic Assistant in Biological Sciences

RASMUSSEN, Joseph B.

B.Sc., M.Sc. (Alberta), Ph.D. (Calgary); Professor of Biological Sciences

ROBINSON, Michael E.

B.Sc., M.Sc. (Simon Fraser); Academic Assistant in Biological Sciences

ROOD, Stewart Boone

B.Sc. (Alberta), Ph.D. (Calgary); Professor of Biological Sciences

RUSSELL, Anthony

B.Sc., Ph.D. (British Columbia); Assistant Professor of Biological Sciences

SCHULTZ, Elizabeth A. (Leave: January 1 - June 30, 2012)

B.Sc. (McMaster and Guelph), Ph.D. (Saskatchewan); Associate Professor of Biological Sciences

SELINGER, L. Brent

B.Sc., M.Sc., Ph.D. (Saskatchewan); Professor of Biological Sciences

STEYNEN, Quintin

B.Sc., M.Sc. (Lethbridge); Academic Assistant in Biological Sciences

THOMAS, James Ernest

B.Sc., Ph.D. (McMaster); Associate Professor of Biological Sciences

ZIEMIENOWICZ, Alicja

B.A., M.Sc. (Poland), Ph.D. (Switzerland), D.Sc. (Poland); Associate Professor of Biological Sciences

CHEMISTRY AND BIOCHEMISTRY**CHAIR - R. Boeré**

July 1, 2009 - June 30, 2012

BOERÉ, René Theodoor

B.Sc. (Dalhousie), Ph.D. (Western Ontario); Professor of Chemistry

DIBBLE, Peter William

B.Sc., Ph.D. (Waterloo); Associate Professor of Chemistry

ENG, John Alan

B.Sc. (Simon Fraser); Academic Assistant in Chemistry and Biochemistry

FISCHER, Kristopher E.

B.Sc., M.Sc. (Lethbridge); Academic Assistant in Chemistry and Biochemistry

GERKEN, Michael

B.Sc., M.Sc. (Gerhard-Mercator), Ph.D. (McMaster); Associate Professor of Chemistry

HAKIN, Andrew William

B.Sc., Ph.D. (Leicester); Professor of Chemistry

HAYES, Paul G.

B.Sc. (Mount Allison), Ph.D. (Calgary); Associate Professor of Chemistry

HAZENDONK, Paul (Leave: January 1 - December 31, 2012)

B.Sc. (Winnipeg), M.Sc. (Manitoba), Ph.D. (McMaster); Associate Professor of Chemistry

HOGUE, Michelle M.

B.Sc. (Regina); Academic Assistant in Chemistry and Biochemistry, and Coordinator of FNTP

LAIT, Susan M.

B.Sc. (Guelph), Ph.D. (Calgary); Academic Assistant in Chemistry and Biochemistry

LIPPA, Wayne K.

B.Sc., B.Ed. (Lethbridge); Academic Assistant in Chemistry and Biochemistry

MONTINA, Anthony

B.Sc. (Lethbridge); Academic Assistant in Chemistry and Biochemistry

MOSIMANN, Steven C.

B.Sc., Ph.D. (Alberta); Assistant Professor of Chemistry

O'SHEA, Séamus Francis

B.Sc. (National University of Ireland), Ph.D. (McMaster); Professor of Chemistry

PATENAUDE, Greg W.

B.Sc. (Guelph), Ph.D. (Victoria); Academic Assistant in Chemistry and Biochemistry

PRZYBYLSKI, Roman

B.Sc. (Organic Chemistry College), M.Sc., Ph.D. (Poznan, Agricultural); Professor of Chemistry

ROUSSEL, Marc R.

B.Sc. (Queen's), M.Sc., Ph.D. (Toronto); Professor of Chemistry

WETMORE, Stacey D.

B.Sc. (Mount Allison), Ph.D. (Dalhousie); Associate Professor of Chemistry

WIEDEN, Hans-Joachim (Leave: July 1, 2011 - June 30, 2012)

B.S., M.S. (Heinrich-Heine), Ph.D. (Witten); Associate Professor of Biochemistry

WIEDEN-KOTHE, Ute

B.Sc., M.Sc., Ph.D. (Germany); Assistant Professor of Biochemistry

ZHENG, Ying

B.Ed. (York), B.Sc., M.Sc. (Zhongshan), M.Sc., Ph.D. (Toronto); Academic Assistant in Chemistry and Biochemistry

DRAMA - SEE FACULTY OF FINE ARTS**ECONOMICS****CHAIR - TBA**

July 1, 2011 - June 30, 2014

BJØRNLUND, Henning

B.Bus., Ph.D. (South Australia); Associate Professor of Economics

DARKU, Alexander B.

B.A., M.Phil. (Ghana), M.A., Ph.D. (McGill); Assistant Professor of Economics

DAVIDSON, Jeffrey J.

B.Mgt. (Lethbridge), M.Sc. (Guelph); Academic Assistant in Economics

GHAZALIAN, Pascal L.

B.S. (Lebanon), M.S. (Greece), Ph.D. (Saskatchewan); Assistant Professor of Economics

KLEIN, Kurt Kenneth

B.S.A., Dip.Ag., M.Sc. (Saskatchewan), Ph.D. (Purdue); Professor of Economics

LANYI, Michael G.

B.A. (York), M.A. (Simon Fraser); Academic Assistant in Economics

LE ROY, Danny Gilbert

B.A. (Carleton), M.A., Ph.D. (Guelph); Associate Professor of Agricultural Economics

MALLA, Stavroula (Leave: January 1 - June 30, 2012)

B.A. (Makedonia), M.Sc., Ph.D. (Saskatchewan); Associate Professor of Economics

MUELLER, Richard E.

B.A., M.A. (Calgary), Ph.D. (Texas, Austin); Associate Professor of Economics

NICOL, Christopher J.

B.A. (Stirling), M.A., Ph.D. (Queen's); Professor of Economics

ROCKERBIE, Duane Wesley

B.B.A., M.A., Ph.D. (Simon Fraser); Associate Professor of Economics

TOWNLEY, Donna J.

B.A. (Brandon), M.A. (Saskatchewan); Academic Assistant in Economics

TRAN, Kien C. *(Leave: January 1 - June 30, 2012)*

B.Sc. (Saskatchewan), M.A. (Rochester), Ph.D. (Western Ontario); Associate Professor of Economics

ENGLISH**CHAIR - A. Carter**

July 1, 2011 - June 30, 2014

BENZON, Kiki

B.A. (McGill), M.A. (British Columbia), Ph.D. (University College London); Associate Professor of English

CALVER, Cheryl Dawnan

B.A. (Saskatchewan), M.A., Ph.D. (McMaster); Associate Professor of English

CARTER, Adam T.C.

B.A., M.A. (Saskatchewan), Ph.D. (McMaster); Associate Professor of English

FAITH, Wendy

B.A., M.A. (Regina), Ph.D. (Calgary); Academic Assistant in English

GALWAY, Elizabeth

B.A. (Toronto), M.A. (Durham), Ph.D. (Exeter); Associate Professor of English

GAMBLE, Jay

B.A., M.A. (Waterloo), Ph.D. (Calgary); Academic Assistant in English

HAWKINS, Maureen S.G.

B.A. (Indiana), M.A. (Leeds), Ph.D. (Toronto); Assistant Professor of English

KIZUK, Randall Alexander

B.A., M.A. (Alberta), Ph.D. (McMaster); Associate Professor of English

McADAM, R. Ian

B.A. (Victoria), M.A. (Toronto), Ph.D. (Dalhousie); Professor of English

MONK, Craig

B.A. (Hons.) (Memorial), M.A. (Western Ontario), M.St., D.Phil. (Oxford); Professor of English

MORGENTALER, Goldie

B.A. (Bennington College), Dip.Ed., M.A., Ph.D. (McGill); Professor of English

NG, Maria N.

B.A., M.A., Ph.D. (British Columbia); Associate Professor of English

O'DONNELL, Daniel P. *(Leave: July 1, 2011 - June 30, 2012)*

B.A. (St. Michael's College at Toronto), M.A., Ph.D. (Yale); Professor of English

SCOTT, Gretchen

B.A., M.A. (Lethbridge); Academic Assistant in English

GEOGRAPHY**CHAIR - J. Byrne**

July 1, 2009 - June 30, 2012

BARENDREGT, René William

B.Sc. (Lethbridge), M.Sc. (Delft), Ph.D. (Queen's); Professor of Geography

BOON, Sarah *(Leave: January 1 - June 30, 2012)*

B.Sc. (Victoria), Ph.D. (Alberta); Assistant Professor of Environmental Science

BUBEL, Shawn T.

B.Sc. (Lethbridge), M.A., Ph.D. (K.U. Leuven); Associate Professor of Archaeology

BYRNE, James M.

B.Sc., M.Sc., Ph.D. (Alberta); Professor of Geography

COBURN, Craig A.

B.Sc. (Saskatchewan), M.Sc. (Alberta), Ph.D. (Simon Fraser); Associate Professor of Geography

DUKE, Guy

B.Sc., M.Sc. (Lethbridge); Academic Assistant in Geography

HUGENHOLTZ, Christopher H.

B.Sc., M.Sc. (Ottawa), Ph.D. (Calgary); Assistant Professor of Geography

JISKOOT, Hester *(Leave: January 1 - June 30, 2012)*

Doctoraal (Amsterdam), Ph.D. (Leeds); Associate Professor of Geography

JOHNSON, Daniel L.

B.Sc. (Saskatchewan), M.Sc., Ph.D. (British Columbia); Professor of Environmental Science

JOHNSTON, Thomas R.R.

B.A., M.A. (Guelph), Ph.D. (Waterloo); Associate Professor of Geography

KIENZLE, Stefan W.

B.Sc., M.Sc. (Hanover), Ph.D. (Heidelberg); Associate Professor of Geography

LETTS, Matthew G.

B.A., B.Sc. (Queen's), M.Sc. (McGill), Ph.D. (London); Associate Professor of Geography

MacLACHLAN, Ian Robertson *(Leave: July 1, 2011 - June 30, 2012)*

B.A., M.A. (Carleton), Ph.D. (Toronto); Professor of Geography

McGEOUGH, Kevin M.

B.A. (Lethbridge), M.T.S. (Harvard), Ph.D. (Pennsylvania); Associate Professor of Archaeology

MONTAIN, Jacqueline M.

B.A.Sc. (Lethbridge), M.S.A. (Ryerson Polytechnic); Academic Assistant in Geography

PEDDLE, Derek Roland

B.Sc. (Memorial), M.Sc. (Calgary), Ph.D. (Waterloo); Professor of Geography

STAENZ, Karl

M.Sc., Ph.D. (Switzerland); Professor of Geography

TOWNSHEND, Ivan J.

B.A., M.A., Ph.D. (Calgary); Associate Professor of Geography

XU, Wei

B.Sc., M.A. (East China Normal), M.A., Ph.D. (Guelph); Associate Professor of Geography

HISTORY**CHAIR - C. Epplett**

July 1, 2009 - June 30, 2012

BURTON, Christopher J.

B.A. (Memorial), M.A. (Carleton), Ph.D. (Chicago); Associate Professor of History

EPPLETT, W. Christopher

B.A., M.A. (McMaster), Ph.D. (British Columbia); Associate Professor of History

GREENSHIELDS, Malcolm Ross

B.A., M.A. (Saskatchewan), D.Phil. (Sussex); Professor of History

HAY, David J.

B.A. (Queen's), M.A., Ph.D. (Toronto); Associate Professor of History

HOSGOOD, Christopher Philip

B.A. (Victoria), M.Phil. (Leicester), Ph.D. (Manitoba); Associate Professor of History

KENNEDY, V. Lynn

B.A. (Western Ontario), M.A. (Queen's), M.L.I.S., Ph.D. (Western Ontario); Associate Professor of History

MacDONALD, Heidi E.

B.A. (Mount St. Vincent), M.A. (Saint Mary's), Ph.D. (New Brunswick); Associate Professor of History

McMANUS, Sheila M.

B.A. (Calgary), M.A. (Victoria), Ph.D. (York); Associate Professor of History

NUGENT, Janay B. *(Leave: July 1, 2011 - June 30, 2012)*

B.A. (Lethbridge), M.A., Ph.D. (Guelph); Associate Professor of History

SHAW, Amy J. *(Leave: July 1, 2011 - June 30, 2012)*

B.A. (York), M.A. (McMaster), Ph.D. (Western Ontario); Associate Professor of History

KINESIOLOGY AND PHYSICAL EDUCATION

CO-CHAIRS - M. Helstein & I. Wong

July 1, 2010 - June 30, 2013

ADAMS, Carly

B.H.K. (Windsor), M.A., Ph.D. (Western Ontario); Assistant Professor of Kinesiology

BOCKSNICK, Jochen Gerd

Diplomsportlehrer (Johannes Gutenberg), M.Sc. (Saskatchewan), Ph.D. (Alberta); Associate Professor of Kinesiology

BRAYTON, Sean

B.A. (Lethbridge), M.A., Ph.D. (Alberta); Assistant Professor of Kinesiology

BROWN, Lesley A.

B.P.E. (McMaster), M.H.K. (Windsor), Ph.D. (Waterloo); Professor of Kinesiology

COPELAND, Jennifer L.

B.Sc. (Mt. Allison), M.Sc., Ph.D. (New Brunswick); Associate Professor of Kinesiology

DOAN, Jonathon E.

B.Sc. (Guelph), M.Sc. (Queen's), Ph.D. (Lethbridge); Assistant Professor of Kinesiology

DYCK, Mary

B.A. (Lethbridge), M.Sc. (North Dakota), Ph.D. (Calgary); Academic Assistant in Kinesiology and Physical Education

GONZALEZ, Claudia

B.A. (Mexico), M.A., Ph.D. (Lethbridge); Assistant Professor of Kinesiology

HELSTEIN, Michelle T.

B.A. (Augustana), Ph.D. (Alberta); Associate Professor of Kinesiology

HOAR, Sharleen D. (Leave: January 1 - December 31, 2011)

B.Sc. (Waterloo), M.Sc. (Idaho), Ph.D. (British Columbia); Associate Professor of Human Kinetics

KOSSUTH, Robert S.

B.A. (Wilfrid Laurier), M.H.K. (Windsor), Ph.D. (Western Ontario); Assistant Professor of Kinesiology

MAHON, Michael J.

B. Phys. Ed. (Manitoba), M.Sc. (Alberta), Ph.D. (North Carolina); Professor of Kinesiology

SHAN, Gongbing

B.Sc. (Shandong), M.Sc., Ph.D. (Muenster); Professor of Kinesiology

SIMARD, J.P.C. Stephane

B.Sc. (Concordia), M.Sc. (Calgary); Academic Assistant in Kinesiology and Physical Education

TRINH, Fred

B.A. (Lethbridge); Academic Assistant in Kinesiology and Physical Education

WONG, Ilsa E.

B.Sc. (Waterloo), B.Ed. (Toronto), M.Sc. (Oregon); Academic Assistant in Kinesiology and Physical Education

MATHEMATICS AND COMPUTER SCIENCE

CHAIR - H. Kharaghani

July 1, 2009 - June 30, 2012

ADATIA, Aminmohamed

B.Sc., M.Sc. (Liverpool), M.Sc. (Saskatchewan), Ph.D. (Western Ontario); Associate Professor of Statistics

AKBARY, Amir

B.Sc., M.Sc. (Tehran), Ph.D. (Toronto); Professor of Mathematics

BENKOCZI, Robert

B.Sc., M.Sc. (Romania), Ph.D. (Simon Fraser); Assistant Professor of Computer Science

BOMHOF, Arie G.

B.Sc. (Lethbridge); Academic Assistant in Mathematics and Computer Science

CHALI, Yllias

Diploma in Engineering (CS) (Oran), M.Phil. (Algiers), M.Phil., Ph.D. (Paul Sabatier); Professor of Computer Science

CHENG, Howard C.H. (Leave: July 1 - December 31, 2011)

B.Sc., M.Sc. (Alberta), Ph.D. (Waterloo); Associate Professor of Computer Science

CONNOLLY, Dennis Michael

B.Sc. (Sydney), M.A. (Western Ontario), Ph.D. (York, England); Associate Professor of Mathematics

DRAPER, Maria Johanna

B.A. (Lethbridge); Academic Assistant in Mathematics and Computer Science

FODDEN, Brandon

B.Sc. (Queen's), M.Sc. (Toronto), Ph.D. (Queen's); Academic Assistant in Mathematics and Computer Science

GAUR, Daya R. (Leave: January 1 - December 31, 2011)

B.Sc. (Institute of Technology, Banaras Hindu), M.Sc., Ph.D. (Simon Fraser); Associate Professor of Computer Science

GRANT, Kevin

B.Sc., M.Sc., Ph.D. (Saskatchewan); Assistant Professor of Computer Science

HOSSAIN, Shahadat

B.Sc. (Dhaka), M.Sc., Ph.D. (Bergen); Associate Professor of Computer Science

KADIRI, Habiba

B.Sc., M.Sc. (Bordeaux), Ph.D. (Lille); Assistant Professor of Mathematics

KAMINSKI, David Orest

B.Sc., M.Sc., Ph.D. (Manitoba); Associate Professor of Mathematics

KHARAGHANI, Hadi

B.Sc. (Tehran), M.Sc. (Shiraz), Ph.D. (Calgary); Professor of Mathematics

LEGG, Sean J.

B.Sc. (Memorial), M.Math. (Saskatchewan); Academic Assistant in Mathematics and Computer Science

LI, Hua

B.Sc. (Beijing Polytechnic), M.Sc. (Peking), Ph.D. (Regina); Associate Professor of Computer Science

MORRIS, David W.

B.A. (Wisconsin), M.Sc., Ph.D. (Chicago); Professor of Mathematics

MORRIS, Joy M.

B.A., B.Sc. (Trent), Ph.D. (Simon Fraser); Associate Professor of Mathematics

NG, Nathan

B.Sc. (British Columbia), M.Sc. (Toronto), Ph.D. (British Columbia); Associate Professor of Mathematics

OSBORN, Wendy K.

B.C.S., M.Sc. (Windsor), Ph.D. (Calgary); Assistant Professor of Computer Science

RICE, Jacqueline E. (Leave: January 1 - June 30, 2012)

B.Sc., M.Sc., Ph.D. (Victoria); Associate Professor of Computer Science

SHERIFF, John

B.A. (Guelph), M.Sc., Ph.D. (Toronto); Assistant Professor of Statistics

TAKEYASU, Trent M.

B.Mgt., B.Sc. (Lethbridge); Academic Assistant in Mathematics and Computer Science

WILSON, L. Nicole

B.Sc. (Lethbridge); Academic Assistant in Mathematics and Computer Science

WISMATH, Shelly L. (Leave: January 1 - December 31, 2011)

B.Sc. (Queen's), M.Sc., Ph.D. (Simon Fraser); Professor of Mathematics

WISMATH, Stephen Kenneth

B.Ed., B.Sc., M.Sc. (Queen's), Ph.D. (British Columbia); Professor of Computer Science

YAZDANI, Soroosh

B. Math (Waterloo), Ph.D. (Berkeley); Assistant Professor of Mathematics

ZHANG, John (Leave: July 1 - December 31, 2011)

B.Sc. (China), M.Sc., Ph.D. (Simon Fraser); Associate Professor of Computer Science

MODERN LANGUAGES

CHAIR - R. Trillia

July 1, 2010 - June 30, 2013

COLLADO, Melanie E.

M.A. (Calgary), Ph.D. (British Columbia); Associate Professor of Modern Languages

DEVOS, Brent W.

B.A. (Guelph), M.A. (Western Ontario), Ph.D. (Ottawa); Assistant Professor of Modern Languages

DICKINSON, Barbara Helen

B.A., M.A. (British Columbia); Associate Professor of Modern Languages

GENEE, W. B.A. (Inge)

B.A., M.A., Ph.D. (Amsterdam); Associate Professor of Modern Languages

GERWIN, Elisabeth M.

B.A. (Toronto), D.E.A. (France), Ph.D. (Buffalo); Assistant Professor of Modern Languages

McMEEKIN, Abigail

B.S., M.A. (Iowa), Ph.D. (Hawaii); Assistant Professor of Modern Languages

OSPINA, Luz Janeth

B.A., M.A. (Columbia); Academic Assistant in Modern Languages

POPE, Timothy Fairfax

M.A. (Oxford), M.A., Ph.D. (British Columbia); Professor of Modern Languages

RODRIGUEZ, Omar

M.A., Ph.D. (British Columbia); Assistant Professor of Modern Languages

ROSEN, Nicole

B.A. (Queen's), M.A., Ph.D. (Toronto); Associate Professor of Modern Languages

SPAGNOLO SADR, Tabitha

B.A., M.A. (British Columbia), Ph.D. (Duke); Assistant Professor of Modern Languages

TRILLIA, Raquel

B.A., B.Ed., M.A. (Western Ontario), Ph.D. (Toronto); Associate Professor of Modern Languages

URQUHART, Steven

B.A., B.Ed. (Waterloo), M.A. (Penn State), Ph.D. (Queen's); Associate Professor of Modern Languages

MUSIC - SEE FACULTY OF FINE ARTS

NATIVE AMERICAN STUDIES

ACTING CHAIR - T. Harnett

July 1, 2011 - June 30, 2012

BEAULIEU, Hendrika

B.A., M.A. (Lethbridge), Ph.D. (Netherlands); Assistant Professor in Native American Studies

BELANGER, Yale D. (Leave: July 1 - December 31, 2011)

B.A. (Lethbridge), M.A. (Manitoba), Ph.D. (Trent); Associate Professor of Native American Studies

BIRCHFIELD, Donald

B.A. (Western State College), J.D. (Oklahoma); Professor of Native American Studies

HARNETT, Tanya

B.F.A., M.F.A. (Alberta); Assistant Professor of Native American Studies

MANY GUNS, Linda

B.A. (St. Thomas), LLB (Ottawa), M.A. (Carleton); Assistant Professor of Native American Studies

NEUROSCIENCE

CHAIR - R. Sutherland

July 1, 2011 - June 30, 2014

CROSS, Albert R.

B.Sc. (Saskatchewan), M.Sc. (Waterloo), Ph.D. (New Brunswick); Assistant Professor of Neuroscience

EUSTON, David R.

B.A.Sc. (California), M.A. (New Mexico), Ph.D. (Oregon); Assistant Professor of Neuroscience

GIBB, Robbin L.

B.Sc., M.Sc., Ph.D. (Lethbridge); Assistant Professor of Neuroscience

GRUBER, Aaron

B.S. (Cincinnati), M.S. Ph.D. (Northwestern); Assistant Professor of Neuroscience

IWANIUK, Andrew Nicholas

B.Sc. (Monash), M.Sc. (Lethbridge), Ph.D. (Monash); Assistant Professor of Neuroscience

KOLB, Bryan Edward

B.Sc., M.Sc. (Calgary), Ph.D. (Pennsylvania State), F.R.S.C.; Professor of Neuroscience

LUCZAK, Artur

M.A., Ph.D. (Poland); Assistant Professor of Neuroscience

McDONALD, Robert J.

B.Sc. (Lethbridge), M.Sc., Ph.D. (McGill); Associate Professor of Neuroscience

McNAUGHTON, Bruce L.

B.Sc., M.Sc. (Carleton), Ph.D. (Dalhousie), Professor of Neuroscience

METZ, S. Gerlinde A.

B.Sc. (Giessen), M.Sc., Ph.D. (Zurich); Associate Professor of Neuroscience

PELLIS, Sergio M.

B.Sc., Dip.Ed., Ph.D. (Monash); Professor of Neuroscience

SUTHERLAND, Robert J.

B.Sc. (Trinity), M.A., Ph.D. (Dalhousie); Professor of Neuroscience

TATA, Matthew S.

B.Sc. (New York), M.Sc., Ph.D. (British Columbia); Assistant Professor of Neuroscience

TATSUNO, Masami

B.A., M.A. Ph.D. (Japan); Assistant Professor of Neuroscience

WHISHAW, Ian Quentin Addison

B.A., M.Sc. (Calgary), Ph.D. (Western Ontario), F.R.S.C.; Professor of Neuroscience

PHILOSOPHY

CHAIR - K. Peacock

July 1, 2011 - June 30, 2014

ALWARD, Peter W.B.

B.Sc. (Toronto), M.A. (Dalhousie), M.A., Ph.D. (North Carolina, Chapel Hill); Associate Professor of Philosophy

ANDERSON, Ardis M.

B.A. (Lethbridge), M.A. (Dalhousie); Academic Assistant in Philosophy

BROWN, Martin Bryson

B.A. (Trent), M.A., Ph.D. (Pittsburgh); Professor of Philosophy

GOVIER, Trudy

B.A. (Alberta), M.A. (Calgary), Ph.D. (Waterloo); Professor of Philosophy

KUBARA, Michael Philip

B.A. (New Hampshire), M.A., Ph.D. (Waterloo); Associate Professor of Philosophy

PEACOCK, Kent A. (Leave: January 1 - June 30, 2012)

B.A., M.A., Ph.D. (Toronto); Professor of Philosophy

RODYCH, Victor

B.A. (Brandon), M.A., Ph.D. (York); Professor of Philosophy

STINGL, Michael Joseph

B.A. (Wisconsin-Madison), M.A., Ph.D. (Toronto); Associate Professor of Philosophy

VIMINITZ, Paul Kenneth

B.A. (Regina), M.A. (Dalhousie), Ph.D. (Alberta); Assistant Professor of Philosophy

PHYSICS AND ASTRONOMY

ACTING CHAIR - D. Siminovitch

July 1, 2011 - December 31, 2011

CHAIR - K. Vos

January 1, 2012 - June 30, 2014

DAS, Saurya

B.Sc. (Presidency College, Calcutta), M.Sc., Ph.D. (Institute of Mathematical Sciences, Chennai); Associate Professor of Physics

DASGUPTA, Arundhati

B.Sc., M.Sc., Ph.D. (India); Associate Professor of Physics

FURGASON, Daniel John

B.Sc. (Lethbridge); Academic Assistant in Physics

NAYLOR, David Andrew

B.Sc. (Sussex), Ph.D. (Calgary); Professor of Physics

PATITSAS, Stathis (Steve) N.

B.Sc. (Laurentian), M.Sc., Ph.D. (British Columbia); Associate Professor of Physics

PREDOI-CROSS, Adriana

B.Sc. (Bucharest), Ph.D. (New Brunswick); Associate Professor of Physics

SEYED-MAHMOUD, Behnam

B.Sc. (Lethbridge), M.Sc. (Memorial), Ph.D. (York); Academic Assistant in Physics

SIMINOVITCH, David J.

B.Sc. (Carleton), M.Sc. (Toronto), Ph.D. (Guelph); Associate Professor of Physics

TIPPER, Mark

B.Sc., M.Sc. (Lethbridge); Academic Assistant in Physics

VOS, Kenneth J.E. (Leave: July 1 - December 31, 2011)

B.Sc., Ph.D. (Alberta); Associate Professor of Physics

WALTON, Mark Allan

B.Sc. (Dalhousie), M.Sc., Ph.D. (McGill); Professor of Physics

POLITICAL SCIENCE

CHAIR - P. McCormick

July 1, 2010 - June 30, 2013

HALE, Geoffrey

B.A. (Princeton), M.B.A., Ph.D. (Western Ontario); Associate Professor of Political Science

JANSEN, Harold J. (Leave: July 1, 2011 - June 30, 2012)

B.A. (Alberta), M.A. (Carleton), Ph.D. (Alberta); Associate Professor of Political Science

KUKUCHA, Christopher J.

B.A. (British Columbia), M.A. (Windsor), Ph.D. (Alberta); Associate Professor of Political Science

McCORMICK, Peter James

B.A. (Alberta), M.A. (Toronto), D.Phil. (London); Professor of Political Science

SIAROFF, Alan R.

B.A. (McMaster), M.A. (McGill), Ph.D. (Yale); Professor of Political Science

VON HEYKING, John F.K.

B.A., M.A. (Calgary), Ph.D. (Notre Dame); Associate Professor of Political Science

PSYCHOLOGY

CHAIR - P. Henzi

July 1, 2009 - June 30, 2012

ALLEN, Scott W.

B.A. (Victoria), Ph.D. (McMaster); Associate Professor of Psychology

BARRETT, Louise

B.Sc., Ph.D. (London); Professor of Psychology

FORGIE, Margaret L.

B.A. (Simon Fraser), M.A., Ph.D. (Concordia); Academic Assistant in Psychology

HENZI, S. Peter

B.A., Ph.D. (South Africa); Professor of Psychology

HEPBURN, C. Gail

B.Sc. (Trent), M.A., Ph.D. (Queen's); Assistant Professor of Psychology

LALUMIÈRE, Martin (Leave: January 1 - December 31, 2011)

B.Sc., M.Ps. (Montréal), Ph.D. (Queen's); Associate Professor of Psychology

LI, Fangfang

B.A. (Beijing), Ph.D. (Ohio State); Assistant Professor of Psychology

MATHER, Jennifer Ann

B.Sc. (British Columbia), M.Sc. (Florida State), Ph.D. (Brandeis); Professor of Psychology

RENDALL, C. Andrew (Drew) (Leave: January 1 - December 31, 2012)

B.Sc. (Calgary), M.A., Ph.D. (California, Davis); Professor of Psychology

VASEY, Paul L.

B.A. (Alberta), M.A. (Simon Fraser), Ph.D. (Montreal); Professor of Psychology

VOKEY, John Richard (Leave: January 1 - June 30, 2012)

B.A. (Winnipeg), Ph.D. (McMaster); Professor of Psychology

WEEKS, Daniel J.

B.A. (Windsor), M.Sc. (McMaster), Ph.D. (Auburn); Professor of Psychology

RELIGIOUS STUDIES

CHAIR - J. Harding

July 1, 2010 - June 30, 2013

HARDING, John S.

B.A. (Puget Sound), Ph.D. (Pennsylvania); Associate Professor of Religious Studies

KHALIL, Atif

B.A., M.A., Ph.D. (Toronto); Assistant Professor of Religious Studies

LINVILLE, James R.

B.A. (Alberta), Ph.D. (Edinburgh); Associate Professor of Religious Studies

ROBINSON, Thomas Arthur

B.A. (New Brunswick), M.C.S. (Regent College), Ph.D. (McMaster); Professor of Religious Studies

RODRIGUES, Hillary P.

B.Sc. (McGill), B.A., M.A., Ph.D. (McMaster); Professor of Religious Studies

SOCIOLOGY

CHAIR - C. Malacrida

July 1, 2011 - June 30, 2014

BIBBY, Reginald Wayne

O.C., B.A. (Alberta), B.D. (Southern Seminary), M.A. (Calgary), Ph.D. (Washington State), D.Litt. (h.c.) (Laurentian); Professor of Sociology

CHUCHRYK, Patricia Marie

B.A., M.A. (Regina), Ph.D. (York); Associate Professor of Sociology

HARRISON, Trevor W.

B.A. (Winnipeg), M.A. (Calgary), Ph.D. (Alberta); Professor of Sociology

KAZEMIPUR, Abdolmohammad

B.A., M.A. (Tehran), Ph.D. (Manitoba); Professor of Sociology

LAURENDEAU, Jason E.

B.Kin., M.A., Ph.D. (Calgary); Assistant Professor of Sociology

MAIR, Kimberly

B.A., M.A., Ph.D. (Alberta); Assistant Professor of Sociology

MALACRIDA, Claudia A.

B.A., M.A., (Calgary), Ph.D. (Alberta); Professor of Sociology

McDANIEL, Susan

B.A. (Massachusetts), M.A. (Cornell), Ph.D. (Alberta); Professor of Sociology and Director, Prentice Institute & Prentice Research Chair in Global Population & Economy

MELLOW, Muriel

B.A. (Toronto), M.A., Ph.D. (McGill); Associate Professor of Sociology

PERKS, Thomas A.

B.A., M.A. (Western Ontario), Ph.D. (Waterloo); Assistant Professor of Sociology

RAMP, William J.

B.A. (Trent), M.A., Ph.D. (York); Associate Professor of Sociology

WOOD, Robert T.

B.A. (Alberta), M.A. (Toronto), Ph.D. (Alberta); Associate Professor of Sociology

WOMEN'S STUDIES**COORDINATOR - C. Williams**

July 1, 2011 - June 30, 2014

BONIFACIO, Glenda L.

B.A., M.A. (Philippines), Ph.D. (Australia); Associate Professor of Women's Studies

DANIELS, Dayna Beth

B.S. (Ithaca College), M.S. (Indiana), Ph.D. (Alberta); Visiting Professor in Women's Studies

FISKE, Jo-Anne

B.Ed., M.A., Ph.D. (British Columbia); Professor of Anthropology and Women's Studies

LENON, Suzanne J.

B.A. (Calgary), M.A. (Carleton), Ph.D. (Toronto); Assistant Professor of Women's Studies

MULLER MYRDAHL, Tiffany K. (*Leave: January 1 - June 30, 2012*)

B.A. (Wisconsin), M. Public Policy, Ph.D. (Minnesota); Assistant Professor of Women's Studies

WILLIAMS, Carol J.

B.A. (Simon Fraser), M.A. (Leeds), Ph.D. (Rutgers); Associate Professor of Women's Studies

ARTS AND SCIENCE PROGRAMS**Coordinators:**

Academic Writing - C. Lobe

Agricultural Biotechnology - J. Thomas

Agricultural Studies - D. Le Roy

Applied Studies - J. Berteotti

Biochemistry - U. Wieden-Kothe

Canadian Studies - TBA

Computer Science - J. Rice

Co-operative Education - D. Young (Director)

Environmental Science - M. Letts

Liberal Education - B. MacKay

Urban and Regional Studies - TBA

Women's Studies - C. Williams

FACULTY OF EDUCATION

Interim Dean - C. Loewen

Associate Dean - R. Mrazek

Assistant Dean, Graduate Studies and Research in Education - K. Bernes

Assistant Dean, Student Program Services - T. Gunn

Assistant Dean, Field Experiences - L. Beaudin

Coordinator, Curriculum Laboratory - W. Glaister

Academic Assistants:**HEIDEBRECHT, Kenneth Paul**

B.Ed., B.Sc. (Lethbridge); Academic Assistant in Education

PLATT, Shari

B.Ed., M.Ed., (Lethbridge); Academic Assistant in Education

ADAMS, Pamela

B.Ed., M.Ed. (Lethbridge), Ph.D. (Calgary); Associate Professor of Education

AITKEN, Nola E.

B.Ed. (Alberta), Dip.Ed. (Alberta), M.A. (San Diego), Ph.D. (Alberta); Professor of Education

BALDERSON, Daniel Wesley

B.A., B.Ed. (Lethbridge), M.Sc., Ph.D. (Nevada-Las Vegas); Assistant Professor of Education

BEAUDIN, Lorraine C.

B.Ed., M.Ed. (Lethbridge), Ph.D. (Calgary); Associate Professor of Education

BEDARD, George J.

B.A. (Toronto), M.A. (Netherlands), M.A. (Simon Fraser), Ph.D. (Toronto); Associate Professor of Education

BERNES, Kerry

B.Ed., M.Sc., Ph.D. (Calgary); Associate Professor of Education

BRIGHT, Robin

B.A., B.Ed., M.Ed. (Lethbridge), Ph.D. (Victoria); Professor of Education

BUTT, Richard

B.Ed., M.Ed. (Regina), Ph.D. (Ottawa); Professor of Education

CAMPBELL, Catherine

B.P.E. (Dalhousie), M.Ed., Ph.D. (Alberta); Associate Professor of Education

CHAMBERS, Cynthia Maude

B.Ed. (Saskatchewan), M.A., Ph.D. (Victoria); Professor of Education

FOWLER, Leah Cheryl

B.Sc., B.Ed., M.Ed. (Alberta), Ph.D. (Victoria); Associate Professor of Education

GLAISTER, William David

B.Ed. (Lethbridge), M.L.S. (Alberta); Professional Librarian

GRIGG, Lance Miles

B.A. (Hons.) (Saskatchewan), B.Th. (Newman), Ph.D. (Calgary); Associate Professor of Education

GRIGG, Nancy Carol

B.Ed. (Lethbridge), M.Ed. (Alberta), Ph.D. (Virginia); Associate Professor of Education

GUNN, Thelma Muriel

B.A., B.Ed. (Saskatchewan), M.Ed. (Sydney), Ph.D. (Saskatchewan); Associate Professor of Education

HASEBE-LUDT, Erika Luise

B.A. (Universitat des Saarlandes), B.Ed., Ph.D. (British Columbia), M.A. (Freie Universitat Berlin); Associate Professor of Education

HEFFERNAN, Peter John

B.A. (Hons.) (Trent), M.A. (Waterloo), M.A.T. (Simon Fraser), Ph.D. (Laval); Professor of Education

HENRY, Jim J.

B.A. (Ottawa), B.Ed. (Queen's), M.Ed., Ph.D. (Alberta); Associate Professor of Education

LOEWEN, Craig

B.Ed. (Lethbridge), M.Ed., Ph.D. (Alberta); Professor of Education

MARYNOWSKI, Richelle Marie

B.Ed. (Lethbridge), M.Ed. (Alberta), Ph.D. Candidate (Alberta); Lecturer

MAZUREK, Kasper

B.A., B.Ed., M.Ed., Ph.D. (Alberta); Professor of Education

McBRIDE, Dawn

B.A. (Hons.) (Winnipeg), M.Sc., Ph.D. (Calgary); Associate Professor of Education

MOMBOURQUETTE, Carmen

B.A., B.Ed., (St. Francis Xavier), M.Ed., Ph.D. (Montana - Missoula); Assistant Professor of Education

MRAZEK, Rick

B.Sc., B.Ed. (Lethbridge), M.Ed., Ph.D. (Alberta); Professor of Education

O'DEA, Jane Winnifred

B.Mus. (Ireland), M.Ed., Ph.D. (Alberta); Professor of Education

PIQUETTE-TOMEI, Noella

B.Ed., M.Ed., Ph.D. (Calgary); Associate Professor of Education

POULSEN, John Christian

B.Ed. (Calgary), M.A. (London), Ph.D. (Calgary); Associate Professor of Education

RAHN, Janice May

B.F.A. (Queen's), B.Ed. (Toronto), M.F.A., Ph.D. (Concordia); Assistant Professor of Education

RODERMOND, Margaret

A.B. (Iowa), M.L.I.S. (Alberta); Professional Librarian

ROSCOE, Keith

B.Sc. (Hons.) (Guelph), B.Ed. (Queen's), M.Sc. (Wales), Ph.D. (Alberta); Associate Professor of Education

RUNTÉ, Robert

B.A., Dip.Ed., M.Ed., Ph.D. (Alberta); Associate Professor of Education

SHEPARD, Blythe Catherine

B.A. (Waterloo), M.A., Ph.D. (Victoria); Associate Professor of Education

SLOMP, David Hendrik

B.Ed. (Lethbridge), M.Ed., Ph.D. (Alberta); Assistant Professor of Education

STEED, Marlo

B.Ed. (Alberta), M.Ed. (OISE Toronto), Ed.D. (Amherst); Associate Professor of Education

THANNHAUSER, Jennifer

B.A. (Saskatchewan), M.Ed. (Lethbridge), Ph.D. Candidate (Calgary); Lecturer

TITLEY, E. Brian

B.A. (Ireland), B.Ed., M.Ed. (Manitoba), Ph.D. (Alberta); Professor of Education

TOWNSEND, David

B.Sc., M.Sc., Ph.D. (Oregon); Associate Professor of Education

von HEYKING, Amy

B.A. (Calgary), M.A. (Toronto), Ph.D. (Calgary); Associate Professor of Education

WASIAK, Edwin Bruce

B.Mus.Ed. (Regina), M.Ed. (Victoria), Dip. Fine Arts (Calgary), D.M.A. (Arizona); Associate Professor of Education

WINSOR, Pamela

B.A., B.Ed. (New Brunswick), M.Ed. (Mount Saint Vincent), Ph.D. (Illinois); Associate Professor of Education

WORRALL, Alyson

B.Math. (Waterloo), B.Ed. (Queen's), M.Ed. (Toronto), Ph.D. (Toronto); Lecturer

FACULTY OF FINE ARTS

Dean - D. Rochfort

Acting Associate Dean - E. Jurkowski

Assistant Dean, Student Program Services:

DOBBIE, James A.

B.A. (Lethbridge), M.A. (Simon Fraser)

ART

CHAIR - M. Kavanagh

ALLAN, Ken

B.A. (Hons) (Guelph), M.A. (York), Ph.D. (Toronto); Assistant Professor of Art

CAMPBELL, Michael

B.A. (Toronto), M.F.A. (Concordia); Associate Professor of Art

DAHLE, Dagmar (Leave: January 2012 - June 30, 2012)

B.F.A. (Victoria), M.F.A. (NSCAD); Assistant Professor of Art

DAWN, Leslie Allan (Leave: July 1, 2011 - December 31, 2011)

B.A., M.A. (Victoria), M.A., Ph.D. (British Columbia); Associate Professor of Art

DYMOND, Anne

B.A. (Hons.), M.A., Ph.D. (Queen's); Associate Professor of Art

GILL, Don

B.F.A. (Victoria), M.F.A. (California Institute of the Arts); Assistant Professor of Art

KAVANAGH, Mary

B.A. (Hons.) (Guelph), M.F.A. (Saskatchewan); Associate Professor of Art

MARTIN, Annie (Leave: July 1, 2011 - December 31, 2011)

B.F.A., M.F.A. (Concordia); Assistant Professor of Art

MILLS, Josephine (Leave: January 1, 2012 - June 30, 2012)

B.A. (High Hons.) (Saskatchewan), M.A. (Simon Fraser), Ph.D. (Concordia); Assistant Professor of Art, Director/Curator Art Gallery

ROCHFORD, A. Desmond

Dip. (Byam Shaw School of Art), M.F.A. (Royal Academy of Art), Ph.D. (Royal College of Art); Professor of Art, Dean, Faculty of Fine Arts

THEATRE AND DRAMATIC ARTS

CHAIR - D. MacArthur

CHAMBERS, Ron (Leave: July 1, 2011 - June 30, 2012)

B.A.Sc. (B.A.) (Lethbridge), M.F.A. (Calgary); Associate Professor of Theatre and Dramatic Arts

DOOLITTLE, Lisa

B.A. (Ottawa), M.A. (Wesleyan); Professor of Theatre and Dramatic Arts

HANRAHAN, Gail (Leave: January - December, 2012)

B.A. (McGill), M.F.A. (Calgary); Assistant Professor of Theatre and Dramatic Arts

HANSON, Nicholas

B.A. (Hons.), B.Ed. (Queen's), M.A. (Toronto); Associate Professor of Theatre and Dramatic Arts

MacARTHUR, Douglas

B.A., B.A. (Graceland University), M.F.A. (York); Assistant Professor of Theatre and Dramatic Arts

PARKINSON, Brian Carder (Leave: July 1, 2011 - June 30, 2012)

B.A. (British Columbia), M.A. (Leeds), P.C.E. (British Columbia); Professor of Theatre and Dramatic Arts

ROBISON-GREENE, Leslie

B.A. (Southern Utah), M.F.A. (Illinois); Professor of Theatre and Dramatic Arts

SCOTT, Shelley

B.A.Sc. (B.A.) (Lethbridge), M.A., Ph.D. (Toronto); Associate Professor of Theatre and Dramatic Arts

TAYLOR, Aaron

B.A. (Western), M.A. (Carlton), Ph.D. (Kent); Assistant Professor of Theatre and Dramatic Arts

WILLS, Jim

B.A. (Regina), M.F.A. (Calgary); Associate Professor of Theatre and Dramatic Arts

MUSIC**ACTING CHAIR - D. Oye****BLACK, Brian** (*Leave: July 1, 2011 - June 30, 2012*)

B.Mus., Ph.D. (McGill); Associate Professor of Music

BOEHM, Norbert

B.Mus. (Alberta), M.Mus. (Oregon); Adjunct Assistant Professor of Music

BOON, Rolf (*Leave: July 1, 2011 - June 30, 2012*)

A.R.C.T. (Toronto), B.Mus. (Queen's), B.Ed., M.Mus. (British Columbia), Ph.D. (Alberta); Associate Professor of Music

GEPPERT, Maria

M.Mus. (Krakow); Adjunct Assistant Professor of Music

HANSEN, Bente

B.Mus. (Lethbridge), M.Mus. (Michigan State); Academic Assistant, Music

HENDSBEE, Blaine

B.Mus.Ed. (Dalhousie), M.Mus. (British Columbia), Ph.D. (British Columbia); Associate Professor of Music

JURKOWSKI, Edward Martin

B.Mus. (Manitoba), M.A., Ph.D. (Rochester); Professor of Music

MASON, Adam

B.Mus. (West Virginia), M.M.Ed. (West Virginia); Academic Assistant, Music

MEZEI, Margaret

B.Mus. (Washington State), M.Mus. (Michigan State); Academic Assistant in Music, Coordinator, Music Conservatory

MONTGOMERY, Glen

A.R.C.T. (Toronto), Academia Chigiana (Italy); Academic Assistant in Music

OYE, Deanna

A.Mus. (Western), H.B.Mus. (Lakehead), M.Mus. (Brandon), D.M.A. (Eastman); Associate Professor of Music

RODGERS, Mark

B.Mus. (Brandon), M.Mus. (Western); Adjunct Assistant Professor of Music

SCHULTZ, Arlan

B.Mus. (Manitoba), M.Mus. (McGill), Ph.D. (California, San Diego); Assistant Professor of Music

STAPLES, Thomas W.

B.Mus. (Saskatchewan), M.M.Ed. (James Madison), D.M.A. (Iowa); Professor of Music

TAGG, Graham

DRSAM (Scotland); Adjunct Assistant Professor of Music

VISENTIN, Peter Allan

B.Mus., M.Mus. (Toronto); Professor of Music

YOUNGDAHL, Janet

B.Mus. (Ohio), M.Mus. (Michigan), D.M.A. (Case Western); Assistant Professor of Music

NEW MEDIA (FORMERLY MULTIMEDIA)**CHAIR - D. Sirbu****CLEARWATER, David**

B.F.A., B.A. (Lethbridge), M.A., Ph.D. (McGill); Assistant Professor of New Media

COUSINS, Bob (*Leave: July 1, 2011 - June 30, 2012*)

B.A., M.A. (Lethbridge), M.F.A. (York); Assistant Professor of New Media

GRAHAM, James R.C.

Diploma in Fine Art (Victoria College of Art), Diploma in Fine Art (Emily Carr), M.F.A. (NSCAD), 3D Studio Max (Toronto), Digital Animation Certificate (Algonquin College); Associate Professor of New Media

LUCE, Emily

B.A. (Connecticut), M.F.A. (NSCAD); Assistant Professor of New Media

PICKERING, Anna

B.F.A. Multidisciplinary (Lethbridge); Academic Assistant, New Media Internship Coordinator

SIRBU, Daniela

Diploma in Contemporary Art - US Civic Education Project, Dipl. Eng. in E.E.C.S., U.P.B. (Bucharest), M.Arch. - Design and Technology (Carleton); Associate Professor of New Media

SMITH, A. William

B.Sc., B.F.A., B.A., B.Mus., M.F.A., Ph.D. (Ohio State); Associate Professor of New Media

TAYLOR, Aaron

B.A. (Western), M.A. (Carlton), Ph.D. (Kent); Assistant Professor of New Media

FACULTY OF HEALTH SCIENCES

Dean - C. Hosgood

Associate Dean (Nursing) - R. Grant Kalischuk

Director, Addictions Counselling Program - G. Nixon

Coordinator, Alberta Gaming Research Institute (AGRI) - R. Williams

Coordinator, Graduate Studies - B. Hagen

Coordinator, Public Health Program - S. Yanicki

ANDER, Karen

B.N. (Lethbridge), RN; Academic Assistant in Nursing

AWOSOGA, Olu

B.S., M.S., M.B.A. (Lagos) (Central Michigan), Ph.D. (Western Michigan); Academic Assistant in Health Sciences

BEVANS, Maralon

B.N. (Lethbridge), M.N. (Athabasca), RN; Academic Assistant in Nursing

BOWDEN, Ali

B.Sc.N. (U of A), M.P.H. (BYU), RN; Academic Assistant in Nursing

CULLEN, Michelle

B.N. (Calgary), RN; Academic Assistant in Nursing

DERSCH, Sharon

B.N. (Calgary), RN; Academic Assistant in Nursing

GINN, Carla

B.N., M.Sc. (Lethbridge), RN; Academic Assistant in Nursing

GRANT KALISCHUK, Ruth

B.N., M.Ed. (Lethbridge), Ph.D. (British Columbia), RN; Professor of Nursing

HAGEN, Brad

B.Sc. (Lethbridge), M.Sc.N. (McGill), Ph.D. (Victoria), RN, R.Psych., CCC; Associate Professor of Nursing

HAIGHT, Katherine

B.S.N. (British Columbia), RN; Academic Assistant in Nursing

HARRIS, Suzanne

B.N., M.Sc. (Lethbridge), RN; Academic Assistant in Nursing

HARROWING, Jean

B.Sc. (Lethbridge), M.N., Ph.D. (Calgary), RN; Assistant Professor of Nursing

HOWARD, Lisa

B.Sc.N. (Victoria), M.N. (Calgary), RN; Academic Assistant in Nursing

JONES, Phil

B.A., M.Ed., M.S.W. (Calgary); Academic Assistant in Addictions Counselling

KELLETT, Peter

B.N., M.N. (Memorial), RN; Academic Assistant in Nursing

KULIG, Judith

B.Sc.N. (Alberta), M.S.N. (Arizona), D.N.Sc. (California), RN; Professor of Nursing

LEE, Bonnie

A.B. (Smith), M.A. (St. Paul), M.A., Ph.D. (Ottawa); Assistant Professor of Addictions Counselling

LEFLAR, Lorelei

B.N. (Calgary), RN; Academic Assistant in Nursing

McCALLUM, Karim

B.F.A., B.H.Sc., M.Ed. (Lethbridge), CCC; Academic Assistant in Addictions Counselling

McKAY, Bill

B.N. (Lethbridge), RN; Academic Assistant in Nursing

NIXON, Gary

LL.B. (Alberta), M.A. (British Columbia), Ph.D. (Calgary), R.Psych.; Associate Professor of Addictions Counselling

NUGENT, Mary

B.Sc.N. (Victoria), RN; Academic Assistant in Nursing

OOSTERBROEK, Tracy

B.N., M.Sc. (Lethbridge), RN; Academic Assistant in Nursing

PIJL-ZIEBER, Em

B.Sc.N. (British Columbia), M.Ed. (Calgary), RN; Academic Assistant in Nursing

PIJL-ZIEBER, Mark

B.N. (Lethbridge), M.S.N. (British Columbia), RN; Lecturer in Nursing

RENTER, Heather

B.A. (Indiana), M.P.H. (Kentucky); Assistant Professor of Public Health

RICH, Marcia

B.Sc. (Alberta), M.Sc. Ph.D. (Calgary), R.Psych.; Assistant Professor of Addictions Counselling

ROWLES, Karen

B.N., M.Ed. (Calgary), RN; Academic Assistant in Nursing

SEDGWICK, Monique

B.Sc.N., M.N., Ph.D. (Alberta), RN; Assistant Professor of Nursing

SMITH, Geraldine

B.N. (Alberta), M.N. (Saskatchewan), RN; Academic Assistant in Nursing

SOLOWONIUK, Jason

B.H.Sc., M.Ed. (Lethbridge), CCC; Academic Assistant in Addictions Counselling

SPENCELEY, Shannon

B.N. (Lethbridge), M.N. (Calgary), Ph.D. (Alberta), RN; Assistant Professor of Nursing

STEINKE, Claudia

B.Sc. (British Columbia), M.Sc. (Lethbridge), Ph.D. (Victoria); Assistant Professor in Nursing

VANDE GRIEND, Tara

B.Sc.N. (Trinity Western), M.Sc. (Lethbridge), RN; Academic Assistant in Nursing

VANDENBERG, Shannon

B.N. (Lethbridge), RN; Academic Assistant in Nursing

VELDMAN, Heidi

B.N. (Lethbridge), RN; Academic Assistant in Nursing

WALDORF, RYAN

B.N. (Lethbridge), RN; Academic Assistant in Nursing

WELLS, Karen

B.N. (Lethbridge), RN; Academic Assistant in Nursing

WEST, Bev

B.H.Sc., M.Sc. (Lethbridge); Academic Assistant in Health Sciences

WILDE, Isabel

B.N. (Lethbridge), M.N. (Calgary), RN; Academic Assistant in Nursing

WILLIAMS, Robert

B.A., Ph.D. (McMaster), C.Psych. (Alberta); Professor of Addictions Counselling

WILSON, Penni

B.N. (Lethbridge), RN; Academic Assistant in Nursing

WOJTOWICZ, Bernadine

B.N. (Lethbridge), RN; Academic Assistant in Nursing

YANICKI, Sharon

B.S.N. (Saskatchewan), M.Sc. (Alberta), RN; Lecturer in Public Health and Nursing

NURSING EDUCATION IN SOUTHWESTERN ALBERTA PROGRAM

Lethbridge College Faculty**CERNIGOY, Liz**

B.Sc.N., RN

de KREEK, Yolanda

B.N. (Lethbridge), RN

FORSTER, Tracey

B.N. (QUT, Aust), RN

GLOVER, Jacki

M.N., B.N. (Lethbridge), RN

HAKSTOL, Marisa

B.Sc.N. (Alberta), M.H.S. (Great Falls), RN

IRWIN, Sherry

B.N. (Lethbridge), RN

JOY, Karen

M.N., B.N. (Lethbridge), RN

KANO, Maureen

B.N. (Athabasca), RN

KENNEDY, Karen

B.Sc.N., M.Ed. (Victoria), RN

KRAMPL, Gayle

M.Sc.N., B.N. (Lethbridge), RN

McCOY, Leslie

B.N. (Lethbridge), RN

NYKIEL, William

B.Sc. (California Coast University), M.Sc. (San Diego), RN

PETERSON, Shaina

B.N. (Lethbridge), RN

SEITZ, Shannon

B.N. (Lethbridge), RN

SPRINKLE, Lana

M.S.N., BN (Lethbridge), RN

WATERHOUSE, Kathleen

B.Sc.N. (U of A), RN

WOLSKY, Karla

B.N. (Athabasca), RN

ADDICTIONS COUNSELLING PROGRAM

Medicine Hat College Faculty**HILLOCK, Colleen**

B.A. (Concordia), M.Ed. (Lesley College)

WEBB, Russell

B.A. (Trinity), M.A. (British Columbia)

FACULTY OF MANAGEMENT

Dean - R. Ellis

Associate Dean - R. Perlow

Assistant Dean, Undergraduate Programs- P. Hodd

Director, Calgary Campus - R. Sept

Director, Edmonton Campus - D. Keast

Director, International/First Nations' Governance - A. Amelinckx

Director, Master of Science (Management) Program - H. Kelley

Director, Theory Into Practice - D. Kazakoff

ALAM, A.K.M. Shamsul

B.A. (Hons.), M.A. (Bangladesh), M.A. (Waterloo), Ph.D. (Simon Fraser); Professor of Management

AMELINCKX, Andrea Carol

B.A., J.D. (State University of New York at Buffalo); Academic Assistant in Management

ANSARI, M. Mahfooz

B.A. (Magadh), M.A. (Patna), M.A. (Kansas), Ph.D. (Patna); Professor of Management

ASEM, Ebenezer

B.A. (Hons.) (Ghana), M.A. (Warwick), Ph.D. (Alberta); Associate Professor of Management

BAKER, W. Glen

B.Comm. (Calgary), C.M.A.; Academic Assistant in Management

BAO, Yongjian

LL.B. (Fudan), M.P.A. (Southern California), Ph.D. (Southern California); Assistant Professor of Management

BARRAGAN, Salvador

B.Sc. (Panamericana), M.B.A. (IPADE), M.Sc. (Management) (Lethbridge); Academic Assistant in Management

BASIL, Debra Z.

B.A. (Washington), Ph.D. (Colorado); Associate Professor of Management

BASIL, Michael Dominic

A.B. (San Diego State), M.A. (San Francisco State), A.M., Ph.D. (Stanford); Professor of Management

BAULKARAN, Vishaal

B.B.A. (Honors) (New Brunswick), C.F.A., M.B.A. (New Brunswick), Ph.D. (Waterloo); Assistant Professor of Management

BELLO, Roberto

B.Mgt. (Panamericana, Mexico), M.Sc. (Lethbridge); Academic Assistant in Management

BOUDREAU, Robert Alan

B.A. (Concordia), M.Sc., Ph.D. (Calgary); Professor of Management

CARNAGHAN, Carla

B.Sc. (Victoria), Ph.D. (Alberta), C.I.S.A., C.M.A.; Assistant Professor of Management

CHISTE, Katherine

B.A. (Mt. Holyoke), M.A. (Toronto), Ph.D. (Calgary); Associate Professor of Management

CLARK, James Douglas

B.S. (Brigham Young), M.B.A. (Western Ontario); Academic Assistant in Management

DAROCZI, Zoltan

B.S. (Budapest), M.S., M.B.A. (Iowa State), Ph.D. (Michigan State); Assistant Professor of Management

DERRY, Robbin

B.A. (Dartmouth), M.B.A., Ph.D. (Massachusetts); Associate Professor of Management

DESHPANDE, Sameer (Leave: January 1 - June 30, 2012)

B.Comm., M.B.A. (Bombay), M.A., Ph.D. (Wisconsin-Madison); Associate Professor of Management

DOBING, Brian Robert

B.Sc. (Victoria), M.B.A., M.Sc. (Saskatchewan), Ph.D. (Minnesota); Associate Professor of Management

DROLLINGER, Tanya

B.A. (Utah State), M.Sc., Ph.D. (Purdue); Associate Professor of Management

ESCOBAR, Luis Fernando (Leave: January 1 - June 30, 2012)

B.Sc. (Venezuela), M.Sc. (Calgary), Ph.D. (Calgary); Assistant Professor of Management

GOK, Kubilay

B.Sc. (Turkey), M.Sc., Ph.D. (Wisconsin-Madison); Academic Assistant in Management

HODD, Patricia S.

B.Ed. (Alberta), B.Mgt., M.Ed. (Lethbridge); Academic Assistant in Management

HUNTER, Karen Heather

B.Mgt. (Lethbridge), M.B.A., Ph.D. (Alberta); Assistant Professor of Management

HUNTER, M. Gordon (Leave: January 1 - June 30, 2012)

B.Comm. (Saskatchewan), Ph.D. (Strathclyde), C.M.A.; Professor of Management

JANZ, Linda

B.Mgt., M.Sc. (Lethbridge); Academic Assistant in Management

JARVIE, Deborah L.

B.Mgt., M.Sc. (Lethbridge); Academic Assistant in Management

KAZAKOFF, Dan

B.Comm., B.A. (Calgary), M.B.A. (Alberta); Academic Assistant in Management

KEAST, David

B.Ed., M.Ed., Ph.D. (U of A); Academic Assistant in Management

KELLEY, Helen

B.Mgt., M.Sc. (Lethbridge), Ph.D. (Western Ontario); Associate Professor of Management

KNAPP, Joshua (Leave: July 1 - December 31, 2011)

B.A. (Pennsylvania), Ph.D. (Cincinnati); Assistant Professor of Management

KOPP, Lori S.

B.S.Ed. (State University of New York at Buffalo), M.S. (Illinois), M.S.Acc. (Houston), Ph.D. (Alabama), C.P.A.; Associate Professor of Management

LI, Yutao

B.S. (China), B.B.A. (Distinction) (Toronto); Assistant Professor of Management

LINDSAY, R. Murray

B.Comm., M.Sc. (Saskatchewan), Ph.D. (Lancaster), C.M.A., FCMA; Professor of Management

LOEWEN, Pamela

B.A., B.Mgt. (Lethbridge), M.B.A. (Calgary), Ph.D. (Alberta); Assistant Professor of Management

MADORE, Michael A.

B.Ed. (New Brunswick), M.B.A. (City University-Vancouver); Academic Assistant in Management

MATKIN, Marie

B.Ed., M.Ed. (Lethbridge); Academic Assistant in Management

MEHEDEN, CHERYL LOUISE

B.G.S. (Athabasca), M.B.A. (Heriot Watt); Academic Assistant in Management

MILNER, Craig

B.Sc. (Kettering), M.B.A. (Western Ontario); Academic Assistant in Management

NOTZKE, Claudia (Leave: July 1 - December 31, 2011)

Masters' (Cologne), Ph.D. (Calgary); Associate Professor of Management

OLOO, Omondi Omill

B.A., M.A., M.B.A. (Alberta); Academic Assistant in Management

OLSON, Brad

B.Mgt. (Lethbridge), M.B.A. (Oregon State), Ph.D. (Oklahoma State); Associate Professor of Management

PALASVIRTA, A.P. (Oz)

B.A., Ph.D. (Utah); Associate Professor of Management

PERLOW, Richard

B.A. (Miami), M.S. (Indiana), M.A. (Houston), Ph.D. (Houston); Associate Professor of Management

POLTZ, Tiffany

B.Com (Calgary), MPAcc (Saskatchewan), C.A. (Alberta); Academic Assistant in Management

ROESLER, Wilf

B.Mgt. (Lethbridge), M.B.A. (Quebec), C.M.A., C.F.P.; Academic Assistant in Management

RUNTÉ, Mary

B.A. (Athabasca), M.B.A. (York), Ph.D. (Saint Mary's); Associate Professor of Management

SEPT, Ron

B.A. (U of L), M.A., Ph.D. (Simon Fraser University); Academic Assistant in Management

SHAO, Pei

B.A. (China), M.A. Economics & Finance (Leeds), M.A. Economics (York University), C.F.A., Ph.D (York University); Assistant Professor of Management

STANNARD, Barry A.

B.Sc., M.Sc. (Manitoba); Academic Assistant in Management

TENNANT, Howard E.

C.M., B.B.A. (Gonzaga), M.B.A., Ph.D. (Oregon), LL.D. (h.c.) (Gonzaga), LL.D. (h.c.) (Lethbridge); Professor of Management

THOMAS, Stuart Barrington

B.Sc. (West Indies), Ph.D. (Florida International); Associate Professor of Management

THURSTON, R. Bruce

B.A. (Lethbridge), M.B.A. (Alberta/Calgary), C.M.A., FCMA; Academic Assistant in Management

USHER, John M.

B.I.A. (General Motors Institute), M.B.A., Ph.D. (Toronto); Professor of Management

WILLIAMS, Bernard Edward

B.P.E., M.A. (Alberta), Ph.D. (Toronto); Associate Professor of Management

WILLIAMS, Kelly

M.B.A., Ph.D. (Calgary); Associate Professor of Management

WILLIAMS, Lorne

B.A. (Calgary), B.Mgt. (Lethbridge), M.A. (Royal Roads); Academic Assistant in Management

WISHLOFF, Jim

B.Sc., M.B.A. (Alberta), Ph.D. (Case Western Reserve, Ohio); Assistant Professor of Management

WYMER, Jr. W. Walter

B.S. (St. Joseph College), M.B.A. (Liberty), D.B.A. (Indiana); Professor of Management

YALAMOVA-USHER, Rossitsa

M.D. (St. Petersburg), M.B.A. (Pittsburg), Ph.D. (Kent State); Associate Professor of Management

YUAN, Wenlong (Leave: January 1 - June 30, 2011)

B.A. (Chengdu), M.Sc. (Qingdao), Ph.D. (Calgary); Assistant Professor of Management

ZAHIR, Sajjad M.

B.Sc. (Hon.), M.Sc. (Dhaka), M.A. (Hon.), M.Sc., Ph.D. (Oregon); Professor of Management

LIBRARY

University Librarian - **A. Nussbaumer**

Associate University Librarians - **B. Mathenia, W. Merkley**

COWAN, Sandra

B.A. (Memorial), M.A. (Memorial), M.L.S. (Western Ontario); Professional Librarian (1 Year Term)

EVA, Nicole

B.Comm. (Saskatchewan), M.L.I.S. (Western Ontario); Professional Librarian

GLOVER, Andrea

B.A. (Lethbridge), M.L.S. (Alberta); Professional Librarian

GRAHAM, Rumi

B.A., M.L.S. (Toronto), Ph.D. (Toronto); Professional Librarian

JACOBS, Leona

B.Sc. (Regina), M.L.S. (Western Ontario); Professional Librarian

MATHENIA, Brenda

B.S. (Michigan State), MUP (Michigan State), MSI (Michigan)

MERKLEY, Wendy

B.A. (Manitoba), M.L.S. (Alberta)

NUSSBAUMER, Alison

B.A., M.L.S. (Alberta), M.A. (Victoria-Royal Roads)

PERRY, Michael

B.A. (Calgary), M.L.I.S. (Alberta), M.Ed. (Lethbridge); Professional Librarian

STEVENS, Rhys

B.A., M.L.I.S. (Western Ontario); Professional Librarian

SWANEPOEL, Marinus

B.Bibl. (Univ. Free State); B.Bibl. Hons. (Univ of South Africa); M.Bibl. (Univ Pretoria); Ph.D. (Rand Afrikaans Univ); Professional Librarian

TEDESCO, Maxine

B.A. (Alberta), M.L.I.S. (Western Ontario); Professional Librarian

VOGT, Judy

B.A., M.L.S. (British Columbia); Professional Librarian

WESTWOOD, Glenna

B.A. (Lethbridge), M.L.S. (British Columbia); Professional Librarian

**FACULTY OF EDUCATION
CURRICULUM LABORATORY**

Coordinator - **W. Glaister**

Curriculum Librarian - **M. Rodermond**

GLAISTER, William David

B.Ed. (Lethbridge), M.L.S. (Alberta); Professional Librarian

RODERMOND, Margaret

A.B. (Iowa), M.L.I.S. (Alberta); Professional Librarian

UNIVERSITY ORGANIZATION

Effective May, 2011

CHANCELLORS EMERITI

Louis S. Turcotte (1968–1972)
James Oshiro (1972–1975)
Van E. Christou (1975–1979)
Islay M. Arnold (1979–1983)
William S. Russell (1983–1987)
Keith V. Robin (1987–1991)
Ingrid M. Speaker (1991–1995)
Robert Hironaka (1995–1999)
James D. Horsman (1999–2003)
Shirley DeBow (2003–2007)
Richard Davidson (2007–2011)

BOARD OF GOVERNORS CHAIRS EMERITI

Neil D. Holmes (1967–1974)
Blaine Thacker (1974–1978)
R. Philip M. North (1978–1984)
Dennis S. O'Connell (1984–1989)
David W. Hughes (1989–1995)
Gordon G. Paterson (1995–2001)
Terrance E. Royer (2001–2006)

PRESIDENTS EMERITI

W.A.S. 'Sam' Smith
(President and Vice-Chancellor, 1967–1972)
William E. Beckel
(President and Vice-Chancellor, 1972–1979)
John H. Woods
(President and Vice-Chancellor, 1979–1986)
Howard E. Tennant
(President and Vice-Chancellor, 1987–2000)
William H. Cade
(President and Vice-Chancellor, 2000–2010)

PAST PRESIDENTS

Russell J. Leskiw
(Acting President, 1967)
W.A.S. 'Sam' Smith
(President and Vice-Chancellor, 1967–1972)
William E. Beckel
(President and Vice-Chancellor, 1972–1979)
John H. Woods
(President and Vice-Chancellor, 1979–1986)
Gerald S. Kenyon
(Acting President, 1986–1987)
Howard E. Tennant
(President and Vice-Chancellor, 1987–2000)
William H. Cade
(President and Vice-Chancellor, 2000–2010)

VICE-PRESIDENTS (ACADEMIC) EMERITI

Owen Holmes
Gerald S. Kenyon
Seamus O'Shea

VICE-PRESIDENT (ADMINISTRATION) EMERITUS

Eric Hillman

VICE-PRESIDENT (RESEARCH) EMERITUS

Dennis Fitzpatrick

DEANS EMERITI

Robert N. Anderson (Faculty of Education)
Awny F. Cassis (Faculty of Arts and Science)
Robert Cook (Faculty of Fine Arts)
Bhagwan Dua (Faculty of Arts and Science)
George Lermer (Faculty of Management)
Russell J. Leskiw (Faculty of Education)
Keith McCurdy (Student Affairs)

Vondis Miller (Faculty of Fine Arts)
Eric Mokosch (Faculty of Education)
Una Ridley (School of Health Sciences)
Chesley Skinner (Faculty of Fine Arts)

ASSOCIATE DEANS EMERITI

Laurence Hoye (Faculty of Arts and Science)
Christopher Bender (Faculty of Arts and Science)

CHIEF LIBRARIAN EMERITUS

Donald Wick

STUDENTS' UNION PAST PRESIDENTS

John Brocklesby (1967–1968)
Richard Wutzke (1968–1969)
Lamont Nielson (1969–1970)
Robin Dann (1970–1971)
Ken Runge (1971–1972)
Jessie Snow (1972–1973)
Khym Goslin (1973–1974)
Darryl Ross (1974–1975)
Lee Ens (1975–1976)
Wayne Mackay (1976–1977)
Howard Reid (1977–1978)
Pat Dortch (1978–1979)
Alan Murray (1979–1980)
Rudy Peters (1980–1981)
Barry Weintraub (1981–1982)
Chuck Cosgrove (1982–1983)
Mike McPhail (1983–1984)
Larry Glazer (1984)
Tracy Hembroff (1984–1985)
Aaron Engen (1985–1986)
Dan Laplante (1986–1987)
Jason Slemko (1987–1988)
Jon Oxley (1988–1990)
Terry Whitehead (1990–1991)
David Legg (1991–1992)
Justin Penny (1992–1993)
Poul Mark (1993–1994)
Humberto Aspillaga (1994–1995)
Arthur Wong (1995–1996)
Jason Shriner (1996–1997)
Jon Wescott (1997–1998)
Ryan Dunford (1998–1999)
Bonnie Androkovich (1999–2000)
Dezmond Belzeck (2000–2001)
Matthew McHugh (2001–2002)
Melanee Thomas (2002–2003)
Paul Daniels (2003–2004)
Loralee Edwards (2004–2005)
Tyler Tanner (2005–2006)
Dustin Fuller (2006–2007)
Kelly Kennedy (2007–2008)
Adam Vossepel (2008–2009)
Jeremy Girard (2009–2010)
Taz Kassam (2010–2011)

GRADUATE STUDENTS ASSOCIATION PAST PRESIDENTS

Jason Schleppe (2001–2002)
Nicole Rabe (2002–2003)
Jon Doan (2003–2005)
Preston Williams (2005–2006)
Loralee Edwards (2006–2007)
Nafisa Jadavji (2007–2008)
Shannon Digweed (2008–2009)
Richard Querel (2009–2010)
Paul Walz (2010–2011)

FACULTY ASSOCIATION (ULFA) PAST PRESIDENTS

Alan M. MacEwan (1967)
Bernard J. Gorrow (1967)
M. James Penton (1968)
Douglas L. Petherbridge (1969)
Joseph L. Rood (1970)
Philip Butterfield (1971)
Frank J. Papp (1972)
Edwin W. Webking (1972–1973)
Frank J. Schaffer (1973–1974)
William M. Baker (1974–1975)
Roger H. Barnsley (1975–1976)
Robert S. Gall (1976)
Philip Butterfield (1976–1977)
Steve C. Patten (1977–1978)
Eugene E. Falkenberg (1978–1979)
Douglas L. Petherbridge (1979–1980)
D. Alan Aycocock (1980–1981)
Ian Q.A. Whishaw (1981–1982)
Allan S. Hunter (1982–1983)
Lucius L. Stebbins (1983–1984)
Jeremiah M. Allen (1984–1985)
Mark L. Sandilands (1985–1986)
Michael P. Kubara (1986–1988)
William M. Baker (1988–1989)
Eldon J. Gardner (1989–1990)
Chesley J. Skinner (1990–1991)
Patricia M. Chuchryk (1991–1992)
Bernd J. Ebel (1992–1993)
Carl E. Granzow (1993–1994)
Frank J. Sovka (1994–1995)
Siu-Cheung Chau (1995–1997)
Thomas A. Robinson (1997–1999)
E. Brian Titley (1999–2000)
Richard A. Epp (2000–2001)
Andrew W. Hakin (2001–2002)
Christopher P. Hosgood (2002–2003)
M. Bryson Brown (2003–2004)
Thomas R. Johnston (2004–2005)
Peter J. McCormick (2005–2006)
Steven F. Ferzacca (2006–2008)
Ilsa E. Wong (2008–2009)
Bryson Brown (2009–2010)
Robert Sutherland (2010–2011)

ALUMNI ASSOCIATION PAST PRESIDENTS

Hugh A. Arnold (1967–1968)
R. Douglas Hall (1968–1969)
Stan W. Sawicki (1969–1970)
Harold Lynn Stuckey (1970–1972)
Jack (John) Fulwiler (1972–1975)
Catherine Khan (1975–1977)
Jessie Snow (1977–1979)
Richard Mrazek (1979–1983)
Craig Whitehead (1983–1985)
Marija Boh (1985–1987)
Shaun Ward (1987–1990)
Richard Paziuk (1990–1991)
Randall Spohn (1990–1991)
Jill Kotkas (1991–1993)
Art Ferrari (1993–1996)
Geri Hecker (1997–1999)
Ken McInnes (1999–2001)
Art Ferrari (2001–2003)
Douglas McArthur (2003–2005)
John Gill (2005–2007)
Sheila McHugh (2007–2009)
Donald Chandler (2009–2011)

CHANCELLOR OF THE UNIVERSITY

Shirley McClellan

PRESIDENT AND VICE-CHANCELLOR

Michael J. Mahon

STUDENTS' UNION PRESIDENT

Zack Moline

GRADUATE STUDENTS ASSOCIATION PRESIDENT

Paul Walz

FACULTY ASSOCIATION (ULFA) PRESIDENT

Robert Sutherland

BOARD OF GOVERNORS

Chair:

Robert Turner (September 2006–September 2012)

Chancellor:

Shirley McClellan (March 2011–March 2014)

President and Vice-Chancellor:

Michael J. Mahon (July 2010–June 2015)

Alumni:

Don Chandler (July 2009–July 2012)

Kevin Nugent (October 2007–October 2010)

General Faculties Council:

Heidi MacDonald (March 2009–March 2012)

University of Lethbridge Faculty Association:

Bryson Brown (April 2011–April 2014)

Senate:

Janice Varzari (December 2009–December 2012)

Students:

Zack Moline (May 2011–May 2012)

Armin Escher (May 2011–May 2012)

Graduate Student:

Paul Walz (May 2010–May 2013)

Non-Academic Staff:

Kathleen Willms (January 2011–January 2014)

Appointed Members:

Patrick Forrest (June 2010–June 2013)

James Berezan (May 2009 - May 2012)

Elizabeth Karbashewski (March 2010–March 2014)

Timothy Waters (March 2010–March 2014)

Evelyn Goodstriker (February 2009–February 2012)

Gordon Jong (February 2006–February 2012)

Blaine Kunz (July 2009–July 2012)

Doug McArthur (June 2007–June 2010)

Marilyn Smith (March 2010–March 2014)

Secretary to the Board:

Jodie Black

SENATE

Chancellor and Chair: Shirley McClellan

President and Vice-Chancellor: Michael J. Mahon

Vice-President (Academic)
and Provost: Andrew Hakin

Vice-President
(Finance and Administration): Nancy Walker

Vice-President
(Advancement): Chris Horbachewski

Alumni President: Don Chandler

Alumni Vice-President: Kathy Lewis

Appointed Members:
Dean's Council: Chris Hosgood
Robert Ellis

Board of Governors: Don Chandler
Janice Varzari

General Faculties Council: Lynn Kennedy
Rob Wood
Danny Le Roy

Alumni Association: Holly Debnam

Students' Union: Rachel Caldie
 Zack Moline
 Andrew Williams
 Lisa Rodych
 Leyland Brandley

Graduate Students' Association:
 Non-Academic Staff: Daniel Rutledge
 Margaret Cook
 Steve Brodrick

Government:
 Clarence Arnoldussen
 Cheryl Dick
 William Malcolm
 John Moldon
 Paul G. Pharo
 John Seaman
 Frank Spanbauer
 Calvin Stewart

Representative Members:
 Ingrid Berg
 John Bolton
 Susan Burrows-Johnson
 Lorelee Burton
 Debi Charlesworth
 Ron Corbiere
 Louella Cronkhite
 Catherine (Betty) Cyr
 E. Mari Daunt
 Wendy Fox
 Alex Hann
 Wayne Johnson
 Terry Longair
 Sharon McNiven
 Dale Merchant
 Gavin Parker
 Diane Randell
 Elisha Rasmussen
 Dory Rossiter
 Bernie Scott
 Katharine Stauffer
 Lea Switzer
 Claire Torscher
 Janice Varzari
 Gerard Westwood
 Paul Kenwood
 Margaret Mazerolle
 Susan Milne
 Lynne Sherwood
 Keith Spackman

Secretary to the Senate: Sheena Olson

GENERAL FACULTIES COUNCIL

President and Chair: Michael J. Mahon

Vice-President (Academic) and Provost: Andrew Hakin

Vice-President (Finance and Administration): Nancy Walker

Vice-President (Research): Dan Weeks

Vice-President (Advancement): Chris Horbachewski

Dean of Arts and Science: Christopher Nicol

Acting Dean of Education: Craig Loewen

Dean of Fine Arts: Desmond Rochfort

Dean of Health Sciences: Chris Hosgood

Dean of Management: Robert Ellis

Dean of Graduate Studies: Robert Wood

University Librarian: Alison Nussbaumer

Associate Vice-President (Student Services) and Registrar: Leslie Lavers

Faculty of Arts and Science: Jochen Bocksnick
 Craig Monk

Kenneth Vos
 Peter Dibble
 Christopher Epplett
 Alan Siaroff
 Dayna Daniels
 René Boéré
 Lynn Kennedy
 Dan Le Roy
 Nicole Rosen
 Ian MacLachlan
 Michael Stingl
 Deborah Saucier

Faculty of Education: Cathy Campbell
 Kerry Bernes
 Amy von Heyking

Faculty of Fine Arts: Will Smith
 Dagmar Dahle
 Anne Dymond

Faculty of Health Sciences: Bernadine Wojtowicz
 Judith Kulig
 Raphael Lencucha

Faculty of Management: Dan Kazakoff
 Luis Escobar

Statutory Student Members: Taz Kassam
 Keith McLaughlin
 Paul Walz

Appointed Faculty: Shahadat Hossain
 James Dobbie
 Shamsul Alam
 Walter Wymer
 Inge Genee
 Elizabeth Galway
 Malcolm Greenshields
 Erika Hasebe-Ludt

Library: Nicole Eva

Appointed Members: Robert Sutherland
 Don MacDonald
 Karen Clearwater
 Bob Boudreau

Graduate Student: Wing Li

Student Members: Zack Moline
 Allan Hall
 Tyrell Dasilva
 Kyle Hammond
 Lisa Rodych
 Rachelle Thompson
 Lisa Hoover
 Armin Escher
 Nathan McCowan

Secretary to GFC: Jodie Black

ALUMNI ASSOCIATION

President: Kathy Lewis

Past President: Don Chandler

Vice-President: Grant Adamson

Treasurer: Jason Baker

Secretary: Sara Breedon

Board of Governors Representatives: Kathy Lewis
 Kevin Nugent

Senate Representatives: Rachel Caldie
 Kathy Lewis
 Grant Adamson

Directors: Jan Tanner
 Greg Imeson
 Bonnie Farries
 Ted Likuski
 Jeff Milner

Calgary Chapter President:	Randy Kobbert
Edmonton Chapter President:	Faisal Shaffi
FNMI Chapter President:	Brock Melnyk
Students' Union Representative:	Jeanette Dotimas
Graduate Students' Representative:	Leroy Little Bear
Honorary President:	Zack Moline
Honorary Treasurer:	Paul Walz
Honorary Directors:	Michael J. Mahon
Director of Alumni Relations:	Nancy Walker
	Shirley McClellan
	Maureen Schwartz

ADMINISTRATIVE OFFICERS

President and Vice-Chancellor Director, Government Relations Senior Advisor to the President University Secretariat	Mike Mahon, B.P.E., M.Sc., Ph.D. Richard Westlund Laurel Corbiere, B.A., M.B.A. Jodie Black, B.A., M.Ed.
Vice-President (Advancement) Director of Alumni Relations Alumni Relations Officer Director, Communications and Marketing Media Relations Officer Manager, External Communications	Chris Horbachewski, B.A. Maureen Schwartz Jaime Morasch, B.Mgt. (<i>On Leave</i>) Tanya Jacobson-Gundlock, B.A. Robert Cooney Alesha Farfus-Shukaliak, B.A., B.Mgt. (<i>On Leave</i>) Trevor Kenney, B.A. Jana McFarland, B.A. Ruth Hummel, B.Sc. Barry Knapp, B.Rs. Kathy MacFarlane, Dip. Comm. Arts, C.F.R.E.
Manager, Internal Communications Communications Officer Director, Development Manager, Major Gifts Manager, Development Programs	
Vice-President (Finance and Administration)	Nancy Walker, B.Mgt., M.B.A., CA
Internal Auditor	Sonya von Heyking, B.Mgt., CA, CIA (<i>On Leave</i>)
Associate Vice-President (Financial Planning) Director, Integrated Planning Budget Analysts	Karen Clearwater, B.A., CA Heather Mirau, M.B.A., MCPM Sheila Lowe Kristine Mix, B.Mgt., CA Marnie Sawa, B.Mgt.
Executive Director, Financial Services Associate Director Manager, Accounts Payable Manager, Financial Controls And Processes Manager, Financial Operations Manager, Financial Reporting Manager, Materials Management Manager, Research Accounting Manager, Revenue Accounting Financial Analyst, Research Financial Analyst, Capital Financial Analyst Financial Analyst, Ancillary	Carrie Takeyasu, M.B.A., CMA Kim Ordway, B.Mgt., CA Joanne Des Roche, B.Mgt., CA Helen Wolfe, B.Admin., CMA Linda Anderson, B.Mgt. Joel Makin, CGA Daryl Schacher, B.Mgt., C.P.P. Mark Sera, B.Mgt., CA Cindy Matheson, B.Mgt., CGA Mike Fordham, CGA Leslie Gatner, B.Mgt. Caralyn Boh, B.Mgt., M.B.A. Dwayne Pepin, CMA
Executive Director, Ancillary Services Manager, Conference and Event Services Manager, Housing Services Assistant Manager, Housing Services Manager, Bookstore Assistant Manager, Bookstore/ Retail Analyst	Jim Booth, B.Sc., B.Com. Erin Crane, B.F.A. Terri Thomas, B.Sc. Steve Brodrick B.Mgt. Annette Bright Kari Tanaka, B.A.

Manager, Youth Programs Manager, Printing Services	Kristy Burke, B.Sc. Greg Martin, Journeyman, Printing and Graphic Arts Craftsman
Executive Director, Sport and Recreation Services Manager, Athletics Coordinator, Customer Service Coordinator, Sports Information and Events Manager, Business Development Manager, Facilities/Services Manager, Programs Associate Manager, Programs Men's Basketball Coach Men's Hockey Coach Women's Basketball Coach Women's Ice Hockey Coach	Sandy Slavin, B.P.E. Ryan Hall, B.A., M.Sc. Mike Whipple, B.A., M.ORGL. Eoin Colquhoun, B.A. Robb Engen Deb Marek, B.Comm., M.B.A. Bill Halma, B.A. Colleen Sullivan Dave Adams B. Ed. M. Ed. Greg Gatto, B.A. Donna Branch, B.P.E., P.Ed. Chandy Kaip
Associate Vice-President (Human Resources and Administration) Associate Director, Human Resources Senior Human Resources Officers	Don MacDonald, B.A. Ken McInnes, B.A., B.Mgt., M.B.A. TBA Nancy Pastoor, B.B.A.
Coordinator, Employee Assistance Program Manager, Human Resource Projects Coordinator, Wellness Programs Manager, Health Centre	TBA Cheryl Wheeler, B.A., M.C.P.M. Suzanne McIntosh Lorelei (Lori) Weber, R.N., B.N., M.Ed. Dianne Carter, R.N., ENC
Coordinator, Health Education Manager, Risk and Safety Services Occupational Health and Safety Officers Risk Analyst	Anne Baxter, B.A. Daniel Berte, NCSO Carolyn Cattoi-Demkiw, B.Tech. Toby Clark, B.Sc.
Executive Director, Facilities Associate Executive Director, Major Construction Projects Director, Infrastructure and Engineering Project Manager Director, Security and Parking Manager, Security Manager, Parking Director, Planning and Capital Projects Associate Director, Planning and Capital Projects Project Managers	Chris Eagan, P.Eng. Brian Sullivan, B.Sc., M.B.A. Herb Wenzel, P.Eng. Rod Gelleny, Millw. John O'Keeffe, MCGI, Dip., CSM, MSyl W. M. (Bill) Krysak Dick Lutwick, C.E.T. John Claassen, B.E.D., M.Arch., AAA, MRAIC Spencer Court, B.Env.Des., M.Arch, MRAIC, LEED®AP Jason Baranec, B.Mgt. Greg Lacey, E.D.D.Tech. Gene Lublinkhof, C.Tech. Brad Robinson, LEED®AP
Associate Executive Director, Facility Operations and Maintenance Manager, Building Maintenance Operations Supervisor Manager, Caretaking Services Manager, Electrical Manager, Grounds and Motor Vehicle Pool	TJ. Hanson, P.Eng. Marty Gadd, F.M.A. Jim Vanderzee Judy Jaeger Tal Meidinger, Mast. Elect. Ian Wells

Manager, Mechanical Systems	Terry Sutton, Red Seal 3rd Class Engineer, Journeyman Plumber/Steam/Gas Fitter	Event and Audio Production Services	Calvin Toth
Manager, Operation and Controls	Rick Peter, Mast. Elect.	Manager, Institutional Analysis	Mandy Moser, B.Mgt., M.B.A. (On Leave)
Chief Information Officer	A. Clark Ferguson, BASc., M.B.A., PEng.	Institutional Analysts	Nicole Bach, Dip. Darlene Unrau, B.Mgt. Jing Zhu, B.Sc.
Manager, Systems Support Database Administrator	Doran Anderson, B.Mgt. Don Li, B.Sc., M.Sc., OCP Brent Graveland Tom Doyle, B.Sc.	Vice-President (Research) Associate Vice-President (Research) Research Officer (NSERC) Project Manager (Research) Grant & Knowledge Transfer Officer Grant Officer (Health/Medical Sciences) Technology Transfer Officers	Daniel Weeks
Manager, Enterprise Systems Senior Business Systems Analyst, Enterprise Systems Principal Software Developer, Enterprise Systems Senior Systems Analyst, Enterprise Systems Manager, Project Management Office Project Manager, Project Management Office Manager, Information Security Information Security Analyst Manager, Facilities Manager, Infrastructure Systems Senior Network Analyst Manager, Transformation Solutions Web Practice Lead, Development Systems and Information Technology Analyst Web Content Writer IT Solutions Centre Coordinator	Jamie Chinn, B.Sc. David Thurlow, B.Sc. Steve Calvert, B.Math. (Hons.) Chris Roberts, PEng., PMP Jeff Takeyasu, B.Sc., M.Sc. Darren Schell, B.Sc. Kevin Vadnais, B.Sc., PMP, TCSA Craig Bullock Terry Kirkvold Jeff Oliver, B.Sc. Ted Erickson Michael Warf Wim Chalmet, Ind.Eng. (Industrial Engineer) Lori Lavallee, B.A./B.Ed. Chris Robinson	Grant Facilitator Dean, Arts and Science Associate Dean Associate Dean Associate Dean Assistant Dean, Curriculum Director, Academic Scheduling & Student Records Student Program Advisors	Lesley Brown Chris Picken, B.Hum.Ec., M.Sc. Penny Pickles, BASc., M.A., PMP Penny D'Agnone, B.Sc., M.Sc. Susan Entz, B.Sc., M.Sc. Morgan Guo, B.Sc., Ph.D. Pejman Ghanipour, B.Sc. (Hons.), M.A.Sc. Jane Allan Christopher Nicol, B.A., M.A. Ph.D. René Barendregt, B.Sc., M.Sc., Ph.D. Craig Monk, B.A. (Hons.), M.A., M.St., D.Phil. Muriel Mellow, B.A., M.A., Ph.D. Cheryl Calver, B.A., M.A., Ph.D. Lynn Ambedian, B.A., M.A. Carla Buziak-Prus, B.A. Christina Desireau, B.Comm. (Hons.) Ashley Haughton, B.A. (Hons.) Jacqueline Preyde, B.A., M.A., M.H.Sc. Lesley Rode, B.S.W. Debbie Murphy, B.A.
Vice-President (Academic) and Provost	Andrew Hakin, B.Sc. (Hons.), Ph.D.	Director, Arts and Science Co-operative Education and Faculty Communication Communications Officer Coordinator, Co-operative Education/Applied Studies Assistant Coordinator, Co-operative Education/ Applied Studies	Diana Young, B.Ed. (Hons.), M.A. Virginia Wishart, B.A. Jasmin Berteotti, B.Sc.
Academic Initiatives Manager	Paul Sparrow-Clarke, B.Sc., B.Ed.	Director of Finance and Administration Financial Assistant Financial Analyst (Research) Research Manager, Canadian Centre for Behavioural Neuroscience	Stacey Gaudette-Sharp, B.A., M.A. (On Leave) Cathy Kanashiro, B.Mgt., CA Corinne Steele, B.Mgt., CA Gabe Krywolt, B.Mgt.
Research Officer	Robin Hopkins, B.A., LL.B.		Donna McLaughlin, B.A., Dip. B. A.
Associate Vice-President (Academic)	Robert Boudreau, B.A., M.Sc., Ph.D.		
Acting Director, International Centre International Liaison Officer International Recruitment Officer Manager, Language Services International Centre Instructors	Trish Jackson, B.A.Sc. Charlene Janes, B.G.S., M.D.E. TBA Jenine Hawryluk, B.A., M.Ed. Jody Gilbert, B.A., B.Ed., Dip. Ed. Robbyn Hoffe, B.F.A., BFA.Ed., Dip. Visual Arts, CELTA Steven Huxley, B.Mgt., B.A., Dip. Comm. Arts., CELTA Brenda MacKinnon, B.A., B.Ed., CELTA		
Director/Curator, Art Gallery Administrative Manager	Josephine Mills, B.A., M.A., Ph.D. Fred Greene, B.A.		
Dean, Graduate Studies Coordinator, School of Graduate Studies Graduate Liaison and Communication Officer Graduate Studies Awards Advisor	Robert Wood, B.A., M.A., Ph.D. Kathleen Schrage Loralee Edwards, B.F.A. Deirdre Coburn, M.Sc.		
Director, Curriculum Re-Development Centre (CRDC) Blended Learning Coordinator	David Hinger, B.F.A., M.Ed. Doug Orr, B.Ed., Dip.Ed.(Admin.), M.Ed.		

Interim Dean, Education	Craig Loewen, B.Ed., M.Ed., Ph.D.	University Librarian	Alison Nussbaumer, B.A., M.L.S. Professional Librarian
Associate Dean	Rick Mrazek, B.Sc., B.Ed., M.Ed., Ph.D.	Associate University Librarian Client Services, Facilities, and Collections	Brenda Mathenia, B.S., M.U.P.,d M.S.I
Assistant Dean, Graduate Studies Assistant Dean, Student Program Services	Kerry Bernes, B.Ed., M.Sc., Ph.D. Thelma Gunn, B.A., B.Ed., M.Ed., Ph.D.	Associate University Librarian Information Systems and Technical Services Supervisor, Library Information Systems Supervisor, Library Technical Services	Wendy Merkley, B.A., M.L.S. Allan Gergel Karen McCallum
Assistant Dean, Field Experience	Lorraine Beaudin, B.Ed., M.Ed., Ph.D.	Associate Vice-President (Student Services) and Registrar Associate Registrar, Records and Registration User Support Analyst Documents, Calendar Editor Assistant Registrar, Admissions and Transfer Native Student Advisor Manager, Student Systems Coordinator, Counselling Services Counsellors	Leslie Lavers, B.A., M. Adult Ed. Debi Sandul Angela Mlynarski, B.Sc., M.Sc. Melody Foreman, B.Mgt. Alice Miller, Mgt. Cert., B.G.S., M.B.A. Elizabeth Ferguson, B.A., M.A. Guy Vervoort, B.Sc. Barbara Williams, B.A., M.Ed. Jennifer Ellis-Toddington, B.Sc., M.C. Patricia Pope, B.A., B.Ed., M.Ed. Allison Roest, B.A., B.Ed., M.Ed. Heather Rowland, M.S.W., R.S.W. Mark Slomp, B.A., B.Ed., M.Ed., R.Prov.Psych. Leslie MacDonald Sheila Gilker Dip. Rehab, B.A., Cert. Learning Strategist
Student Program Advisor Program Manager Support Staff Supervisor/ Circulation Manager Communications Officer Financial Officer	Brenda Bell, B.A., M.A. Susan Pollock, B.A., B.Comm. Gitte Villiger Darcy Novakowski Carol Knibbs, B.A., B.Comm., M.B.A.		
Dean, Fine Arts	Desmond Rochfort, Ph.D. (RCA), Post-Grad. Dip. in Painting (R.A.S), Byam Shaw Dip F.A., L.C.A.D Brian Parkinson, B.A., M.A., P.C.E. James Dobbie, B.A., M.A. Catherine Ross, B.F.A. Margaret Mezei, B.Mus., M.Mus. Katherine Wasiak, B.Sc., M.M.C. Margot O'Donnell, CMA James McDowell		
Associate Dean			
Assistant Dean, Student Services Facilities Manager, Art Studio Conservatory Director Communications/PR Officer Financial Officer Technical Director -Theatres			
Dean, Health Sciences	Christopher Hosgood, B.A., M.Phil., Ph.D. Ruth Grant Kalischuk, R.N., B.N., M.Ed., Ph.D. Jan Morton, CGA Marilyn Lamb, B.A., B.Ed. Asheley Cowie, B.Ed.	Disability Resource Assistant Learning Strategist	
Associate Dean, Nursing			
Financial Analyst SPANS Learning Facilitator Student Recruitment and Communications			
Dean, Management	Robert Ellis, B.A., M.A., Ph.D. Corie Lazenby, B.A. Richard Perlow, B.A., M.S., M.A., Ph.D. TBA Pat Hodd, B.Ed., B.Mgt., M.Ed. Ron Sept, B.A., M.A., Ph.D. David Keast, B.Ed., MEd., Ph.D. Steve Craig, B.Mgt. Andrea Amelinckx, B.A., J.D. Helen Kelley, B.Mgt., M.Sc., Ph.D. Dan Kazakoff, B.Comm., B.A., M.B.A. Zyna Taylor, B.Ed., Dip. Comm. Anita Ryder, B.Ed., B.Mgt., CA Trevor Butler, B.Mgt.	Director, Career and Employment Services Career and Employment Advisor Coordinator, Scholarships and Student Finance Advisor, Scholarships and Student Finance Financial Aid Advisor Director, Recruitment, Student Life and Convocation Manager, National Recruitment Student Recruitment Officers Coordinator, Student Life Programs Coordinator, Student Communications Convocation Coordinator and Educational Strategist	Pat Tanaka, B.A. Heather Hacier, B.A., B.S.W., R.S.W. Becky Lore, B.Sc. Sue Kovach, B.A., B.Mgt. Barbara Wolstoncroft John Kincaid, B.A. Carma Leishman, B.Sc., B.Mgt. Tisha Bromley-Wadsworth, B.A. Dustin Fuller Kelly Kennedy Lukas Neamtu, B.Sc. Kim Schaaf, B.A.C. Sarah Faulkner, B.A./B.P.H.E.
Executive Assistant Associate Dean, Programs and Administration			
Associate Dean, Undergraduate Programs Assistant Dean, Undergraduate Programs Director, Calgary Campus Director, Edmonton Campus Director, External Relations/ Co-operative Education Director, International/First Nations' Governance Director, Master of Science (Management) Program Director, Theory Into Practice			
Communications and Special Events Officer Financial Officer Manager, Technology Services			

AWARDS OF DISTINCTION

UNIVERSITY OF LETHBRIDGE AWARDS

HONORARY DEGREE RECIPIENTS

- 1968** None Awarded
- 1969** *Doctor of Laws*
James Gladstone
J.H. Sissons, B.A.
- 1970** *Doctor of Laws*
Murray Adaskin, D.Mus., O.C.
A.E. Palmer, B.Sc., M.Sc.
- 1971** *Doctor of Laws*
Anora Brown
- 1972** *Doctor of Laws*
Roloff Beny, B.A. (Fine Arts),
M.A. (Fine Arts), O.C.
Ernest Manning, C.C.
Chester Ronning, C.C.
W.H. Swift, B.A., M.A., Ph.D.
L.S. Turcotte, LL.B.
Doctor of Literature
Claude Bissell, M.A., Ph.D., C.C.
- 1973** *Doctor of Laws*
James Cousins, B.A., M.A.
Farley Mowat, B.A., O.C.
- 1974** *Doctor of Arts and Science*
Immanuel Velikovsky, M.D.
Doctor of Laws
Gerald Tailfeathers
- 1975** *Doctor of Laws*
N.D. Holmes, B.Sc., M.Sc., Ph.D.
H.K. Rasmussen, B.Sc., M.Sc., Ph.D.
- 1976** *Doctor of Laws*
Alex Johnston, B.Sc., M.Sc.
Gabrielle Roy, C.C.
- 1977** *Doctor of Laws*
Andrew Russell, C.M.
Doctor of Science
Ruby Larson, B.A., M.A., Ph.D.
- 1978** None Awarded
- 1979** *Doctor of Dramatic Arts*
John Neville
Doctor of Laws
Harry Strom
- 1980** *Doctor of Laws*
Hedwig D. Bartling
Doctor of Science
Max Wyman, B.Sc., Ph.D., O.C.
- 1981** *Doctor of Laws*
Liona Boyd, B.Mus., C.M.
Arthur Erickson, B.Arch., D.Eng.,
C.C.
Barbara Elizabeth Hope Johnson
Cleo Mowers, B.A.
Frank Lynch-Staunton, B.Eng.
Peter Ustinov
Doctor of Letters
Robertson Davies, B.Litt., C.C.
- 1982** *Doctor of Humanities*
Terence M. Penelhum, B.Phil., M.A.
Doctor of Laws
Gwen Pharis Ringwood, B.A., M.A.
Nettie Ware
- 1983** *Doctor of Laws*
Anne Campbell, C.M.
Doctor of Letters
Albert Bandura, B.A., M.A., Ph.D.
- 1984** *Doctor of Laws*
Dale B. Bartlett
V.E. Christou, D.D.S.
Doctor of Science
Archibald Stalker, B.A., M.Sc., Ph.D.
- 1985** *Doctor of Laws*
A.C. Anderson, Phm.C., C.M.
S. Robert Blair, B.Sc., Ph.D., C.C.
H. Martin Kenney, C.M.
Doctor of Science
Helen Hogg, A.M., Ph.D., C.C.
- 1986** *Doctor of Laws*
Eva Brewster
Mel Hurtig, O.C.
Peter McLaren Roberts, M.A., M.A.
Doctor of Science
Brenda Atkinson Milner, B.A., M.A.,
Ph.D., O.C.
- 1987** *Doctor of Laws*
W.Z. Estey, B.A., LL.B., LL.M., C.C.
Y. Kawamura, C.M.
Colin Low, C.M.
Doctor of Science
J.C. Polanyi, B.Sc., M.Sc., Ph.D., C.C.
- 1988** *Doctor of Laws*
Tetsuo Aoki, B.Comm., B.Ed., M.Ed.,
Ph.D.
Islay May Arnold, O.C.
Onkar Prasad Dwivedi, B.Sc., M.A.,
M.A., Ph.D.
Peter Loughheed, B.A., LL.B., M.B.A.,
C.C.
- 1989** *Doctor of Laws*
James Valentine Hogarth Milvain,
LL.B., O.C.
Masao Morimoto, B.A., M.A.
Yoshio Senda
Doctor of Letters
Sydney Wayne Jackman, B.S., M.A.,
M.A., Ph.D.
- Doctor of Science*
Loren Hepler, B.Sc., Ph.D.
- 1990** *Doctor of Laws*
Reed Cowley Ellison
Donald Southam Harvie, B.Sc.,
M.B.A., P.Eng., O.C.
Walter Alvah Samuel Smith, B.A.,
M.A., Ph.D.
Doctor of Letters
Robert Steven Patterson, B.Ed.,
M.Ed., Ph.D.
Doctor of Science
Frank Moore Cross, A.B., B.D., M.A.,
Ph.D.
- 1991** *Doctor of Laws*
Lawrence D. Halmrast
Joy Nozomi Kogawa, B.A., C.M.
Mary Elizabeth Munn, L.R.A.M.,
M.Mus., D.M.A., C.M.
Doctor of Letters
Harry William Arthurs, B.A., LL.B.,
LL.M., O.C.
Doctor of Science
Johan F. Dormaar, B.S.A., Ph.D.
- 1992** *Doctor of Laws*
Helen Manyfingers, C.M., B.Ed.
Keith Victor Robin, B.Ed., M.A., D.Ed.
William Stafford Russell, B.A., LL.B.
Doctor of Letters
Douglas Sanders, B.A., LL.B., LL.M.
Doctor of Science
Jan Bures, Ph.D.
- 1993** *Doctor of Laws*
Florence Dorothy Dalgliesh
Russell J. Leskiw, M.Ed., Ph.D.
Anne Wheeler, B.Sc., O.C.
Doctor of Science
Richard Edward Taylor, B.Sc., M.Sc.,
Ph.D.
- 1994** *Doctor of Humanities*
Douglas Joseph Cardinal,
B.Arch. (Hons.), O.C.
- 1995** *Doctor of Fine Arts*
Takao Tanabe, C.M.
Doctor of Laws
William E. Beckel, B.A., M.Sc., Ph.D.
Irene E. McCaugherty
- 1996** *Doctor of Humanities*
Donald H. Akenson, B.A., Ed.M.,
Ph.D.
Doctor of Laws
Cornelius Martens
Doctor of Science
Robert T. Golembiewski, B.A., M.A.,
Ph.D.

UNIVERSITY OF LETHBRIDGE AWARDS

- 1997** *Doctor of Arts and Science*
Bertram Neville Brockhouse, B.Sc.,
M.Sc., Ph.D., C.C.
- Doctor of Laws*
Richard Keith Downey, Ph.D., O.C.
Margaret Elizabeth Southern, B.Ed., O.C.
George Millard Watson, B.Arch.
- Doctor of Science*
Earle Frederick Zeigler, B.A., M.A., Ph.D.
- 1998** *Doctor of Arts*
Gordon Kiyoshi Hirabayashi, B.A.,
M.A., Ph.D.
- Doctor of Laws*
Robert Bertram Church, B.Sc., M.Sc.,
Ph.D., C.M.
David William Hughes
- Doctor of Science*
Dorothy May Pringle, B.Sc.N., M.S.,
Ph.D.
- 1999** *Doctor of Laws*
Ovide Mercredi, LL.B.
Ralph Thrall, B.Sc., M.B.A., B.S.
- Doctor of Letters*
Bas van Fraassen, B.A., M.A., Ph.D.
- Doctor of Science*
Keith Laidler, M.A., Ph.D.
- 2000** *Doctor of Laws*
Leonard Marvin Blumenthal, B.Ed.
William Maurice Sibley, B.A., M.A.,
Ph.D.
- Doctor of Science*
Marie Elizabeth Sanderson, B.A.,
M.A., Ph.D.
Cornelius Hendrik Vanderwolf, B.Sc.,
M.Sc., Ph.D.
- 2001** *Doctor of Fine Arts*
Lois Choksy, B.S., M.S.
- Doctor of Laws*
Nellie Joy Cournoyea
Beverley Marian McLachlin, B.A.,
M.A., LL.B.
Ingrid Marie Speaker, B.A., B.Ed.
- Doctor of Science*
Marc Garneau, B.Eng., Ph.D., O.C.
Laughlin Barker Taylor, B.Sc., B.Ed.,
M.Sc.
- 2002** *Doctor of Fine Arts*
Howard Cable, C.M.
Joan Stuart Barclay Waterfield
- Doctor of Laws*
Orville Kope
- Doctor of Science*
Robert Hironaka, B.Sc., M.Sc., Ph.D.
Jonathan Schaeffer, B.Sc., M.Math.,
Ph.D.
- 2003** *Doctor of Arts*
John Hayden Woods, B.A., M.A.,
Ph.D., LL.D. (h.c.), FR.S.C.
- Doctor of Fine Arts*
Zoran Kacic-Alesic, B.Eng., M.Sc.
- Doctor of Laws*
Donald Ross Getty, H.B.A., O.C.
- Lanny King McDonald
Gwyn Morgan, P.Eng.
Ludvik Pahulje, Sr.
Ronald Satoshi Sakamoto
Raymond Albert Speaker, B.Ed., P.C.,
O.C.
- 2004** *Doctor of Arts and Science*
Leroy Robert Little Bear, B.A., J.D.
- Doctor of Fine Arts*
Susan Aglukark Poirier
Margaret Perkins Hess, B.A., B.F.A.
- Doctor of Laws*
Joyce Fairbairn, B.A.
Lois Elsa Hole, C.M., A.O.E.
James Deverell Horsman, C.M., QC,
B.Comm., LL.B.
Thomas Dale Jackson
Kathleen Isobel Kerr
Yoshitaka Kinjo
Valerio Angelo Matteoti
Roland Philip Muir North, B.Sc., LL.B.
- Doctor of Science*
Maurice Martin Moloney, B.Sc., Ph.D.
- 2005** *Doctor of Arts and Sciences*
Owen Gordon Holmes, Ph.D.
- Doctor of Fine Arts*
William Fruet
- Doctor of Humanities*
Romeo Dallaire, B.Sc.
- Doctor of Laws*
Leonard Kane Haney
Edward Elliott McNally, LL.B.
Eric Patrick Newell, B.Sc., M.Sc.
Dennis Sidney O'Connell
Judith Grunfeld Shamian, B.A., M.P.H.,
Ph.D.
Howard Edward Tennant, C.M.,
M.B.A., Ph.D.
Pamela Dawn Wallin, B.A.
- Doctor of Science*
Julie Payette, B.E., M.App.Sc.
- 2006** *Doctor of Laws*
Thomas Wilhelmus Droog
Catherine Anne Fraser, B.A., LL.D.
Allan Paul Markin, B.Sc.
John Digby Prentice, B.Sc.
Chava Rosenfarb
Lena Heavy Shields Russell
Blaine Allen Thacker, Q.C.
Willard H. Yuill
- Doctor of Science*
David William Schindler, B.Sc., Ph.D.,
O.C.
Roger Tomlinson, B.Sc., M.Sc., Ph.D.
- 2007** *Doctor of Arts and Science*
James Fraser Mustard, C.C., O.Ont.,
M.D., Ph.D., FR.C.P.(C.), FR.S.C.
- Doctor of Fine Arts*
John McEwen
- Doctor of Laws*
Gerald Thomas Conaty, B.A., M.A.,
Ph.D.
John A. Gogo
Harley Norman Hotchkiss, B.Sc.,
LL.D., O.C., P.Geol., A.O.E.
- Terrance E. Royer, B.A.S. (B.A.)
- Doctor of Science*
Ronald James Gillespie, B.Sc., Ph.D.,
D. Sc.
James Edgar Till, B.A., M.A., Ph.D.,
O.C., O.Ont., FR.S.C., D.Sc.
- 2008** *Doctor of Fine Arts*
Ben Heppner, O.C., B.Mus.
Wendy Louise Nielsen, B.Mus.,
M.Mus.
- Doctor of Laws*
Henry John Bergen, C.M.
Shirley DeBow, B.A.
Roelof Adriaan Heinen
Constance Prentice, B.Ed.
Sheila Weatherhill, C.M., B.Sc.N.
- Doctor of Science*
Ian Q. Whishaw, B.A., M.Sc., Ph.D.,
FR.S.C.
- 2009** *Doctor of Fine Arts*
Paul Brandt
Joan Marie Stebbins
- Doctor of Laws*
Robert Samuel Best
Ralph Eugene Himsl
Mobina Sherali Bandali Jaffer
Samantha Joan Nutt
Son Soubert
Ross Wade Watson
- 2010** *Doctor of Laws*
Ike A. Lanier
Shirley Anne Margaret McClellan
Michael Thomas Melling
Hank A. Margolis
- Doctor of Science*
Vincent Di Lollo

DISTINGUISHED TEACHING AWARD

Sponsored by Miss A.M. 'Dolly' Tennant

- 1987** David Spinks, L.T.C.L., FR.S.A.
Dramatic Arts
Paul Upton, M.A.
English
- 1988** Robert Anderson, Ph.D.
Education
Ronald Yoshida, Ph.D.
Philosophy
- 1989** Robert Arms, Ph.D.
Psychology
Shelly Wismath, Ph.D.
Mathematical Sciences
- 1990** Keith Parry, Ph.D.
Anthropology
Brian Tyson, Ph.D.
English
- 1991** Patricia Chuchryk, Ph.D.
Sociology
Bryan Kolb, Ph.D., FR.S.C.
Psychology
- 1992** Richard Arnold, Ph.D.
English
Malcolm Greenshields, D.Phil.
History

UNIVERSITY OF LETHBRIDGE AWARDS

- 1993** Alan Aycock, Ph.D.
Anthropology
Gail Michener, Ph.D.
Biological Sciences
- 1994** William Baker, Ph.D.
History
John Donald Read, Ph.D.
Psychology
- 1995** Jane O'Dea, Ph.D.
Education
Lucius Stebbins, Ph.D.
Biological Sciences
- 1996** Martin Oordt, M.A.
English
John Woods, Ph.D., LL.D. (h.c.), F.R.S.C.
Philosophy
- 1997** Norman Buchignani, Ph.D.
Anthropology
Ian Whishaw, Ph.D., F.R.S.C.
Psychology
- 1998** Rick Mrazek, Ph.D.
Education
- 1999** George Evelyn, D.M.A.
Music
John Vokey, Ph.D.
Psychology and Neuroscience
- 2000** Andrew Hakin, Ph.D.
Chemistry and Biochemistry
Hillary Rodrigues, Ph.D.
Religious Studies/Anthropology
- 2001** Douglas Bray, B.Sc.
Biological Sciences
- 2002** Christopher Armstrong-Esther, Ph.D.
Health Sciences
- 2003** Hiroshi Shimazaki, Ph.D.
Management
- 2004** David Townsend, Ph.D.
Education
- 2005** Robin Bright, Ph.D.
Education
- 2006** Craig Loewen, Ph.D.
Education
- 2007** Craig Monk, D.Phil.
English
- 2008** Kenneth Vos, Ph.D.
Physics
- 2009** Ian McAdam, Ph.D.
English
- 2010** Leah Fowler, Ph.D.
Education

INGRID SPEAKER MEDAL FOR DISTINGUISHED RESEARCH, SCHOLARSHIP, OR PERFORMANCE

Sponsored by Dr. Ingrid Speaker, Chancellor Emerita

- 1995** Menno Boldt, Ph.D.
Sociology

- 1996** Ian Whishaw, Ph.D., F.R.S.C.
Psychology
- 1997** John Woods, Ph.D., LL.D. (h.c.), F.R.S.C.
Philosophy
- 1998** Reginald Bibby, O.C., Ph.D., D. Litt. (h.c.)
Sociology
- 1999** Bryan Kolb, Ph.D., F.R.S.C.
Psychology and Neuroscience
- 2000** Raymond Huel, Ph.D.
History
- 2001** Keramat Ali, Ph.D.
Physics
- 2002** David Naylor, Ph.D.
Physics
- 2003** Gail Michener, Ph.D.
Biological Sciences
Margret Winzer, Ed.D.
Education
- 2004** Kurt Klein, Ph.D.
Economics
- 2005** Hadi Kharaghani, Ph.D.
Mathematics and Computer Science
- 2006** Stewart Rood, Ph.D.
Biological Sciences
- 2007** Robert James Sutherland, Ph.D.
Neuroscience
- 2008** Lawrence Flanagan, Ph.D.
Biological Sciences
- 2009** Brian Titley, Ph.D.
Education
- 2010** Dave Morris, Ph.D.
Education

UNIVERSITY OF LETHBRIDGE BOARD OF GOVERNORS RESEARCH CHAIRS

- 2000** Ian Whishaw, Ph.D., F.R.S.C.
Psychology and Neuroscience
- 2001** Reginald Bibby, O.C., Ph.D., D. Litt. (h.c.)
Sociology
Bryan Kolb, Ph.D., F.R.S.C.
Psychology and Neuroscience
Stewart Rood, Ph.D.
Biological Sciences
Randall Weselake, Ph.D.
Chemistry and Biochemistry
- 2003** Larry Flanagan, Ph.D.
Biological Sciences
Kurt Klein, Ph.D.
Economics
Gail Michener, Ph.D.
Biological Sciences
David Naylor, Ph.D.
Physics
- 2005** Ian Whishaw, Ph.D., F.R.S.C.
Neuroscience
- 2006** Reginald Bibby, O.C., Ph.D., D. Litt. (h.c.)
Sociology

- Bryan Kolb, Ph.D., F.R.S.C.
Neuroscience
Stewart Rood, Ph.D.
Biological Sciences
- 2007** Sergio Pellis, Ph.D.
Neuroscience
Igor Kovalchuk, Ph.D.
Biological Sciences
Olga Kovalchuk, Ph.D.
Biological Sciences
- 2008** Larry Flanagan, Ph.D.
Biological Sciences

UNIVERSITY OF LETHBRIDGE BOARD OF GOVERNORS TEACHING CHAIRS

- 2007** Shelly Wismath, Ph.D.
Mathematics and Computer Science
- 2008** Rick Mrazek, Ph.D.
Education
- 2009** Hillary Rodrigues, Ph.D.
Religious Studies
- 2010** Robin Bright, Ph.D.
Education

UNIVERSITY OF LETHBRIDGE BOARD OF GOVERNORS UNIVERSITY SCHOLARS

- 2008** Brian Titley, Ph.D.
Education
Lisa Doolittle, M.A.
Fine Arts
Claudia Malacrida, Ph.D.
Social Sciences
- 2009** Judith Kulig, D.N.Sc
Health Sciences
Heidi MacDonald, Ph.D.
Humanities
Marc Roussel, Ph.D.
Sciences
Mahfooz Ansari, Ph.D.
Management

PRESIDENT'S AWARD FOR SERVICE EXCELLENCE

- 2003** Debi Sandul
Associate Registrar, Records and Registration
- 2004** Sharon Stevenson-Ferrari
Library Collections and Database Services (AUPE)
Terry Kirkvold
Telecom Manager (APO)
- 2005** Catherine Ross
Fine Arts Technician (AUPE)
Peter Haney
Assistant Registrar, Admissions (APO)
- 2006** Penny Secretan
Information Centre, Supervisor (AUPE)
Carrie Takeyasu
Associate Director, Financial Services (APO)

- 2007** Carl Budny
Building Maintenance (AUPE)
- 2008** Jane Allan
Grant Facilitator (APO)
Teresa Heyburn
Manager, Costume Shop (AUPE)
Lynn Hopkins
Costume Shop Assistant (AUPE)
- 2009** Naomi Cramer
Administrative assistant, Canadian Centre for Behavioural Neuroscience (AUPE)
Charlene Janes
International Liaison Officer, International Centre (APO)
- 2010** Facilities
Team Recipient: Major Building Construction Team
Calvin Toth
Audio Visual Production, Curriculum Re-Development Centre (APO)
Kim Fowler
Administrative Support (AUPE)

SENATE VOLUNTEER AWARD

- 2005** Sharon Tennant
- 2006** Knud Petersen
- 2007** Judith Ann O'Shea
- 2008** Daniel Douglas Laplante
- 2009** Dennis M. Connolly
- 2010** Robert Hironaka
Elsa Cade

DISTINGUISHED ALUMNI

Sponsored by the University of Lethbridge Alumni Association

- 1989** Don A. Vanden Berg, Ph.D.
- 1990** Dee Brooks, Ph.D.
- 1992** Terrance Earl Robinson, Ph.D.
- 1993** Rick Mrazek, Ph.D.
- 1994** Quentin J. Pittman, Ph.D.
- 1995** Madeleine Dion Stout, M.A.

- 1996** Wendy Nielsen, M.Mus.
- 1997** Brent A. Reynolds, Ph.D.
- 1998** Alfred Bogusky, B.F.A.
- 1999** Glen Prusky, Ph.D.
- 2000** Anil H. Pereira, B.Mgt.
- 2001** Lorraine Major, M.A.
- 2002** Austin Mardon, Ph.D.
- 2003** Leroy Little Bear, J.D.
- 2004** David Iwaasa, M.A.
- 2005** Raymond Romses, B.A.Sc. (B.A.)
- 2006** Shirley Steinberg, Ph.D.
- 2007** Trevor David Legg, Ph.D.
- 2008** Douglas Schmitt, Ph.D.
- 2009** Cheryl Jayne Misak
- 2010** Blair R. McMurren

DISTINGUISHED ACHIEVEMENTS

3M TEACHING AWARD

- 1999** Patricia Chuchryk, Ph.D.

CANADA COUNCIL KILLAM RESEARCH FELLOWSHIP

- 1998/1999** Bryan Kolb, Ph.D., F.R.S.C.
- 2007/2008** Stewart Rood, Ph.D.
- 2008-2010** Stewart Rood, Ph.D.

CANADA RESEARCH CHAIRS

- 2003** Alice Hontela, Ph.D.
Ecotoxicology (Tier 2)
Joseph B. Rasmussen, Ph.D.
Aquatic Ecosystems (Tier 1)
- 2004** Dan L. Johnson, Ph.D.
Sustainable Grassland Ecosystems (Tier 1)
Robert McDonald, Ph.D.
Behavioural Neuroscience (Tier 2)
- 2005** Henning Bjornlund, Ph.D.
Water Resource Economics (Tier 2)
Hans-Joachim Wieden, Ph.D.
Physical Biochemistry (Tier 2)
- 2006** Deborah Saucier, Ph.D.
Neuroscience (Tier 2)
Stacey Wetmore, Ph.D.
Chemistry and Biochemistry (Tier 2)
- 2009** Claudia Gonzalez, Ph.D.
Kinesiology (Tier 2)

CANADA'S TOP 40 UNDER 40 (TM)

- 2010** Olga Kovalchuk, Ph.D.

CANADIAN ASSOCIATION FOR COOPERATIVE EDUCATION (CAFCE), CO-OP STUDENT OF THE YEAR

- 2000** Russell Goodman
- 2003** Marc Slingerland

FULBRIGHT SCHOLARS

- 1999/2000** Derek R. Peddle, Ph.D.
- 2005/2006** Geoffrey Hale, Ph.D.
- 2007/2008** Christopher Kukucha, Ph.D.
- 2010/2011** Trevor Harrison, Ph.D.

POLARIS AWARD RESEARCH CHAIR

- 2008** Bruce McNaughton

PRENTICE INSTITUTE RESEARCH CHAIR

- 2009** Susan McDaniel, Ph.D.

ORDER OF CANADA

- 1986** Islay M. Arnold, O.C., LL.D. (*h.c.*)
- 2003** Howard E. Tennant, C.M., Ph.D., LL.D. (*h.c.*)
- 2006** Reginald Bibby, O.C., Ph.D., D. Litt. (*h.c.*)
Officer (Social Sciences)
James D. Horsman, C.M., QC, B.Comm., LL.B., LL.D. (*h.c.*)
Member (Public Service)
- 2007** Yoshio Senda, C.M., LL.D. (*h.c.*)

RHODES SCHOLARS

- 1984** Cheryl Misak
- 1998** Blair McMurren
- 2001** Russell Goodman

THE ROYAL SOCIETY OF CANADA

- 1990** John Woods, Ph.D., LL.D. (*h.c.*), F.R.S.C.
Fellow (Academy of Humanities and Social Science)
Vice President of Academy II (1994–1996)
President of Academy II (1996–1998)
- 1994** Susan McDaniel, Ph.D., FRSC
Fellow (Academy II, Academy of Social Science)
Director, Social Sciences Division, 2007–2009
- 1998** Ian Wishaw, Ph.D., F.R.S.C.
Fellow (Academy of Science)
- 2000** Bryan Kolb, Ph.D., F.R.S.C.
Fellow (Academy of Science)

COLLABORATING AND PARTNERING INSTITUTIONS

1. COLLABORATING INSTITUTIONS	221	g. Fine Arts (Multidisciplinary) Program	222
2. PARTNERING INSTITUTIONS	221	i. Health Sciences - Addictions Counselling Program	222
a. Agricultural Studies Program	221	j. Management Program	222
b. Computer Science Program	221	k. Music Program	223
c. Environmental Science Program	221	l. Nursing Program	223
d. Geography, with a Concentration in Geographical Information Science Program	222		
e. Fine Arts (Art) Program	222		
f. Fine Arts (Theatre and Dramatic Arts) Program	222		

This Part provides a list of institutions collaborating or partnering with the University of Lethbridge. For a complete list of the approved diplomas at each institution, please contact the

appropriate Faculty/School or access the Post-Diploma Degree Program website at www.uleth.ca/postdiploma.

1. COLLABORATING INSTITUTIONS

A collaborative program is offered jointly by the University of Lethbridge and a collaborating college. These programs are distinguished by policies relating to admission and graduation. Students are initially admitted to both the University of Lethbridge and to the collaborating institution. Graduating students are awarded a University of Lethbridge degree.

Nursing Education in Southwestern Alberta (NESA) Programs, B.N. and B.N. (After Degree)
Lethbridge College

2. PARTNERING INSTITUTIONS

Partnering programs are offered independently by a college and lead to the completion of a certificate or diploma. These credentials are recognized by the University of Lethbridge for admission to a post-diploma degree program. Graduating students are awarded a University of Lethbridge degree.

a. Agricultural Studies Program

Alberta
Grande Prairie Regional College
Lakeland College
Lethbridge College
Northern Alberta Institute of Technology (NAIT)
Olds College

Manitoba
Assiniboine Community College

Saskatchewan
Saskatchewan Institute of Applied Science and
Technology (SIAST)

b. Computer Science Program

Alberta
Grande Prairie Regional College
Keyano College
Lethbridge College
Medicine Hat College
Northern Alberta Institute of Technology (NAIT)
Red Deer College

Southern Alberta Institute of Technology (SAIT)

British Columbia
Camosun College
Century College of Art and Business
Douglas College
Kwantlen Polytechnic University
Okanagan College

Ontario
Algonquin College
Centennial College
Durham College
Georgian College
Humber College Institute of Technology and Advanced
Learning
Loyalist College
Sheridan Institute of Technology and Advanced Learning
St. Lawrence College

Saskatchewan
Saskatchewan Institute of Applied Science and
Technology (SIAST)

c. Environmental Science Program

Alberta
Lakeland College
Lethbridge College
Northern Alberta Institute of Technology (NAIT)
Olds College

British Columbia
Douglas College
Selkirk College

Manitoba
Assiniboine Community College

Northwest Territories
Aurora College

Nunavut
Nunavut Arctic College

Ontario
Georgian College

d. Geography, with a Concentration in Geographical Information Science Program

Alberta

Lethbridge College
Mount Royal University
Northern Alberta Institute of Technology (NAIT)
Olds College

British Columbia

Selkirk College

Manitoba

Assiniboine Community College

Saskatchewan

Saskatchewan Institute of Applied Science and
Technology (SIAST)

e. Fine Arts (Art) Program

Alberta

Grande Prairie Regional College
Grant MacEwan College
Keyano College
Medicine Hat College
Red Deer College

British Columbia

Camosun College
Capilano University
Emily Carr Institute of Art and Design
Kwantlen Polytechnic University
Langara College
Thompson Rivers University
University of the Fraser Valley

Ontario

Cambrian College of Applied Arts and Technology
Fanshawe College
Fleming College
Georgian College
Humber College Institute of Technology and Advanced
Learning
Niagara College
Ottawa School of Art
Sheridan Institute of Technology and Advanced Learning

United States

Brigham Young University - Idaho

Malaysia

Limkokwing Institute of Creative Technology

f. Fine Arts (Theatre and Dramatic Arts) Program

Alberta

Grant MacEwan College
Keyano College
Medicine Hat College
Mount Royal University
Prairie Bible College
Red Deer College

British Columbia

Douglas College
Langara College
University of the Fraser Valley

Ontario

George Brown College

Humber College Institute of Technology and Advanced
Learning
Sheridan Institute of Technology and Advanced Learning

United States

Brigham Young University - Idaho

g. Fine Arts (Multidisciplinary) Program

Alberta

Grande Prairie Regional College
Grant MacEwan College
Mount Royal University

h. Health Sciences - Addictions Counselling Program

Alberta

Keyano College

Nova Scotia

Nova Scotia Community College

Ontario

Fleming College

i. Management Program

Alberta

Athabasca University
Bow Valley College
Grande Prairie Regional College
Grant MacEwan College
Keyano College
Lakeland College
Lethbridge College
Maskwachees Cultural College
Medicine Hat College
Mount Royal University
Northern Alberta Institute of Technology (NAIT)
Olds College
Portage College
Red Deer College
Southern Alberta Institute of Technology (SAIT)

British Columbia

British Columbia Institute of Technology (BCIT)
Camosun College
Capilano University
College of New Caledonia
College of the Rockies
Columbia College
Douglas College
Nicola Valley Institute of Technology
Okanagan College
Selkirk College
Vancouver Island University

Manitoba

Assiniboine Community College
University College of the North (formerly Keewatin
Community College)
Red River College

Newfoundland

College of the North Atlantic (formerly Central
Newfoundland Regional College)

Northwest Territories

Aurora College

Nunavut

Nunavut Arctic College

Ontario

Algonquin College

Cambrian College of Applied Arts and Technology

Centennial College

Conestoga College

Confederation College

Fanshawe College

Fleming College

Lambton College

Quebec

Dawson College

Saskatchewan

Saskatchewan Institute of Applied Science and
Technology (SIAST)

Saskatchewan Indian Institute of Technologies (SIIT)

Yukon Territory

Yukon College

United States

Brigham Young University - Idaho

Malaysia

Disted - Stamford College

Nilai International College

Singapore

Nanyang Polytechnic

Temasek Polytechnic

j. Music Program

Alberta

Grande Prairie Regional College

Grant MacEwan College

King's University College (The)

Mount Royal University

Prairie Bible College

Red Deer College

British Columbia

Camosun College

Capilano University

Douglas College

Kwantlen Polytechnic University

Ontario

Cambrian College of Applied Arts and Technology

Humber College Institute of Technology and Advanced
Learning

Mohawk College

United States

Brigham Young University - Idaho

Malaysia

University College Sedaya International (UCSI) (formerly
Sedaya College)

k. Nursing Program

Alberta

Grande Prairie Regional College

Grant MacEwan College

Keyano College

Lethbridge College

UNIVERSITY OF LETHBRIDGE CAMPUS

Locating Classrooms/Offices on Campus

- Rooms on the University campus are designated with letters and a three-digit number
- The letters designate the building
- The first number designates the level
- The last two numbers are the room number
- For example, SUI40 is the Students' Union Building, Level 1, Room 140
- PLEASE NOTE: University Hall is divided into five sections lettered A through E. For example, B610 is Section B, Level 6, Room 610 in University Hall.

Access for Persons With Disabilities

- The University of Lethbridge campus is accessible for persons with disabilities. Designated parking stalls adjacent to buildings, wheelchair ramps, and elevators are located throughout the campus. For more information or assistance, contact the Disabilities Resource Centre (B760), tel. 403-329-2766.

Anderson Hall (AH)

- Named for former Lethbridge Mayor A.C. (Andy) Anderson
- Faculty of Health Sciences
- University of Calgary Faculty of Social Work
- Human Resources Department, including Payroll and Risk and Safety Services
- Financial Services, including the **Cash Office**
- Classrooms and computer labs

1st Choice Savings Centre for Sport and Wellness and Max Bell Regional Aquatic Centre (PE)

- Department of Kinesiology and Physical Education
- Pronghorn Athletics program
- Recreation Services
- A large gymnasium and two smaller multi-purpose fitness areas, Fitness Centre, sauna and steam room facilities
- Max Bell Regional Aquatic Centre features an Olympic-standard pool with 8 lanes, 3- and 5-metre diving towers, and a 250-seat spectator gallery
- Athletic and recreational facilities provided to the University community and the public
- Classrooms

Aperture Residential Park

- Two apartment buildings
- Conference and Event Services
- Two blocks of family townhomes
- Names of the four buildings—Kainai House, Piikani House, Siksika House, and Tsuu T'ina House—are the respective Blackfoot words for the Blood, Peigan, Blackfoot, and Sarcee tribes of southern Alberta
- Twenty-four additional single student townhouse units in Residence Village
- Paterson Centre houses amenities and services for residents

Exploration Place

- Canadian Centre for Behavioural Neuroscience (EP)
 - A state-of-the-art research facility for the University's acclaimed Neuroscience Research group, part of the Department of Neuroscience
- Alberta Water and Environmental Science Building (WE)
 - Officially opened November 13, 2008, this 5500 sq. m. (approximately 60,000 sq ft) building houses researchers, supporting technicians, graduate students, and doctoral candidates from the Departments of Biological Sciences, Geography, and Physics and Astronomy and incorporates innovative water and energy conservation processes

Hepler Hall (HH)

- Named for Dr. Loren G. Hepler, a former Chemistry professor at the University
- Laboratory/greenhouse complex supporting the University's scientific research and teaching in plant physiology

Library (L)

- In the Fall of 2001, the University of Lethbridge proudly opened a new state-of-the-art Library. At more than 200,000 square feet, the University Library building provides access to extensive traditional and online library resources. It is complemented by a 120-person lecture theatre as well as a variety of classrooms and group study rooms.
- Faculty of Education Curriculum Laboratory
- Security Services
- Food Kiosk - The Station

Markin Hall (M)

- In Fall 2010, within the walls of Markin Hall, the Faculty of Management and Faculty of Health Sciences will unite to create innovative approaches to research, teaching and learning.
- Named after Dr. Allan Markin.
- Will house the University's newly established Centres of Research Excellence, including the Centre for Health Management Research and Centre for Socially Responsible Marketing
- Support the development of innovative health management programs to serve Albertans
- Accommodate expanded graduate programs in both Management and Health Sciences
- Provide room for the growth of the International Program, the Management Development Centre and the Career Enhancement Centre
- Provide access to more than 420 Health Sciences students and 1,600 Management students by the 2010/2012 academic year

Students' Union Building (SU)

- Students' Union
- CKXU Radio
- The Meliorist
- The Zoo and ballrooms
- Food Court and Study Centre
- Registrar's Office and Student Services (ROSS)
- Scholarships and Student Finance
- Recruitment and Student Life
- International Centre for Students
- Faculty of Arts and Science Student Program Services
- University Bookstore
- Health Centre
- Campus Women's Centre

Turcotte Hall (TH)

- Named for former University Chancellor Louis Sherman Turcotte
- Classrooms
- Counselling Services
- Facilities
- Faculty of Education

University Centre for the Arts (W)

- Faculty of Fine Arts, including the Departments of Art, New Media, Music, Theatre and Dramatic Arts, and the Music Conservatory
- University Art Gallery, University Theatre, Recital Hall, and David Spinks Theatre
- Classrooms and 24-hour study centre

University Hall (UH)

- Faculty of Arts and Science including the Departments of Anthropology, Biological Sciences, Chemistry and Biochemistry, English, Economics, Geography, History, Mathematics and Computer Science, Modern Languages, Native American Studies, Philosophy, Physics and Astronomy, Political Science, Psychology, Religious Studies, Sociology, and Women's Studies
- Faculty of Management
- School of Graduate Studies
- Office of the President and other administrative offices
- Career Resources Centre, including Career and Employment Services, Applied Studies, and the Co-operative Education/Internship Programs of the Faculties of Arts and Science and Management
- Classrooms, computer labs, and science labs
- Coulee Junction Café
- Food Kiosk - Fresh Express
- First-year, single student residences