

THE UNIVERSITY OF BRITISH COLUMBIA
Department of Educational Studies

Steps to Completion in Campus-based M.Ed. Programs

(Revised November 28, 2007)

Abbreviations used:

EDST	Department of Educational Studies
FGS	Faculty of Graduate Studies
POS	Program of Studies

Note—The order of some of these events may vary depending on the circumstances and some events may occur simultaneously. Events in cohort-based and online M.Ed. programs vary.

Completing and Submitting Annual Academic Progress Reports

Each student in the Department of Educational Studies is expected to complete an annual progress report. These reports are a means of tracking student progress through the program and identifying problems that may be impeding timely completion of requirements. Reminders to complete these reports are sent annually on EDST-net, but it is the student's responsibility to download and complete Part A of this form by July 15 each year they are enrolled in the program. The Annual Progress Report form for MEd programs can be found on the EDST website (www.edst.educ.ubc.ca) under "Policies and Forms." Completed forms should be submitted electronically to the department's student records clerk (edst.records@ubc.ca), who will log them in and forward them to the student's advisor or supervisor who will complete Part B. Students who find they cannot make any progress on their programs for four or more months due to unexpected work, family or health changes should request a leave of absence through their Pro Tem advisor, supervisor or the EDST Graduate Coordinator. Students can request up to 12 months of leave during their program.

1. Admission

Applicants submit required materials to the Department. Transcripts are evaluated and it is determined if the applicant meets minimum admission requirements. The Department reviews the application and makes an admission decision based on all available evidence. The applicant is notified by mail and, if admitted, must accept or decline the offer in writing. An offer of admission is good only for the academic year in which it is made.

2. Appointment of "Pro Tem" Advisor

A Pro Tem Advisor is designated at the time of admission and is responsible for assisting the student in initial selection of courses and in completing initial registration. The

student is responsible for contacting the Pro Tem Advisor and arranging an appointment to discuss course selection prior to initial registration.

A student may, through the Graduate Advisor, request a change in Pro Tem Advisor at any time as long as another qualified faculty member has agreed to serve in this capacity. When a change of advisor occurs, the student, as a courtesy, usually informs the original advisor of the change and the new advisor or Graduate Advisor notifies the Graduate Secretary.

3. **Completion of Program of Studies Worksheet**

The Program of Studies (POS) worksheet is completed by the Pro Tem Advisor in consultation with the student, prior to or immediately following the student's initial registration. Changes can be made to the POS from time to time, but all changes must be approved by the Pro Tem Advisor. A completed and signed program of studies worksheet should be submitted by the Pro Tem Advisor to the Graduate Secretary who will enter the information into the Department's database and place the original worksheet in the student's file. A copy of the completed worksheet is provided by the advisor to the student.

4. **Coursework — Core, Elective, Research Tools**

It is the student's responsibility to maintain registration throughout the program and to enrol in and complete all courses included in the POS. If for any reason the student must temporarily interrupt studies, an immediate request should be made to the Pro Tem Advisor for a leave of absence from the program. Information about types of leaves and the policies governing each can be found in the FGS Policy and Procedures Manual which is online at www.grad.ubc.ca.

5. **Coursework only Option for MEd Programs**

Some MEd programs in EDST can be completed through course work only (that is, instead of writing a Graduating Paper, students take another 3 credit course). If students choose to take this route, they should consult their advisor about the courses they should take to complete their program. If students are taking this option, once they complete the required 30 credits of course, they need to notify their advisors who will then proceed to notify the Graduate Secretary who will complete the graduation checklist. Students should apply to graduate (see item # 10)

6. **Selection of Graduating Paper/Project Supervisor**

Some programs in the department require a graduating paper or project. Students in these programs usually approach prospective Graduating Paper/Project Supervisors and ask if they would be willing to serve. Very often the student's Pro Tem Advisor becomes the Supervisor. The Supervisor assumes all duties formerly performed by the Pro Tem Advisor.

7. **Approval of Graduating Paper/Project Proposal**

Work on the graduating paper/project may begin at any time during coursework. The form of the proposal and the process used to produce it vary across programs and specializations. Typically, the student and Supervisor discuss, negotiate, and modify the proposal until it is acceptable to both. A Second Reader is required for all graduating papers/projects and is usually another faculty member from EDST. The Supervisor may involve the Second Reader in the approval of the proposal.

8. **Prepare and Revise Graduating Paper/Project**

Agreement should be reached between the student and Supervisor regarding the preferred approach to preparing the paper/project. The student may continuously consult with and receive feedback from the Supervisor and Second Reader as drafts are produced. The Supervisor should be ready to take the initiative in providing advice and support. Generally, faculty members expect to have two weeks (10 working days) to read material submitted by students. Students can reasonably expect faculty to provide written and/or oral feedback shortly after the two weeks has expired, unless the faculty member indicates when the draft is received that more time is needed.

9. **Graduating Paper/Project Approved by Supervisor and Second Reader**

The student submits the completed paper/project in proper style and format as specified by the Department and Supervisor. When both the Supervisor and Second Reader agree that the paper/project is satisfactory, they sign the Graduate Paper Approval form (found on the EDST website) indicating formal acceptance (NB: faculty do NOT sign the paper front page). Submit one unbound copy to the Graduate Secretary; this copy will be microfiched by the Education Library. Students need to sign a Bibliographical Information and Copyright Clearance *for M.Ed. Graduating Papers* form (which can be found under 'policies and forms' on the EDST website). These copies of the paper will be returned to the student or recycled. NB:

Please note, as of November 30, 2007, EDST no longer collects and binds any theses, dissertations or major papers. Instead, students should submit to the Graduate Secretary a copy of the front page and abstract of the final version of the major paper plus a copy of the approval form (signed by the members of the examining committee).

10. **Graduation**

The student is responsible for completing by the published deadline an Application for Graduation which can be done online at <http://students.ubc.ca/current/> (click on "Student Service Centre" then "New and Current Students," then "Graduation"). The advisor notifies the Graduate Secretary that the graduating paper has received a pass grade (grad papers are graded as either pass or fail), program requirements have been completed, and

that a graduation checklist should be prepared. The title of the grad paper is added to the checklist. The advisor reviews and signs the checklist and this is forwarded to the Faculty of Graduate Studies with any other required documentation from the department.

11. **Celebrate**