

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

(Revised December 2011)

Abbreviations used:

EDST	Department of Educational Studies
FoGS	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.

### 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 Program Assistant.

### 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 Program Assistant 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 FoGS Policy and Procedures Manual which is online at [www.grad.ubc.ca](http://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 coursework, they need to notify their advisor who will then proceed to notify the Graduate Program Assistant 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 send the Pass/Fail standing to the Graduate Program Assistant.

Faculty and research advisers must now fill out our “Student Submission Approval Form” for any new cIRcle student submissions at:

<http://circle.sites.olt.ubc.ca/forms/submission-approval-form/>.

The student uploads the paper to cIRcle for information on how to do this go to [http://www.library.ubc.ca/circle/policies\\_d\\_2.html](http://www.library.ubc.ca/circle/policies_d_2.html) Once the paper has been uploaded the following pages need to be sent to the Graduate Program Assistant in order for the Program Completion memo to be made-up:

- paper title
- abstract
- Dated cIRcle upload print out

10. **Graduation**

The student is responsible for completing by the published deadline an Application for Graduation which can be done online at

<http://www.students.ubc.ca/coursesreg/graduation/> . The advisor notifies the Graduate Program Assistant 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 advisor reviews and signs the checklist and this is forwarded to the Faculty of Graduate Studies with any other required documentation from the department.

It is important to maintain a current email and mailing address on the SIS in order to receive information on graduation.

11. **Celebrate**