



THE UNIVERSITY OF BRITISH COLUMBIA

Vancouver Senate Secretariat

Senate and Curriculum Services

Enrolment Services

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VANCOUVER SENATE

MINUTES OF JANUARY 17, 2001

Attendance

The Fifth Regular Meeting of the Senate of the University of British Columbia for the Session 2000/01 was held on Wednesday, January 17, 2001 at 8:00 p.m. in Room 102, George F. Curtis Building.

Present: President M. C. Piper (Chair), Dr. B. C. McBride (Vice President), Dean F. S. Abbott, Dr. P. Adebar, Dr. J. D. Berger, Ms. E. J. Blewett, Dean J. Blom, Mr. P. T. Brady, Mr. P. T. Burns, Dr. H. M. Burt, Dean J. A. Cairns, Ms. E. J. Caskey, Mr. T. C. Y. Chan, Mr. T. Chung, Ms. J. Dennie, Dr. D. Fisher, Ms. K. Gammon, Dr. J. H. V. Gilbert, Dr. R. Goldman-Segall, Dr. D. Granot, Dean F. Granot, Mr. E. Greathed, Ms. M. Hassen, Dr. A. G. Hannam, Dr. P. E. Harding, Ms. J. Hutton, Dean M. Isaacson, Ms. S. Iwagami, Dr. D. D. Kitts, Dean M. M. Klawe, Mr. J. Kondopulos, Dr. B. S. Lalli, Ms. P. Liu, Mr. R. W. Lowe, Dr. D. M. Lyster, Dr. M. MacEntee, Dr. P. L. Marshall, Dr. W. R. McMaster, Mr. W. B. McNulty, Dean D. Muzyka, Dr. P. N. Nemetz, Ms. J. Parry, Dr. G. N. Patey, Dr. T. F. Pedersen, Mr. G. Podersky-Cannon, Dean M. Quayle, Ms. C. Quinlan, Dr. V. Raoul, Dean J. N. Saddler, Dr. K. Schonert-Reichl, Dr. C. Shields, Mr. B. Simpson, Dr. D. Sjerpe, Dr. C. E. Slonecker, Ms. L. M. Sparrow, Dr. B. Stelck, Dr. R. C. Tees, Dean R. J. Tierney, Mr. D. Tompkins, Mr. D. R. Verma, Mr. D. Visser, Ms. K. Wilker.

Regrets: Dr. W. L. Sauder (Chancellor), Mr. R. Affleck, Dr. R. W. Blake, Dr. S. W. Hamilton, Rev. T. J. Hanrahan, Dr. J. Helliwell, Mr. R. R. Hira, Dr. C. Jillings, Dr. S. B. Knight, Dr. V. LeMay, Mr. T. P. T. Lo, Ms. Y. Lu, Ms. V. G. Mirehouse, Dr. J. Perry, Dr. W. J. Phillips, Mr. H. Poon, Ms. K. Riecken, Dr. H. J. Rosengarten, Mr. A. F. Sheppard, Dr. J. R. Thompson, Dean A. Tully, Mr. B. Warren, Dr. D. L. Williams, Dr. R. J. K. Wilson, Dr. R. A. Yaworsky, Dean E. H. K. Yen.

Senate Membership

ACTING REGISTRAR

The President welcomed Dr. David G. Holm to his first meeting of Senate in his capacity as Acting Registrar and Secretary of Senate. Dr. Holm had served UBC for many years as an Associate Dean in the Faculty of Science.

APPOINTED BY THE LIEUTENANT GOVERNOR IN COUNCIL

The following people had recently been appointed to the Senate by order of the Lieutenant Governor in Council. Their terms were to expire in December 2003:

1. Mr. Ravi R. Hira;
2. Mr. Bernie Simpson;
3. Ms. Leona Sparrow (reappointed).

The President welcomed each of the new members and thanked them in advance for their participation in the governance of the University.

Minutes of the Previous Meeting

<i>Dr. Tees</i>	}	<i>That the minutes of the meeting of December 13, 2000 be approved as circulated.</i>
<i>Dean Cairns</i>		

Carried.

Chair's Remarks and Related Questions

2001/02 BUDGET REQUEST

President Piper reported that the University Presidents' Council had submitted its 2001/02 budget request to the provincial government in December 2000. As in the previous fiscal year, British Columbian universities had submitted a joint request. Components of the joint 2001/02 request included:

1. A 1.5% base lift to the University's general operating budget;
2. \$10 million to continue to close the \$40-million gap between revenue sources for British Columbian universities as compared to sixteen other Canadian universities. The \$10 million would reduce the gap by 25 percent;
3. A proposal to improve access: BC Universities would admit 1000 new students for the fall of 2001. Each new student would be funded at the rate of \$8000, for a total of \$8 million;
4. The resubmission of the unsuccessful 2000/01 proposal to support research infrastructure. The proposed \$20 million would translate to approximately 15 cents for every federal research dollar coming to British Columbia.

The total increase requested was \$49 million. The President reported that members of the senior administration would continue to work daily to promote the budget.

In response to a query from Dr. Pedersen, the President stated that UBC would likely receive between 70 and 80 percent of any total funding allocation in support of research infrastructure.

VISITORS TO UBC

Mr. Gordon Campbell, Leader of the Official Opposition, had visited the UBC campus in mid-January, 2001 to meet with members of the research community. The President described the visit as positive, and thanked the deans and researchers who had taken the time to meet with Mr. Campbell.

The President stated that she had been pleased to host the Honourable John Manley, Minister of Foreign Affairs earlier that same day. Mr. Manley had visited UBC many times in his previous position as Minister of Industry, but the most recent visit had been the first related to Mr. Manley's new portfolio. Mr. Manley attended a reception in honour of the tenth anniversary of the International Center for Criminal Law Reform. The President remarked that this reception had provided a good opportunity to showcase UBC's interest and strength in global issues.

From the Board of Governors

Notification of approval in principle of Senate recommendations: subject, where applicable, to the proviso that none of the programs be implemented without formal reference to the President, and that the Deans and Heads concerned with new programs be asked to indicate the space requirements, if any, of such new programs.

- i. The establishment of the Botanical Garden and Centre for Horticulture (BGCH) (p. 12508);
- ii. The change of name from the Centre for Integrated Computer Systems Research (CICSR) to the Institute of Computing, Information and Cognitive Systems (ICICS) (p. 12508);
- iii. New awards (p. 12495).

Academic Policy Committee

FACULTY OF GRADUATE STUDIES POLICY CHANGES

Please see 'Appendix A: Faculty of Graduate Studies Policies and Procedures Manual.'

Dr. Tees presented the report, as Chair of the Committee. The material attached as 'Appendix A' had been circulated to members of Senate prior to the meeting. Dr. Tees circulated the following proposal at the meeting:

Subject: Provisional Admission and Provisional Student Status

Current Policy:

1.1.3 Admission, c) Provisional Admission

Contains provisions that must be met in the first year of the graduate program in order for the student to be upgraded to full status. Failure to meet the stated academic requirements in year one will normally result in the student having to withdraw. Provisional admission is available only to applicants who do not require a student visa to enter Canada.

And

2.0 Classification of Student

2.3 Provisional Student

A student whose academic record falls marginally below that required by the Faculty of Graduate Studies and/or the Department, or whose academic background in the chosen field of study is not fully adequate, may be admitted as a provisional student to complete a number of prerequisite courses or attain specific grades in required courses in the first year of study. These courses are identified by the Department and approved by the Faculty of Graduate Studies and are identified in the student's Letter of Admission. Courses deemed 'prerequisite' by the Department are not counted toward the standard degree program requirements.

Once the provisions have been met, the student's status will be upgraded. A student who does not meet the provisions outlined in their Letter of Admission in the time specified will normally be required to withdraw from the program.

Provisional status is available only to applicants who do not require a student visa to enter Canada.

Proposed change:

Eliminate both Provisional Admission policy and Provision Student Status policy

Rationale

Applicants admitted to graduate studies should either meet the admission requirements set out in the UBC Calendar or demonstrate significant formal training and relevant professional experience to offset academic deficiencies. The practice of admitting students 'provisionally' and requiring them to make up for deficiencies in the first year of their graduate program gives rise to the following problems:

- *Creates a two-tier class of graduate students*
- *The University is on shaky legal grounds in cases where a provisional student does not achieve the standard set by the provisional requirement and must subsequently withdraw while "full status students" who attain lower grades are allowed to continue in the program*
- *The standard set for provisional requirements varies from Department to Department: some departments require that provisional students attain high first class marks while others require only a minimum B+*
- *Some Departments never use the 'provisional student status' option, preferring always to make the case for full admission when a student doesn't meet normal GPA standards; other Departments routinely use "provisional status" in similar cases*
- *The existence of the 'provisional status' option sometimes has the effect of attracting weaker applicants who recognize that they may be admissible under 'provisional status'*

This policy change was approved by Graduate Council on December 7, 2000.

Dr. Tees stated that all of the circulated material was presented for approval by Senate for the first time. Although the Policy and Procedure Manual had been in use by the Faculty of Graduate Studies for many years, it had not been brought to Senate in its entirety. The proposed Manual had been approved by Graduate Council, and the Academic Policy Committee urged Senate to approve it as well.

Dr. Tees drew attention to the fact that the Manual contained many redundancies, e.g. the admissions information had been repeated for both magistral and doctoral degrees. The redundancy was quite deliberate, and would be considered useful for web delivery of the information. Dr. Richard Spencer, former Registrar, had agreed to work with the Faculty of Graduate Studies to produce a more concise Calendar entry based on the Policy and Procedure Manual.

Dr. Tees drew attention to the deletions to be made to the Policy and Procedure Manual in relation to the proposed elimination of provisional student admission/status.

[Note: The proposed deletions appear in strike through text in 'Appendix A.']

<i>Dr. Tees</i>	}	<i>That the proposals from the Academic Policy Committee concerning policy and procedure in the Faculty of Graduate Studies be approved, as amended to delete provisional admission and provisional student status.</i>
<i>Dean Granot</i>		

In amendment,

<i>Mr. Brady</i>	}	<i>That the deleted sections on provisional admission and provisional student status be reinserted into the Policy and Procedure Manual.</i>
<i>Mr. Podersky-Cannon</i>		

Carried.

A long discussion ensued about the proposed deletion of provisional admission and provisional student status. Some members of Senate were concerned that fewer students would be admitted: rather than being part of a "second tier" of graduate students, those students might not be admitted at all. Deans Isaacson and Klawe stated that they would like to consult with department heads before voting on the issue. Some other members of Senate also requested more time to consider the issue before casting their votes.

Dean Granot responded that the deletion of provisional status had been discussed by both the Graduate Student Council and the Graduate Council. The deletion had been approved at a meet-

ing of Graduate Council with very little debate. The Dean reiterated some of the problems with provisional student status, citing an example of a provisional student who received grades substantially higher than the class average, but was nonetheless required to withdraw. Rather than admitting provisionally, the Dean stated that departments could come forward in support of an applicant who does not exactly meet the admission requirements and ask that an exception be made. The student would then be fully admitted.

Mr. Tompkins asked whether it would be possible for the Faculty of Graduate Studies to prepare a report to Senate in two years' time. He specifically requested information from graduate secretaries about how the elimination of provisional status had affected graduate admissions. Dean Granot agreed.

Mr. Podersky-Cannon noted that departments may choose not to use the provisional category, but expressed the opinion that it should remain available as a transparent way to admit students who do not fully meet the admission requirements. Dr. Tees stated that he would vote against the amendment, as he considered provisional status to be problematic. He added that conditional admission or a qualifying year could still be used to allow students to meet admission requirements.

Dr. Adebar, speaking in support of the amendment, stated that his department made extensive use of provisional admission, and that many provisional students had been very successful.

Mr. Tompkins noted that there was great variety in the ways that departments used provisional admission: instead of eliminating it, he suggested that the Senate clarify how the policy was intended to be used. Dr. Fisher agreed, and stated that removing provisional status would serve to reduce flexibility. Mr. Brady pointed out that there were already far more than "two tiers" of

graduate students listed in the Calendar, including full-time, part-time, qualifying, and visiting students.

Dean Isaacson expressed concern that the proposal had been circulated at the Senate meeting, especially since the Agenda Committee had requested that materials be circulated in advance.

<i>Mr. Podersky-Cannon</i>	}	<i>That the proposals from the Academic Policy Committee be postponed until the February 2001 meeting of Senate.</i>
<i>Dr. Adebar</i>		

Carried.

In response to a query from Mr. Tompkins, Dean Granot stated that the Policy and Procedure Manual had been in use in the Faculty for over 50 years, and that the University Legal Counsel had suggested that the entire document be brought to Senate for approval.

Curriculum Committee

See 'Appendix B: Curriculum Change Summary.'

Dr. Berger presented the materials, as Chair of the Committee.

FACULTY OF AGRICULTURAL SCIENCES

<i>Dr. Berger</i>	}	<i>That the curriculum proposals from the Faculty of Agricultural Sciences be approved.</i>
<i>Dean Quayle</i>		

Carried.

FACULTY OF APPLIED SCIENCE

<i>Dr. Berger</i>	}	<i>That the curriculum proposals from the Faculty of Applied Science be approved.</i>
<i>Dean Isaacson</i>		

Carried.

FACULTY OF ARTS

<i>Dr. Berger</i>	}	<i>That the curriculum proposals from the Faculty of Arts be approved.</i>
<i>Mr. Podersky-Cannon</i>		

In response to a query from Mr. Podersky-Cannon, Dr. Berger confirmed that students would not be permitted to take the exact same "special topics" course more than once.

The motion was
put and carried.

FACULTY OF EDUCATION

<i>Dr. Berger</i>	}	<i>That the curriculum proposals from the Faculty of Education be approved.</i>
<i>Dean Tierney</i>		

Carried.

FACULTY OF FORESTRY

<i>Dr. Berger</i>	}	<i>That the curriculum proposals from the Faculty of Forestry be approved.</i>
<i>Dean Saddler</i>		

Dr. Berger pointed out the proposed new capstone course FRST 424, which was proposed to have 13 credits. Mr. Tompkins pointed out the potential academic and economic problems for students who fail FRST 424, given its high credit value.

The motion was
put and carried.

FACULTY OF GRADUATE STUDIES

<i>Dr. Berger</i>	}	<i>That the curriculum proposals from the Faculty of Graduate Studies be approved.</i>
<i>Dean Granot</i>		

In response to a query from Dr. MacEntee, Dean Granot stated that centres and institutes could definitely offer courses as part of their mandates, but that until recently those courses had been restricted to those that were part of the centre or institute's degree program. Dean Granot con-

firmed that established centres or institutes could request that their mandates be revised to include teaching. Dr. Tees remarked that the Academic Policy Committee hoped to bring its report on centres and institutes to Senate for approval before the end of the 2000/01 academic year.

Dr. Nemetz corrected the title of BATL 512. It should have read, "Supply Chain Management for e-Business."

Referring to the proposed Ph.D. in Library, Archival and Information Studies, Dr. McMaster pointed out that the section on the timing of the comprehensive examination was in conflict with Faculty of Graduate Studies policy. He requested that the section be amended to reflect the fact that the comprehensive examination must take place before the end of the student's third year. Dr. Berger suggested that Senate approve the program, pending correction of the above problem.

The motion, as amended and with the above condition, was put and carried.

COUNCIL ON HEALTH AND HUMAN SERVICE PROGRAMS

Interprofessional Health and Human Services

Dr. Berger
Dr. Gilbert

}

That the curriculum proposals from the Council on Health and Human Service Programs be approved.

Carried.

Vice President McBride commended the Faculties for bringing forward such exciting changes, noting that *Trek* and the *Academic Plan* were reflected in some of the proposals. He cited as examples the Integrated Engineering Program, the joint program with the University of Northern

British Columbia in Environmental Engineering, the integrated capstone course in Forestry, and the interdisciplinary health sciences courses.

Reports from the Vice President, Academic and Provost

GOVERNANCE OF THE BIOMEDICAL RESEARCH CENTRE

Vice President McBride circulated the history and rationale for a proposal to change the governance structure of the Biomedical Research Centre.

*Vice President McBride
Dr. Granot*

}

That the President's Advisory Committee to the Biomedical Research Centre be disbanded and replaced by a Steering Committee comprised of the Dean of Medicine (Chair), the Deans of Graduate Studies, Dentistry, Pharmaceutical Sciences and Science, and the Vice President, Research and the Director of the Biomedical Research Centre.

Carried.

Report from the Acting Registrar

STUDENT ELECTIONS 2001

The following report had been circulated for the information of members of Senate.

Senate Rules and Regulations for Student Elections to Governing Bodies

In accordance with the *University Act*, R.S.B.C. 1996, c. 468, section 43 (1), 'the senate must make and publish all rules ... in respect of nominations, elections and voting.' The following elections are required annually:

Board of Governors (*University Act*, Section 19 (e))

'2 full time students elected from the student association'

Senate (*University Act*, Section 35 (2) (h))

'a number of full time students, equal to the number provided in paragraphs (a) to (f), elected from the student association in a manner that ensures that at least one student from each faculty is elected.'

Recommendations for 2001 Elections of Student Senators and Board of Governors

Adjournment

Representatives

Following consultation with the AMS, the Registrar makes the following recommendations to Senate:

- The AMS shall place an advertisement in *The Ubyyssey* announcing the call for nominations on Tuesday, November 14, 2000 and Tuesday, November 21, 2000, and an advertisement announcing the close of nominations on Tuesday, January 2, 2001.
- The close of nominations shall be 4:00 pm on Friday, January 5, 2001.
- Announcement of the list of candidates shall be provided by the Registrar's Office immediately following the close of nominations and shall be publicized by the AMS elections administrator before Friday, January 12, 2001.
- Campaigning may take place only after the All Candidates' Meeting held by the AMS.
- The voting shall take place from Monday, January 15, 2001 to Friday, January 19, 2001.
- The election shall be held using methods satisfactory to the Registrar. The results are not official until released by the Registrar, in writing, no earlier than 48 hours after the close of polls.
- Those elected to the Board of Governors shall take office at the first meeting of the Board on or after April 1. *Please note: Student Board members' term of office shall now begin on April 1 (instead of February 1) each year. Please see attached memorandum from the Board of Governors (not included in the Minutes).*
- Those elected to Senate shall take office at the first meeting of Senate on or after April 1.

A copy of the Senate rules and regulations will be given to each candidate for election by the Registrar's Office when they submit their nominations. Copies are available to members of the Senate from the Registrar's Office on request.

Adjournment

There being no further business, the meeting was adjourned.

Next meeting

The next regular meeting of Senate was scheduled to be held on February 28, 2001 (changed from February 21).

Appendix A: Faculty of Graduate Studies Policies and Procedures Manual

PREAMBLE BY THE ACADEMIC POLICY COMMITTEE

Following discussion with the Faculty of Graduate Studies (FoGS), we recommend a number of "changes" to the entries in the FoGS-related sections of the Calendar and the information outlined in their web pagers regarding Admission, Classification of Students, Academic Regulations and Awards. The relevant entries in the current Calendar begin on page 214 (Graduate Studies) and are also outlined in the Faculty of Graduate Studies web pages (<http://www.grad.ubc.ca>). These changes will clarify and provide more useful information to prospective and current graduate students and to the rest of the academic community regarding the general aspects of the Faculty's regulations, admissions, etc. Since FoGS current practice and policy never have been reviewed by the Senate itself, the current Calendar entry is included as an appendix for information (not included in the Minutes). It is, in fact, the policy/practices that are under review today. Your Academic Policy Committee is very supportive of the proposed policy narrative.

1.0 ADMISSION

1.1 Doctor of Philosophy, Doctor of Musical Arts, and Doctor of Education

A student may apply for admission to the degree program by writing directly to the department in which the program is offered or by writing to the Dean's Office, Faculty of Graduate Studies, 180-6321 Crescent Road, Vancouver, BC, Canada, V6T 1Z2, or by email at graduate@interchange.ubc.ca. Up-to-date information on admission is available on the web at www.grad.ubc.ca. Students are normally admitted to study only in fields which are formally authorized by Senate to offer doctoral programs. All applications must be accompanied by an application fee at the time of submission. Consult the Faculty of Graduate Studies website (www.grad.ubc.ca/) for information on current application fees.

The number of candidates that can be accommodated is limited, and departments will accept the best qualified students as vacancies occur. Most students begin their program of study at the start of the Winter Term (the beginning of September) but limitations on the number of students that can be accommodated requires that applicants be selected well before this date. Students are encouraged to submit applications for admission as early as possible.

Applicants for the Doctor of Philosophy (Ph.D.), Doctor of Musical Arts (D.M.A.) and Ed.D. must have completed the following requirements prior to admission:

- a. In the case of the Ph.D., a master's degree (or equivalent) with clear evidence of research ability or potential, or in the case of the D.M.A., a master's degree (or equivalent) with outstanding ability in performance or composition (for D.M.A.).
- b. A bachelor's program with one year of study in a master's program with 18 credits of first class average, of which normally 10 credits must be at the 500-level or above and at least 10 credits must be of first class standing, and clear evidence of research ability or potential (for Ph.D.) or outstanding ability in performance or composition (for D.M.A.). Transfer directly into a doctoral program is not normally permitted beyond the first year of study at the master's level and will not be permitted after completion of the second year.

- c. In exceptional cases, applicants who hold an Honours bachelor degree with an overall average in the "A" grade range and who demonstrate advanced research ability may be granted direct admission to a doctoral degree program on recommendation of the admitting department and approval of the Dean of the Faculty of Graduate Studies.

1.1.1 INTERNATIONAL STUDENTS

Applicants for admission to the Faculty of Graduate Studies are welcomed and encouraged from international students who hold a credential deemed comparable to a Canadian Master's degree and who demonstrate superior academic standing. Specific minimum admission requirements established by the Faculty of Graduate Studies for graduates of different countries may be found on the Graduate Studies Admission web site at www.grad.ubc.ca/applications. These are minimum requirements; specific programs may have higher requirements.

1.1.1.1 English Language Proficiency Requirement

Applicants from a university outside Canada in which English is not the primary language of instruction must present evidence of competency to pursue studies in the English language prior to being extended an offer of admission. Acceptable English language proficiency tests for applicants to graduate studies are:

TOEFL (Test of English as a Foreign Language): minimum score of 550 (paper version); 213 (computer version);

IELTS (International English Language Testing Service): minimum overall band score of 6.5 with no other component score less than 6.0

MELAB (Michigan English Language Assessment Battery): minimum overall score of 81.

1.1.2 REQUIRED DOCUMENTATION

The following information is required in support of an application to the Faculty of Graduate Studies:

- Graduate Studies Application Form (paper or electronic version)
- Application Fee
- Three Confidential Reference Reports (must contain original signature and be received sealed)
- Two sets of all official postsecondary academic records in original language and certified translation (if originals cannot be attained by applicant, then attested, certified copies of originals are acceptable). To be considered official, academic records must be received in official university envelopes, sealed and endorsed by the issuing institution.
- Evidence of English Proficiency where applicable (TOEFL, IELTS, or MELAB are all acceptable).
- Supplementary information required by admitting Department (e.g. GRE, statement of intent, research proposal, etc.)

1.1.3 ADMISSION

Admission to the Ph.D., D.M.A., or Ed.D. program will be in one of the following categories:

- **Unconditional admission.** Granted when the applicant meets all admission requirements and all final official documentation has been received.
- **Conditional admission.** Contains condition(s) that must be met before offer can be considered final. Such conditions may include final documentation showing degree conferred, or submission of academic records from previous institutions. The Letter of Admission stipulates deadline dates as to when the conditions must be met. Failure to comply with a condition will normally result in a student having to withdraw from the program. Due to immigration restrictions, applicants from China who require a visa to enter Canada cannot be issued a conditional admission and may only be admitted under a full final admission.
- ~~Provisional admission. Contains provisions that must be met in the first year of the graduate program in order for the student to be upgraded to full status. Failure to meet the stated academic requirements in year one will normally result in the student having to withdraw. Provisional admission is available only to applicants who do not require a student visa to enter Canada.~~

1.1.3.1. International Students

Students who are not Canadian citizens or permanent residents must apply for Student Authorization (Student Visa). Students can apply for a Student Authorization at any Canadian Consulate or High Commission.

1.2 Master's Degrees

A student may apply for admission to the master's degree by writing directly to the department in which the program is offered or by writing to the Dean's Office, Faculty of Graduate Studies, 180-6321 Crescent Road, Vancouver, BC, Canada, V6T 1Z2, or by email at www.grad.ubc.ca/applications. Up-to-date information on admission is available on the web. Students are admitted to study only in fields which are authorized by Senate to offer master's-level programs. All applications must be accompanied by an application fee at the time of submission. Consult the Faculty of Graduate Studies website for more information.

The number of candidates that can be accommodated is limited, and departments with limited facilities will accept the best-qualified students as vacancies occur.

Most students begin their program of study in September, but limitations on the number of students that can be accommodated requires that applicants be selected well before this date. Students are encouraged to submit applications for admission as early as possible.

1.2.1. STUDENTS WITH A BACHELOR'S DEGREE FROM A CANADIAN OR AMERICAN UNIVERSITY OR COLLEGE

Applicants for a master's degree program must hold a bachelor's degree or its academic equivalent with:

- Honours in the field of the proposed master's courses with at least 12 credits of third- and fourth-year courses in the A-grade range (at UBC 80% or higher) in the field of study, or
- A minimum overall average in the B+ range (at UBC 76%) in third- and fourth-year courses prescribed by the department concerned as prerequisite to the master's program.

These are the minimum requirements for admission to the Faculty of Graduate Studies.

Departments may have additional admission requirements. Consult the departmental listings in the Calendar to confirm the admission requirements for specific degree programs.

1.2.2. INTERNATIONAL STUDENTS

Applicants for admission to the Faculty of Graduate Studies are welcomed and encouraged from international students who hold a credential deemed comparable to a Canadian bachelor's degree and who demonstrate superior academic standing. Specific minimum admission requirements established by the Faculty of Graduate Studies for graduates of different countries may be found on the Graduate Studies Admission web site at www.grad.ubc.ca/applications. These are minimum requirements; specific programs may have higher requirements.

1.2.2.1. English Language Proficiency Requirement

Applicants from a university outside Canada in which English is not the primary language of instruction must present evidence of competency to pursue studies in the English language prior to being extended an offer of admission. Acceptable English language proficiency tests for applicants to graduate studies are:

TOEFL (Test of English as a Foreign Language): minimum score of 550 (paper version); 213 (computer version);

IELTS (International English Language Testing Service): minimum overall band score of 6.5 with no other component score less than 6.0

MELAB (Michigan English Language Assessment Battery): minimum overall score of 81.

1.2.3. VISITING STUDENTS

A visiting graduate student is one who is attending UBC to complete course work and/or research toward the requirements of a graduate degree at the home university. To be eligible for admission as a visiting student to UBC, the student must be currently registered in a graduate program with good standing at another recognized university. Normally, students may hold visiting status at UBC for a maximum of twelve months.

Applicants for regular visiting student status (other than those applying under the Western Deans Agreement or the Exchange Agreement) must submit the following documentation:

- Graduate Studies Application Form
- Application Fee

- Two sets of official transcripts of the graduate program for which the applicant is currently registered.
- Evidence of English proficiency, where applicable, in the form of an official TLEF, IELTS or MELAB score.
- Letter of permission from the home university's Registrar or Department Head confirming that the course work and/or research undertaken at UBC while a visiting student is for the purpose of completing the graduate degree requirements at the home university.

At the recommendation of the Department, the Dean of the Faculty of Graduate Studies will issue a formal offer of admission to the visiting student. Visiting students cannot use the Student Service Centre on the web to register; they must be registered in course work or non-credit activity (if doing research only) by the Faculty of Graduate Studies.

1.2.4 REQUIRED DOCUMENTATION

The following information is required in support of an application to the Faculty of Graduate Studies:

- Graduate Studies Application Form (paper or electronic version)
- Application Fee
- Three Confidential Reference Reports (must contain original signature and be received sealed)
- Two sets of all official postsecondary academic records in original language and certified translation (if originals cannot be attained by applicant, then attested, certified copies of originals are acceptable). To be considered official, academic records must be received in official university envelopes, sealed and endorsed by the issuing institution.
- Evidence of English Proficiency where applicable (TOEFL, IELTS, or MELAB are all acceptable).
- Supplementary information required by admitting Department (e.g. GRE, statement of intent, research proposal, etc.)

1.2.5. ADMISSION

Admission to the master's program will be in one of the following categories:

- a. **Unconditional admission.** Granted when the applicant meets all admission requirements and all final official documentation has been received.
- b. **Conditional admission.** Contains condition(s) that must be met before offer can be considered final. Such conditions may include final documentation showing degree conferred, or submission of academic records from previous institutions. The Letter of Admission stipulates deadline dates as to when the conditions must be met. Failure to comply with a condition will normally result in a student having to withdraw from the program. Due to immigration restrictions, applicants from China who require a visa to enter Canada cannot be issued a conditional admission and may only be admitted under a full final admission.

- ~~e. **Provisional admission.** Contains provisions that must be met in the first year of the graduate program in order for the student to be upgraded to full status. Failure to meet the stated academic requirements in year one will normally result in the student having to withdraw. Provisional admission is available only to applicants who do not require a student visa to enter Canada.~~

On the recommendation of the home department, a student with a bachelor's degree who lacks prerequisites for a chosen field of graduate study may be allowed to register as a qualifying student for a period of no more than one year. Satisfactory completion of a Qualifying year does not guarantee admission to a graduate program. Qualifying status is granted to students only at the recommendation of the department. Qualifying students are not considered graduate students.

1.3 Students Transferring to UBC with Faculty Supervisors

Students who transfer to UBC with newly hired faculty members may choose one of the following:

- Transfer to UBC in order to complete a UBC degree. In this case, students should apply for admission in the usual way by submitting the application form, application fee, transcripts, letters of reference and any other supporting documentation required by the Department. It is expected that fees will be assessed as if the years spent by the student at the previous university were paid at UBC for that period. The maximum time to complete the program will be calculated on the same basis. Eligibility for awards will be as if the years spent by the student at the previous university were spent at UBC.

or

- Apply to become a Visiting Student in order to complete their work and graduate from their original university. Students may spend up to a year at UBC as a Visiting Graduate Student. Credits completed while a Visiting Student may not subsequently be credited toward completion of a degree at the University of British Columbia.

1.4 Faculty as Graduate Students

Full-time faculty are not normally allowed to register for programs leading to University of British Columbia degrees or diplomas. See the University of British Columbia Policy and Procedure Handbook, Policy #46.

1.5 Staff as Graduate Students

Staff at the University of British Columbia are permitted to register for degree programs in the Faculty of Graduate Studies provided standard admission requirements are met. See The University of British Columbia Policy and Procedure Handbook, Policy #45.

1.6 Authenticity of Documents

Every student who applies to the Faculty of Graduate Studies must confirm that all statements made and all documentation submitted in support of their application are true, complete and valid. Students are responsible for the authenticity of the documentation submitted in support of their application for admission to the University of British Columbia.

The Faculty of Graduate Studies reserves the right to return transcripts, degree certificates and/or reference letters to the originator for verification. The Dean of the Faculty of Graduate Studies reserves the right to rescind a letter of admission or to request that a student withdraw if it is determined that a student has submitted falsified documents in support of their application for admission.

2.0 CLASSIFICATION OF STUDENT

2.1 Doctoral Student

Full time students are expected to engage in their studies on a full-time basis. All doctoral students are considered full-time students and are assessed fees according to schedule A. Full-time students are eligible for graduate scholarships and fellowships. Normally, Teaching Assistantships (TAs) and Research Assistantships (RAs) are limited to full-time students.

Departments may articulate specific limitations regarding concurrent paid employment as consistent with the definition of full-time study. Recipients of Teaching Assistantships (TAs) must adhere to the TA union's regulations governing number of hours worked while holding a Teaching Assistantship.

2.2 Masters-level Student

2.2.1 FULL-TIME STUDY:

Full time students are expected to engage in their studies on a full-time basis. All Masters-level students are considered full-time and are assessed fees according to schedule A. Full-time students are eligible for graduate scholarships and fellowships. Normally, Teaching Assistantships (TAs) and Research Assistantships (RAs) are limited to full-time students.

Departments may articulate specific limitations regarding concurrent paid employment as consistent with the definition of full-time study. Recipients of Teaching Assistantships (TAs) must adhere to the TA union's regulations governing number of hours worked while holding a Teaching Assistantship.

2.2.2 PART-TIME STUDY:

In many departments, masters-level students have the option of pursuing the degree through part-time study. Students wishing to pursue their degree through part-time study must apply in writing to the Registrar's Office to change from fee schedule A to schedule B. See Part IV Fees (18) for more information. Part-time students are not eligible for scholarships and fellowships, and normally do not qualify for Teaching Assistantships (TAs) and Research Assistantships (RAs). Students are not normally permitted to switch from part-time status (Schedule B) to full-time status (Schedule A).

2.3 Provisional Student

~~A student whose academic record falls marginally below that required by the Faculty of Graduate Studies and/or the Department, or whose academic background in the chosen field of study is not fully adequate, may be admitted as a provisional student, on complete a number of prereq~~

~~visit courses or attain specific grades in required courses in the first year of study. These prerequisites are identified by the Department and approved by the Faculty of Graduate Studies, and are identified in the student's Letter of Admission. Courses deemed "prerequisite" by the Department are not be counted toward the standard degree program requirements.~~

~~Once these prerequisites have been met, the student's status will be upgraded. A student who does not meet the prerequisites outlined in their Letter of Admission in the time specified will normally be required to withdraw from the program.~~

~~Provisional student status is available only to applicants who do not require a student visa to enter Canada.~~

2.4 Qualifying Student

A student whose academic background entitles them to serious consideration for admission to graduate studies but who is considered to be inadequately prepared to enter a graduate program in the specific discipline (e.g. three-year degree holders from other Canadian universities, or a student changing from one field of study to another) may be admitted as a qualifying student. Qualifying students are not considered graduate students.

If, at the end of a qualifying year, the Department and the Faculty of Graduate Studies are satisfied with the caliber of the student's work, the student may apply for admission to a graduate degree program. **Courses taken during a qualifying year are for the purpose of meeting admission requirements only and are therefore not transferable to a subsequent graduate degree program.**

Qualifying student status is available only to applicants who do not require a student visa to enter Canada.

2.5 Visiting Graduate Student

A visiting graduate student is one who is attending UBC to complete course work and/or research toward the requirements of a graduate degree at another recognized university.

To be eligible for admission as a visiting student to UBC, the student must be currently registered in a graduate program with good standing at the home university. Normally, students may hold visiting status at UBC for a maximum of twelve months. Prior approval of both the home university, the UBC department, and the Dean of the Faculty of Graduate Studies is required.

Visiting students, with the exception of those governed by the Western Deans' Agreement, Graduate Exchange Agreement, and other special agreements, pay tuition fees on a per credit basis.

2.5.1 VISITING STUDENTS UNDER THE WESTERN DEANS' AGREEMENT:

The Western Deans' Agreement provides an automatic tuition fee waiver for visiting students from participating universities. Under the terms of this agreement, graduate students in good standing from UBC can register in any of the universities listed below without paying tuition or student fees. The same is also true for students of other participating institutions who wish to attend classes or conduct research at UBC.

The Western Deans' Agreement is supported by the universities of: Alberta, Athabasca, Brandon, Calgary, Lethbridge, Manitoba, Northern British Columbia, Regina, Saskatchewan, Simon Fraser, and Victoria.

2.5.2 VISITING STUDENTS UNDER THE GRADUATE EXCHANGE AGREEMENT:

The Exchange Agreement allows graduate students in good standing at UBC, McGill University, the University of Toronto, and the University of Montreal to take courses at each other's universities without having to pay tuition fees to the host institution.

Students wishing to apply for Visiting Student status under either of these special agreements should consult the Graduate Studies website for more information (www.grad.ubc.ca/prostudents/apply/p&pmanual/admiss/visiting).

2.5.3 OTHER EXCHANGE AGREEMENTS:

Departments may have exchange agreements with similar departments at other institutions. Students should consult their Graduate Advisor or the Exchange Program Office of the University for more information. Courses taken through exchange agreements or as visiting students at other institutions would be eligible for credit as transfer credits.

2.6 *On-Leave Status*

Students who find it necessary to interrupt their graduate studies may apply to the Dean of the Faculty of Graduate Studies for on-leave status. Leave is granted when a student is best advised for personal, health or other reasons to have time completely away from his/her academic responsibilities. Leave, not including parental leave or leave to pursue concurrent programs, for Masters or Doctoral students is limited to one year. A leave will normally begin on the first day of term, for a period of 4, 8 or 12 months.

2.6.1 PARENTAL LEAVE:

A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child is eligible for parental leave. A request for parental leave should be made through the student's Department for a minimum leave of fourth months to a maximum of twelve months. Where possible, students enrolled in course work should coordinate their leave to coincide with the beginning of an academic term.

It is understood that students with on-leave status will not undertake any academic or research work, or use any of the University's facilities during the period of leave. Students must inform the University immediately upon return.

The time spent on-leave is not counted as part of the allowed time to completion for the degree. On-leave students continue to be registered and must pay a reduced fee for the leave period.

2.6.2 LEAVE TO PURSUE A SECOND PROGRAM OF STUDY:

Following academic consultation, graduate students may apply for leave-of-absence from one program to pursue a second program of study. In this case, the student is responsible for both on-leave tuition fees as well as the tuition fees associated with the second program. A leave of

absence for these reasons may exceed one year. Time to completion of the first degree program would be extended by the span of time on the leave of absence.

Students granted leave-of-absence or parental leave retain the full value of any University Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Awards will be suspended at the onset of the leave, and reinstated at the termination of the leave period, provided the student returns to full-time study at that time. Other awards will be paid according to the conditions established by the donor or granting agency.

3.0 ACADEMIC REGULATIONS

3.1 Program of Study

3.1.1. DOCTORAL STUDENTS

All doctoral students admitted to the Faculty of Graduate Studies must register when they begin their studies.

Each doctoral candidate is supervised by a committee of not less than three faculty members and may include faculty members from departments other than the candidate's home department. With the approval of the Dean of the Faculty of Graduate Studies, the committee may also include qualified persons who are not faculty members. The supervisory committee is responsible for guiding the student in planning research and preparing the thesis.

In some departments, the student is responsible for securing the Chair of the supervisory committee; in others, the department will assign the Chair. Students should consult with a Graduate Advisor in this respect. Changes may be made to the candidate's committee with the approval of the candidate's home department. Students who are unable to secure a chair should ask either the graduate advisor or the department head of their home department for assistance. In very exceptional circumstances, the head may ask the Dean of the Faculty of Graduate Studies to appoint a chair."

In some instances and for a brief period of time only, a student may be assigned an interim committee until such time as a more permanent committee can be established.

Upon registration, the doctoral student will consult with his or her committee to develop a program of study, subject to the approval of the home department. The program of study will consist of seminars, directed readings, consultations and such formal courses as may be deemed essential for the fulfillment of the requirements for the degree. Some departments require competence in languages other than English. The department in which the student intends to write the thesis shall determine the number of such languages and a satisfactory level of competence. A major part of the doctoral candidate's work will consist of a thesis embodying the results of original research.

Changes in the program of study may be required during the period of study. These changes must be reviewed and approved by the candidate's committee and the home department.

NOTE: courses listed in the Calendar under Departments may not all be offered annually. Students should apply to the Department concerned for detailed information about course offerings in any given year.

3.1.1.1 Transfer Credits

Doctoral students are not normally eligible for transfer credit. In doctoral programs where there is a prescribed amount of course work, students may be eligible for course exemptions on the basis of previous learning or experience

3.1.2 MASTERS DEGREE STUDENTS

All master's students admitted to the Faculty of Graduate Studies must register when they begin their studies.

Each masters-level student's program of study must be approved by the department concerned.

Some departments require competence in languages other than English. The department in which the student intends to write the thesis shall determine the number of such languages and a satisfactory level of competence.

Faculty of Graduate Studies regulations for masters degrees provide for full- or part-time studies, as well as for programs with thesis and programs without thesis. The choice of these options lies with the individual department. Departments are also free to prescribe work beyond the minimum requirements described below. Students should contact departments directly for more information on program options.

3.1.2.1 Program Requirements (Thesis and Non-Thesis Program)

The minimum course requirements are 30 course credits, of which at least 24 must be numbered 500 to 699. A maximum of 6 credits at the undergraduate level in courses numbered 300 to 499 may be counted towards a masters degree. A comprehensive examination in the form of a final written and/or oral examination is at the discretion of the department.

In specific programs, minimum requirements may be higher than 30 course credits. Students should consult the departmental listing in the Calendar for more information.

NOTE: courses listed in the Calendar under departments may not all be offered annually. Students should consult the departmental listing in the Calendar for more information.

3.1.2.2 Transfer Credit

- a. Students registered in a Masters program may be permitted to take up to 12 credits or up to 40% of the total number of credits needed for degree completion (whichever is more) at another university to be counted toward a University of British Columbia graduate degree. These credits cannot have been counted toward the completion of another credential. Only courses in which at least a B standing (UBC 74%) is obtained will be considered for transfer.
- b. Undergraduate students who have maintained an overall B+ (76%) average in their completed third and fourth year courses, and who have completed at least 75% of the third and fourth year requirements for their undergraduate degree, may be eligible to register

in graduate courses. Upon admission to the Faculty of Graduate Studies, these credits, to a maximum of 12 credits or 40% of the total number of credits needed for degree completion (whichever is more), may be applied towards a graduate degree.

- c. The 12 credit (40%) restriction does not apply to students in UBC approved Exchange Agreements established by the UBC Exchange Programs Office. These include the Western Deans Agreement, the Exchange Agreement, and other agreements established by the Exchange Programs Office.
- d. Requests for transfer credit must be accompanied by a letter from the home department addressed to the Dean of the Faculty of Graduate Studies. The departmental letter must provide an academic justification for allowing the transfer credit on a course by course basis.

3.1.2.3 Exemptions

Students may be exempted from specific course requirements if the department is satisfied that the student has acquired the knowledge from courses previously taken or from experience.

Exemptions do not reduce the total credits required for a degree. In such cases, the department should substitute a more appropriate course. The exemption from the specific requirement must be recorded on the student's academic record.

3.2 Academic Progress

3.2.1 DOCTORAL STUDENTS

The progress of all students working toward the Ph.D., D.M.A. and Ed.D will be reviewed regularly and at least once each year in June by the home department and the Dean of the Faculty of Graduate Studies. A candidate may be required to withdraw if progress has not been satisfactory as shown by course work, the comprehensive examination, progress on the thesis, or other requirements of the department or the Faculty.

3.2.1.1 Definition of Satisfactory Progress:

A minimum of 68% (B-) must be achieved in all course work taken for credit. Where a grade of less than 68% (B-) is obtained in a course, and on the recommendation of the department and the approval of the Dean of the Faculty of Graduate Studies, the student may repeat the course for higher standing or take an alternate course. If the Department does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in more than one course will normally be required to withdraw. If progress in research is unsatisfactory, a student will be required to withdraw. *The student will be informed of unsatisfactory academic progress in writing by their committee before any action regarding withdrawal is taken.*

A minimum mark of 68% must be obtained in all courses taken as part of a Qualifying Year for a doctoral program ~~or to satisfy provisional standing~~. When repeating a failed required course, a minimum mark of 74% must be obtained. Higher minimum marks may be required.

If a course is repeated, both marks will appear on the transcript. The higher mark will be used to determine promotion in a program and in any decision to admit or withdraw a student from a program. For all other purposes, averages will be calculated using both marks.

It is expected that a doctoral student will be admitted to candidacy within two years from the date of initial registration. A student who is not admitted to candidacy will be required to withdraw from the program. Extensions may be granted under exceptional circumstances and with the permission of the Dean of the Faculty of Graduate Studies.

3.2.2 MASTERS-LEVEL STUDENTS

The progress of all students working toward the masters degree will be reviewed regularly and at least once each year in June by the home department and the Dean of the Faculty of Graduate Studies. A candidate may be required to withdraw if progress has not been satisfactory as shown by course work, the comprehensive examination, progress on the thesis, or other requirements of the department or the Faculty.

3.2.2.1 Definition of Satisfactory Progress:

A minimum of 60% must be obtained in any course taken by a student enrolled in a master's program for the student to be granted Pass Standing. However, only six credits of Pass Standing may be counted towards a master's program. For all other courses, a minimum of 68% must be obtained.

On the recommendation of the department and the approval of the Dean of the Faculty of Graduate Studies, the student may repeat a course for higher standing or take an alternate course. If the Department does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in an excessive number of courses will normally be required to withdraw. *The student will be informed of unsatisfactory academic progress in writing before any action regarding withdrawal is taken.*

A minimum mark of 68% must be obtained in all courses taken as part of a Qualifying Year for a doctoral program ~~or to satisfy provisional standing~~. When repeating a failed required course, a minimum mark of 74% must be obtained. Higher minimum grades may be required.

If a course is repeated, both marks will appear on the transcript. The higher mark will be used to determine promotion in a program and in any decision to admit or withdraw a student from a program. For all other purposes, averages will be calculated using both marks.

3.3 Duration of Program

3.3.1 DOCTORAL STUDENTS

Students with a bachelor's degree who are admitted to a doctoral program will normally be expected to spend the equivalent of at least two consecutive years of full-time study at the University. With the approval of the Dean of the Faculty of Graduate Studies, departments may make different regulations concerning duration of study, sequence of study and location of full-time study.

Students must maintain continuous registration throughout all years until graduation by keeping up with tuition fee payments.

If the degree is not awarded within a period of six years from initial registration, the student's eligibility for the degree will be terminated and the student will be required to withdraw from the program. Under exceptional circumstances, extensions may be granted by the Dean of the Faculty of Graduate Studies.

Students who, for health or personal reasons including childbirth and having primary responsibility for the care of a child, must interrupt their studies should apply for a leave. See "On-leave Students" under *Classification of Students*. The period of leave is not counted toward time to completion.

3.3.2 MASTERS STUDENTS

Students in a masters-level program are expected to spend the equivalent of at least one year in full-time study. Some programs may be of longer minimum duration. Students must maintain continuous registration throughout all years until graduation by keeping up with fee payments.

If a degree is not awarded within a period of five years from initial registration, the student's eligibility for the degree will be terminated and the student will be required to withdraw from the program. Under exceptional circumstances, extensions may be granted by the Dean of the Faculty of Graduate Studies. This restriction applies equally to full-time and part-time students.

Students who, for health or personal reasons including childbirth and having primary responsibility for the care of a child, must interrupt their studies should apply for a leave. See "On-leave Students" under *Classification of Students*. The period of leave is not counted toward time to completion.

3.4 Examinations and Thesis

3.4.1 DOCTORAL STUDENTS

The doctoral student will take the following examinations:

- a. Course examinations where applicable; a minimum of 68% must be obtained unless otherwise specified;
- b. Tests of the student's ability to read languages other than English where departmental regulations require it;
- c. A comprehensive examination normally held after completion of all required course work and intended to test the student's grasp of the chosen field of study as a whole, and the student's ability to communicate his or her understanding of it in English or in French. The candidate's committee will set and judge this examination in a manner compatible with the policy of the department concerned. The comprehensive examination is separate and distinct from the evaluation of the thesis prospectus.
- d. A department may require a formal examination of the thesis before it is transmitted to the Faculty of Graduate Studies for final oral examination.

Students should consult their Graduate Advisor for information about the departmental requirements.

All doctoral candidates are required to complete a thesis. A candidate's thesis must be presented according to procedures and in the form described in "Instructions for the Preparation of Graduate Theses," which is available on the web at www.grad.ubc.ca or from the Special Collections Division in the Library, the Faculty of Graduate Studies, or the candidate's home department. Students should refer to the current year's Calendar or check the Faculty of Graduate Studies website for information regarding deadlines for submission of doctoral theses.

All doctoral students will take a final oral examination or thesis defence:

- a. All doctoral theses must be assessed by an examiner external to the University, as well as by internal examiners. The external examiner is chosen by the Dean of the Faculty of Graduate Studies in consultation with the department concerned. Procedures for choosing a suitable external examiner must be initiated at least three months before completion of the thesis. The external examiner's written report must be received before the final examination can take place.
- b. Final oral examinations can be scheduled no sooner than eight weeks after submission of the approved thesis to the Faculty of Graduate Studies. All other degree requirements must also have been completed.
- c. The final oral examination is open to all members of the university and to the public. Notice of the examination will be available on the web at www.grad.ubc.ca.
- d. The Dean of the Faculty of Graduate Studies must approve the membership of the examining committee. The Dean or the Dean's designate chairs the examination. The examining committee judges the candidate's success and makes a recommendation to the Dean of the Faculty of Graduate Studies.

More information on oral examination procedures is available on the web at www.grad.ubc.ca/currstudents/orals/guide/htm. Students registered in a doctoral program are not permitted supplemental examinations.

3.4.2 MASTERS STUDENTS

There is no general requirement for a comprehensive examination at the masters level. Departments may, at their own discretion, require a comprehensive examination in the student's field of study as part of the degree requirements.

Where a comprehensive examination is required, departments must make available to students a written statement of examination procedures such as the purpose, form, length, subject area(s) and scope of the examination, as well as information on the criteria for evaluation.

In the creative and performing arts, a thesis may consist of creative work (e.g. paintings, writing) or of a performance. Departments may, at their discretion, require additional supporting documentation.

In programs requiring a thesis, the thesis must be presented according to procedures and in the form described in "Instructions for the Preparation of Graduate Theses," which is available on the web at www.grad.ubc.ca or from the Special Collections Division in the Library, the Faculty of Graduate Studies, or the student's home department.

3.5 Withdrawal, Reinstatement and Readmission

A student wishing voluntarily to withdraw from the University must obtain the approval of the Dean, Director or Department Head, and the Graduate Advisor in the home department on the "Change of Registration" form. When the withdrawal is approved, the academic record will show the date of withdrawal and a standing of "W" in all courses not completed on that date.

If withdrawal is not approved, the student will remain registered in all courses and a final grade and/or standing will be assigned at the end of the term or session.

A student who does not complete formal withdrawal procedures will be liable for all assessed fees until such procedures are completed.

3.5.1 REQUEST TO WITHDRAW FOR NON-ACADEMIC REASONS:

The Faculty of Graduate Studies reserves the right to require a student to withdraw from a program of study if the Faculty, in consultation with the home department, considers the student to be unsuited to proceed with the study or practice of the chosen discipline or field of study. Request to withdraw for non-academic reasons would not prevent the student from immediately applying for entry into a different program of study.

3.5.2 REINSTATEMENT:

This applies when a student's registration has lapsed but the student is permitted to resume the program. Normally, if the student is reinstated, courses that have been completed will be credited to the degree, and only outstanding degree requirements must be completed. The student's start date remains the date of initial entry to the program and the time limit for completion of the degree is not affected.

A student may be reinstated on the recommendation of the department if:

- The student is in good academic standing.
- Any delinquent fees or charges are paid including tuition and continuing fees owing for the period during which the student did not register.
- The time limit for degree completion, including the sessions in which the student was not registered, has not expired.

Sometimes, even if the student is reinstated, he or she doesn't have enough time left to complete the outstanding degree requirements. A decision, based on the academic merits of the case, will determine whether the student should be readmitted as a new student or reinstated. In the latter case, an extension of the time limit may be requested. In addition, if more than two years have elapsed since the student last registered, the Faculty of Graduate Studies may impose additional requirements to ensure that the student is current in the field and is academically prepared to complete the degree requirements.

A student who is required to withdraw for academic reasons is not eligible for reinstatement.

3.5.3 READMISSION

This applies when it is appropriate to admit a student who was previously registered, as if for the first time. An application for admission, whether to the same or a different program, will be evaluated as a new application. A new application form and application fee must be submitted.

A maximum of 12 credits or up to 40% of the total number of degree credits of previously completed course work may be applied toward the new degree program requirements, provided the courses were completed no longer than five years from the date of readmission. Courses eligible for transfer must have been awarded a grade of at least B (74%). Normal program requirements apply, as does the standard time allowed for degree completion: five years for a Master's student; six years for a Doctoral student.

3.6 Academic Record

3.6.1 TRANSCRIPT OF ACADEMIC RECORD

The transcript is a student's official academic record and includes the student's complete record at the University of British Columbia. Student records and transcripts are confidential and transcripts will be issued only at the request of the student or appropriate agencies or officials.

Application for a transcript can be made online at students.ubc.ca or in person at the Student Access Stations in Brock Hall. Please allow at least one week from the date the application is made. Transcripts will not be issued to students who have any outstanding fees, including library and other charges, to the University. Fees for transcripts are payable in advance; transcripts will not be provided until payment is received. See the Calendar for more information.

Students are encouraged to order transcripts as early as possible. Transcripts may be requested up to six months in advance of a due date.

3.6.2 RETENTION OF STUDENT RECORDS

Academic records, including all information appearing on a Transcript of Academic Record, are retained indefinitely. Notations of student discipline are retained according to the terms of the penalty imposed. Materials supporting applications for admission, correspondence and transcripts from other institutions and similar material may be destroyed five years after a student's last registration, except for doctoral students, where materials may be destroyed after two years from the date of graduation. Other material may be destroyed sooner.

Students who submit irreplaceable material may request the return of that material. Such requests must be submitted with the original material. The office to which the material is submitted will return the material as soon as possible, and not later than six months after the student's graduation or last registration.

3.6.3 SENATE APPEALS ON ACADEMIC STANDING

Students may protest decisions relating to their academic standing. Students should protest a decision first with the faculty member directly involved in the decision and then, if necessary,

with the Department Head, the Dean of the Faculty involved, and finally with the Dean of the Faculty of Graduate Studies.

The Committee on Appeals on Academic Standing is a standing committee of the University Senate, which is the senior academic authority in the University. Information on the policies and procedures of this committee can be found in the Calendar (see Academic Regulations, Senate Appeals on Academic Standing).

3.6.4 STUDENT DISCIPLINE

The President of the University has the right under the University Act (section 61) to take whatever disciplinary action is deemed to be warranted by a student's misconduct. The specific provision as to Offences, Penalties and Procedures are in the Calendar (see Academic Regulations, Student Discipline).

4.0 AWARDS AND FINANCIAL AID

The University offers a wide range of programs to recognize students with high academic achievement and to provide financial assistance to those who cannot meet basic education costs. Academic awards for graduate study are administered by the Dean's Office, Faculty of Graduate Studies. Financial need-based awards are administered by the Office of Awards and Financial Aid, University of British Columbia, 1036-1874 East Mall, Vancouver, B.C., Canada, V6T 1Z1; telephone (604) 822-5111 or email awards.enquiry@ubc.ca.

Financial support for graduate students usually comes from the following sources:

- Merit based awards, scholarships and fellowships administered by the Faculty of Graduate Studies, including University Graduate Fellowships, Izaak Walton Killam Predoctoral Fellowships and endowed awards
- External funding agencies including Natural Science and Engineering Research Council (NSERC), Social Science and Humanities Research Council (SSHRC), Medical Research Council (MRC) and the Science Council of BC
- International Partial Tuition Scholarships administered by the Faculty of Graduate Studies
- UBC Teaching and Research Assistantships administered by individual departments
- Need-based awards and financial aid including loans, bursaries, work/study program and emergency assistance

4.1 Merit Based Awards

4.1.1 UNIVERSITY GRADUATE FELLOWSHIPS:

The Faculty of Graduate Studies administers an annual competition that provides approximately 400 Graduate Fellowships to students who are engaged in full-time study or research leading to a graduate degree. The funds for these awards are made available from the University budget.

Awards are made on the basis of merit, and are open to any graduate student regardless of citizenship or visa status. The value of the awards is reviewed annually. The awards cover a twelve-month period beginning September 1, and are normally renewable for a second year.

Awards are made on the basis of nominations provided to the Faculty of Graduate Studies by individual departments. The deadline for submission of nominations to the Faculty of Graduate Studies is the middle of January and recipients are notified in March. Both incoming and current students are eligible for nomination. There is a second competition for late incoming applicants with a deadline of March.

4.1.2 IZAAK WALTON KILLAM:

The Izaak Walton Killam Predoctoral Fellowships are the most prestigious awards available to graduate students at UBC. The awards are funded from an endowment to the University from the I.W. Killam Trust. Awards are made each year to the top doctoral candidates in the University Graduate Fellowship competition. The value of the awards is reviewed annually. No special application is required since all Undergraduate University Fellowship nominations are automatically considered for Killam Predoctoral Fellowships.

4.1.3 ENDOWED AWARDS:

There are several other endowed awards that are adjudicated as part of the University Graduate Fellowship competition. These include several fellowships with a stipend equivalent to that of a University Graduate Fellowship. There are some restrictions with respect to field of study as specified by the donor. Students wishing to be considered for these affiliated awards should indicate those awards for which they are eligible on their UGF Application Form. Detailed descriptions of these awards are available in the Awards and Financial Aid Supplement to the UBC Calendar; for application procedures students should consult their departments.

4.1.4 UNIVERSITY AWARDS:

There are a limited number of awards available to graduate students in specific fields of study. These awards are provided by external donors, firms or individuals. Details can be found in the Awards and Financial Aid Supplement to the UBC Calendar available in Departments. Awards are normally made on the recommendation of Departments in conjunction with the Faculty of Graduate Studies. Deadlines for these awards vary, but the majority are adjudicated prior to June 15 for the upcoming academic year.

4.1.5 DEFERRAL OF AWARDS:

University Graduate Fellowship (UGF) winners are allowed to defer their scholarships for up to one complete year prior to taking up their Fellowship. Deferrals will not normally be approved in order for the holder to accept another scholarship or to pursue another undergraduate or postgraduate degree or program of professional study.

4.2 Awards from External Funding Agencies

4.2.1 NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCILS (NSERC):

NSERC administers Canada-wide scholarship competitions for graduate students. The competitions are open only to Canadian citizens or permanent residents. Awards are made on the basis of academic excellence. The value of the awards is reviewed annually.

NSERC offers graduate student scholarships for students in the Faculties of Science, Applied Science, Agricultural Sciences, and Forestry. In certain cases, students in Psychology and Geography may also be eligible. Students should discuss eligibility and application procedures with their department. Nominations for NSERC scholarships are solicited from the Departments by the Faculty of Graduate Studies in early October. Files are reviewed by a University-wide committee, then UBC sends a ranked list to NSERC to meet the national December 1 deadline.

Competition results are made available in April.

For more information visit the NSERC website at <http://www.nserc.ca>

Social Sciences and Humanities Research Council (SSHRC):

SSHRC offers Doctoral Fellowships for students in the Faculties of Arts, Education, Law and Commerce. In certain cases, student in Nursing and some other programs of the Faculty of Graduate Studies may also be eligible.

Nominations for SSHRC Doctoral Fellowships are solicited from Departments by the Faculty of Graduate Studies in early December. Files are reviewed and ranked by a University-wide committee. In accordance with a quota established by SSHRC, UBC sends a list of the highest ranking candidates to the Council by January 15. Announcements of SSHRC competition results are made in March.

More detailed Awards Guides and application forms for NSERC and SSHRC awards are available from the Departments or from the Faculty of Graduate Studies early in the Fall term or from the SSHRC website at www.sshrc.ca.

4.2.2 MEDICAL RESEARCH COUNCIL (MRC):

MRC administers Canada-wide scholarship competitions for graduate students. The competitions are open only to Canadian citizens or permanent residents. Awards are made on the basis of academic excellence. The value of the awards is reviewed annually.

Awards Guides and application forms for Medical Research Council (MRC) Fellowships are available from the Faculty of Medicine, the Faculty of Graduate Studies or on the web at www.mrc.ca.

4.2.3 SCIENCE COUNCIL OF BRITISH COLUMBIA:

The BC Science Council offers Graduate Research and Engineering Technology (GREAT) Awards to graduate students at BC universities in the natural, applied, and social sciences, and in the professional disciplines. The competition is open only to Canadian citizens or permanent residents. The value of the awards is reviewed annually. Awards are made on the basis of research proposals that must include collaboration between the student, a faculty member, and an external BC company or agency from industry.

4.3 International Partial Tuition Scholarships

International students admitted to research programs charging tuition fees of \$7,200 are eligible for an International Partial Tuition Scholarship of \$3,600 which is applied directly to tuition fees.

Students are eligible for this award as long as they are not a recipient of any external scholarships or funding that pays tuition. Some departments may offer additional money toward the International Partial Tuition Scholarship. Please contact your department for more information.

International students in eligible programs are automatically considered for this scholarship by the Faculty of Graduate Studies in August of each year. Students do not need to apply for this scholarship. Departments receive a list of nominated students in order to provide any information on external funding that might affect a student's eligibility for this award.

4.4 Teaching and Research Assistantships

Student service appointments are intended to help qualified graduate students meet the cost of their studies at the University. Student appointments may involve part-time duties in teaching, research or other academic activities. Normally, only those students registered full-time in the Faculty of Graduate Studies are eligible. Appointments offered to students prior to their admission to the faculty are contingent upon admission.

4.4.1 TEACHING ASSISTANTSHIPS:

Most departments have a limited number of Teaching Assistantships available for registered full-time graduate students. Full Teaching Assistantships involve 12 hours work per week in preparation, lecturing or laboratory instruction. Many departments offer partial TA appointments at less than 12 hours per week. Teaching Assistantship rates are set by collective bargaining between the University and the Teaching Assistants Union, a local of the Canadian Union of Public Employees.

Since 1996/97, ten Teaching Prizes that include a Certificate and \$1,000 are offered to UBC Teaching Assistants.

4.4.2 RESEARCH ASSISTANTSHIPS:

Many professors are able to provide Research Assistantships (Ras) from their research grants to support full-time graduate students studying under their direction. The duties constitute part of the student's graduate degree requirements. Research Assistantships are coordinated and administered at the departmental level. Stipends vary widely and are dependent on the field of study and the type of research grant from which the assistantship is being funded.

The entire stipend of a Research Assistantship is considered a scholarship, the conditions of which may be specified by the granting agency. For tax purposes, the stipend is considered an award rather than payment for work. Appointments may be for any specified period satisfactory to the grantee, and conditions of appointment may be specified by the granting agency. A Research Assistantship is a form of financial support for a period of graduate study and is therefore not covered by a collective agreement.

Note that Research Assistantships are rare in the humanities and social sciences.

4.5 Need Based Awards for Graduate Students

4.5.1 STUDENT LOANS FOR FULL-TIME STUDENTS:

Canadian citizens and permanent residents who are carrying at least 60% of a full course load and can demonstrate financial need may qualify for aid through student loan programs sponsored by the Federal and Provincial Governments. Students must apply for loans through the Province in which they have established residency. Residents of British Columbia may apply for loans through the BC Student Assistantships Program (BCSAP), which combines the Federal Canada Student Loan Program and the Canada Study Grant for Students with Dependent Children with the Provincial BC Student Loan Program.

Student loan programs are administered on the UBC campus by the Office of Awards and Financial Aid. Application forms are available from that office. In addition, the Ministry of Advanced Education, Training and Technology maintains an excellent website covering most aspects of their student loan and grants program at www.aett.gov.bc.ca/studentservices.

4.5.2 CANADA STUDY GRANT AND CANADA STUDENT LOANS FOR PART-TIME STUDENTS:

Students who are registered in the part-time masters degree option (Fee Plan B) may be eligible for federal grants and loans to cover direct educational costs for tuition, prescribed texts, local bus transportation, child care during class hours, and an incidental allowance of \$10 per week. Applicants must be Canadian citizens or permanent residents who have not defaulted on a previous full-time or part-time Canada Student Loan. Assistance is allocated on the basis of assessed financial need as determined by the gross annual income of the student (and spouse, if applicable) and the size of the student's immediate family. The maximum part-time grant is \$1200 per year.

Students whose income level is too high to qualify for the grant or who need additional assistance on top of the grant may be eligible for a Part-time Canada Student Loan of up to \$4000. Payment of interest on a part-time loan begins 30 days after it is cashed, with payment of principal starting six months after the student ceases to be enrolled. Further information and applications are available from the Office of Awards and Financial Aid.

Since processing can take several weeks, students are urged to apply for part-time assistance four to six weeks before the start of classes.

4.5.3 CANADA STUDY GRANTS FOR FEMALE DOCTORAL STUDENTS:

In conjunction with the Canada Student Loan Program, the Federal Government offers need-based grants of up to \$3000 per academic year to female doctoral students in fields of study in which women are currently under-represented in Canadian universities (e.g. engineering, agriculture, business administration, mathematics and physical sciences). Applicants must be Canadian citizens or permanent residents who have not defaulted on previous government student loans.

Grant applications are available from UBC's Office of Awards and Financial Aid and must be submitted to that office, along with a fully completed student loan application. Students should use the loan application for the province in which they are deemed to be a resident under Canada

Student Loan regulations. The student's request for aid will be assessed according to the standard need-based criteria used for the Canada Student Loan Program. The first \$3000 of assessed need will be met in federal grant, with any remaining need being met in a combination of federal and provincial student loans.

Grant cheques and loan documents for students who qualify for aid are sent to the UBC Awards Office for release to the student upon confirmation of continued registration.

4.5.4 BURSARIES:

Bursaries are non-repayable awards which are allocated primarily on the basis of financial need, although other factors may also be considered. The value of the awards varies widely depending on the circumstances of the applicant. Applications for bursaries requiring affiliations with groups such as unions, employers, the armed services, etc. are available from the Office of Awards and Financial Aid in early March and must be received by June 30. Applications for open bursaries are not available until September 1 and must be submitted by October 1. A special application for awards restricted to students with disabilities is available in early summer and must be received by October 15.

First consideration is given to students who have also applied for a Canada Student Loan, and it is common for the Awards Office to suggest a combination of these two types of support. In general, undergraduate students receive preference for bursary support.

4.5.5 WORK/STUDY PROGRAM:

Graduate students who have applied for a Canada Student Loan may also be eligible for employment in a work/study program sponsored by the BC Ministry of Advanced Education, Training and Technology and the University. A variety of jobs is available on campus, and an effort is made to place students in career-related positions whenever possible. Pay rates vary but are equivalent to those paid for comparable work or those established by collective agreement. Applications are available from the Office of Awards and Financial Aid in mid-August and must be submitted no later than October 1.

4.5.6 UNIVERSITY LOANS AND EMERGENCY ASSISTANCE:

Students who have exhausted all other means of financing their current educational program may be eligible for assistance through the Office of Awards and Financial Aid in the form of a university loan or an emergency bursary. Students wishing to apply for such assistance should arrangement for an appointment with an Awards Advisor in that office.

Appendix B: Curriculum Change Summary

All changes are to be effective September 2001, unless otherwise indicated

CATEGORY 1 PROPOSALS (FOR APPROVAL)

Faculty of Agricultural Sciences

Program changes	Bachelor of Science in Dietetics: Change in footnote on electives for Dietetics major
New courses	FNH 330, FNH 402, FRE 385
Course changes	FRE 350, FNH 351: pre-requisite FRE 490: change name, title and credit
Delete courses	FOOD 402, FOOD 404, FOOD 416, FOOD 423, HUNU 407, HUNU 419

Faculty of Applied Science

Program changes	Chemical & Biological Engineering: change in course requirements Electrical & Computer Engineering: change in program format Integrated Engineering Program: add third year of program Environmental Engineering: new program
New courses	APSC 330, CHBE 262, EECE 201, EECE 202, EECE 412, EECE 416, EECE 418, EECE 443, EECE 481, MMAT 479, MMAT 495
Course changes	CIVL 478: change description

Faculty of Arts

Arts academic regulations	Academic Concession: change to calendar wording effective May 2001 Dean's List: change of description
Program changes	Double Major in Arts and Science: change program description effective May 2001 Bachelor of Fine Arts with Bachelor of Arts Major: change in credit requirements

	Bachelor of Arts, Major, Minor and Honours in Myth and Literature in Greece, Rome and the Near East: change to credits and course offerings Geography: changes to pairing lists and courses with science credit Major, Combined Major, Honours, Combined Honours in Mathematics: changes in completion requirements, editorial changes Economics: editorial change to admissions criteria Bachelor of Music: B.A. Majors, Minors and Honours within the B.Mus. Program Philosophy: extra credit option
New courses	GREK 401, GREK 402, LATN 401, LATN 402, MUSC 436
Course changes	ANTH 407, CLST 204, GEOG 200: change to title and description ANTH 417, GEOG 304, GEOG 401, GEOG 402: change in pre-requisite ANTH 204, ANTH 205, ANTH 206: change to course listings introduction p. 401a GEOG 204: change to course twinning statement GEOG 300: change to course equivalencies and pre-requisites MUSC 336: change to title, description, credits PHIL 425, PHIL 426: change title, description, prerequisite, and change credits to variable PHIL 427, PHIL 431, PHIL 432, PHIL 440, PHIL 441, PHIL 450, PHIL 450, PHIL 451: change description, pre-requisites and credits PHIL 461: change pre-requisites, credits POLI 402: change title and description
Delete courses	GREK 411, GREK 412, GREK 416, GREK 417, GREK 420, GREK 421, GREK 422, GREK 423, LATN 411, LATN 412, LATN 413, LATN 414, LATN 416, LATN 418, LATN 419, LATN 420, LATN 421, LATN 422, LATN 423, GEOG 201, GEOG 301, GEOG 303, MUSC 335, MUSC 435
<i>Faculty of Education</i>	
New courses	EDST 451, EDST 452, EDST 453, EDST 454, EDST 455, EPSE 420, EPSE 440, EPSE 441, HMED 306, LLED 315

Faculty of Forestry

Program changes	Bachelor of Science in Wood Products Processing, Business Concentration: change description
New courses	FOPR 261, FRST 339, FRST 385, FRST 386, FRST 424, FRST 452, FRST 465, FRST 470, FRST 491, FRST 492, WOOD 474, FRST 444

Faculty of Graduate Studies

Program changes	Doctor of Philosophy in Library, Archival & Information Studies: new program Doctor of Philosophy in Women's Studies and Gender Relations: new program
New courses	CPSC 521, PHYS 531, PHYS 541, ZOOL 562, BATL 512, BASM 513, BAMA 512, PSYC 534, PSYC 537, PSYC 538, PSYC 539, PSYC 556, PSYC 557, PSYC 559, ARST 600, ARST 610, ARST 620, ARST 621, ARST 699, LIBR 600, LIBR 610, LIBR 620, LIBR 621, LIBR 699, APSC 598, CIVL 529, EECE 559, MECH 579, EDST 500, EDST 501, EDST 506, EDST 509, EPSE, 541, EPSE 542, EPSE 543, EPSE, 544, EPSE 545, EPSE 547, MEDG 545, PLAN 547

Office of the Coordinator of Health Sciences

New courses	IHHS 300, IHHS 301
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CATEGORY 2 PROPOSALS (FOR INFORMATION)

Faculty of Agricultural Sciences

Course changes	FRE 340, FRE 420
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Faculty of Applied Science

Program changes	Chemical & Biological Engineering: change course requirements and electives Civil Engineering: change course requirements Electrical & Computer Engineering: change electives, editorial change Engineering Physics: editorial changes, course requirement change, revise degree statement Mechanical Engineering: delete industrial aerodynamics and naval architecture options, replace with thermofluids option Metals & Materials Engineering: change requirements, credits and electives
Course changes	APSC 459, CHBE 460, CHBE 465, CHBE 473, CHBE 490, EECE 283, EECE 479, EECE 480, MECH 250, MECH 251, MECH 260, MECH 265, MECH 270, MECH 280, MECH 301, MECH 302, MECH 351, MECH 352, MECH 375, MECH 380, MECH 462, MECH 466, MECH 468, MECH 481, MECH 491, MECH 495,

Faculty of Arts

Program changes	Advising: editorial change regarding credit for applied science courses
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Faculty of Education

Program changes	French concentration; Technology education program option; Science concentrations and Majors
Course changes	EDUC 316, CUST 306, CUST 440, EPSE 348, EPSE 399, EPSE 406, EPSE 481, LLED 312, LLED 313, LLED 314, LLED 318, LLED 334, BUED 301, HMED 465, SCED 316, ARTE 314, BUED 314, CSED 314, CUST 314, HMED 314, MAED 314, MUED 314, PETE 314, SSSED 314, TSSED 314, SCED 316

Faculty of Forestry

Program changes	Forest Resources Management: make PHYS 170 a second year requirement
Course changes	FRST 435, WOOD 120, WOOD 273, WOOD 494

Course Deletions WOOD 272, WOOD 110

Faculty of Graduate Studies

Program changes Education and Counselling Psychology, and Special
Education: program titles to appear on degree parchments

Course changes HCEP 500, HCEP 501, HCEP 502, HCEP 510, HCEP
511, HCEP 522, HCEP 525, HCEP 527, HCEP 512, HCEP
506, HCEP 513, HCEP 504, HCEP 514, HCEP 529, HCEP
515, HCEP 528, HCEP 520, HCEP 531, HCEP 521, HCEP
535, HCEP 529, HCEP 530, HCEP 532, HCEP 533, HCEP
507, HCEP 534, HCEP 508, HCEP 535, HCEP 536, HCEP
541, HCEP 539, HCEP 542, HCEP 545, HCEP 546, HCEP
550, HCEP 503, HCEP 551, HCEP 519, HCEP 552, HCEP
516, HCEP 553, HCEP 558, HCEP 517, HCEP 559, HCEP
560, HCEP 547, HCEP 580, HCEP 538, HCEP 581, HCEP
526, HCEP 549, HCEP 598, HCEP 599, HCEP 607, HCEP
649, HCEP 699, LIBR 569, PSYC 530, PSYC 531, OUCH
510, ATSC 599, ATSC 699, PHYS 500, PHYS 501, PHYS
518, PHYS 522, PHYS 527, PHYS 529, CHBE 556, CIVL
552, CIVL 573, EPSE 539, EDST 502, EDST 505, EADM
582, LLED 540, LLED 541, LARC 598

Course deletions BOTA 506, BOTA 515, BOTA 529, CIVL 575, CIVL 580,
HCEP 530, HCEP 537, HCEP 540, HCEP 541