

GRADUATE STUDIES MANUAL
For the
Mathematical, Computer, Physical, and Molecular Sciences Graduate Program
UNIVERSITY OF NORTHERN BRITISH COLUMBIA

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Distribution List

When this document is revised, changed sections will be circulated electronically to the attached list:

1. All members of the MCPMS Graduate Program.
2. Registrar
3. Executive Assistant to the Registrar.
4. Graduate Studies Officer, Office of the Registrar.
5. Dean, CSAM.
6. Executive Assistant to the Dean, CSAM.
7. Dean, Graduate Studies.
8. Executive Assistant to the Dean, Graduate Studies.
9. Vice-President Academic.
10. Graduate Student Society.

Revision History

Initial version derived from the CSAM Graduate Manual: February 2004

Converted to TEX: February 2004

Amendment to Graduate Teaching Excellence Award: February 2004
Amendment to Graduate Student Funding Information Sheet: 14 September 2004.

Amendment to III.A.4 Continuing TA policy, revision of position titles, and replacement of appendix III with reference to CSAM website: 11 February 2005.

Amendments to II.A.3 and 4; II.D and E: January 2007

Amendments to IV (insertions of new sections B and C and renumbering: March 2007

Amendments in response to calendar changes (insertion of new section V and renumbering): March 2007

Conversion from TEX to Microsoft Word: April 2007

Modifications to accommodate change in name and addition of Biochemistry Study area: September 2013

Modifications to wording of representation, update Dean of Graduate Programs requirements and remove references to Continuing TA, reformat for consistency across CSAM graduate programs: September 2016

**GRADUATE STUDIES MANUAL of the
MATHEMATICAL, COMPUTER, PHYSICAL, and MOLECULAR SCIENCES
GRADUATE PROGRAM
COLLEGE OF SCIENCE and MANAGEMENT
UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

Procedures of the MCPMS Graduate Program Committee stand in addition to UNBC policies and admissions standards as set by the Office of Graduate Studies. Refer to the current UNBC Calendar for these policies, and for descriptions and requirements of MCPMS graduate program.

1. MCPMS Graduate Program Committee, College of Science and Management

A. Composition

Studies in the MCPMS Graduate Program, College of Science and Management (CSAM) are administered by the MCPMS Graduate Program Committee, under the authority of the Deans of the College and of Graduate Programs.. Faculty members from each of the Mathematics, Chemistry, Computer Science, Physics, and Biochemistry subject areas will select from among their number a representative and an alternate. _A graduate student representative and alternate currently registered in the MCPMS Graduate Program is appointed by the Graduate Student Society. The Graduate Studies Officer or designate, Office of the Registrar, shall be a non-voting member. The faculty representatives are to represent the interest of the College and of all members of the MCPMS Graduate Program.

Quorum is set at 50% of voting members. A study area is represented by its representative or alternate as a voting member. The graduate committee reserves the right to hold in-camera sessions exclusive of the graduate student representative or alternate. The Graduate Committee shall choose its Chair from among its members.

B. Mandate

The MCPMS Graduate Program Committee assists the College and the MCPMS Graduate Program by:

1. Recommending and applying standards for admission to graduate studies in the MCPMS Graduate Program and recommending to the Dean of Graduate Programs candidates for admission to graduate school in the College.
2. Maintaining and monitoring the integrity of academic standards of the MCPMS Graduate program.
3. Coordinating the development and maintenance of the MCPMS Graduate program, such as new course and degree proposals, changes to existing courses and degrees.
4. Regularly reviewing the MCPMS Graduate program, including methods of graduate student assessment and training and making recommendations to address overlaps in College and University curricula.
5. Making recommendations on striking sub-committees of the MCPMS Graduate Program, or other standing committees, to deal with specific issues related to graduate programs.
6. Safeguarding the interests of graduate students and supervisors within the MCPMS Graduate Program and the College.

C. Responsibilities of the Chair of MCPMS Graduate Program Committee

The chair is responsible for the ongoing operation of the MCPMS Graduate Program Committee and for issues relating to enrolled graduate students. The chair is also responsible for recommendations to the Dean of Graduate Programs, including recommendations on admissions, supervisory committee membership, and programs of study for MCPMS graduate students.

2. Applications and Admissions

A. MCPMS Graduate Program Committee Responsibilities

The primary responsibilities of the MCPMS Graduate Program Committee with respect to admission recommendations are:

1. Safeguarding the interests of applicants, students and supervisors.
2. Assuring that students have knowledge of their rights and responsibilities as graduate students at UNBC.
3. Assuring that faculty members have knowledge of their rights and responsibilities as supervisors of graduate students at UNBC.
4. Assuring that MCPMS and CSAM admission criteria are met.

B. Application Package

Information on how to apply may be found on the university's web site at: <http://www.unbc.ca/graduate-programs/programs> and follow the link to the study area of interest. Please take note of the application checklist link on that page which outlines all the requirements for a complete application.

C. Application Procedure

Applications and accompanying documents are submitted directly to the Office of the Registrar. Original documentation is kept on permanent record in the Office of the Registrar while copies of all documentation are kept on file for review in the Dean of Graduate Programs office. If the student is found to meet academic standards for admission to graduate studies in MCPMS and has not identified a prospective supervisor, a summary of the applicant's GPA and research interests is sent to all faculty members within the relevant study area of the MCPMS Graduate Program. The completed file will be available for detailed review at the desk of the Executive Assistant for MCPMS. Faculty members are encouraged to directly contact potential graduate students, but are cautioned against making offers of admission to them.

D. Application Deadlines and Processing of Late Applications

Deadlines for graduate applications to the University of Northern British Columbia are contained in the current UNBC Graduate Calendar. The deadlines for recommendations for admissions to MCPMS graduate programs to the Dean of Graduate Studies are December 15th of the previous year for May and September semesters and May 1st of the previous year for January semester. The deadlines are same for international students. All outstanding applications will normally be closed at that time.

Normally, full consideration is only given to applicants that have had all required material

submitted by UNBC graduate application deadlines. If, however, a faculty member wishes to consider a late applicant, then they will first make their case to the Chair of the MCPMS Graduate Program Committee. If the case is reasonable with respect to the quality of the applicant relative to applicants that have applied on time, then the Chair will request that the Graduate Studies Officer process the application. At the same time, the Chair will inform the faculty member that she/he will have to write a letter to accompany the application that indicates why this applicant is more qualified than those applicants remaining in the pool that applied on time. Once the application is complete (letters of reference, funding form, TA form, permission of administrative chair, etc.) then the MCPMS Graduate Program Committee will evaluate the application as outlined below, but also evaluate the letter justifying late consideration as part of their decision. If the committee recommends admission to the Dean of Graduate Programs then this letter will be forwarded to the Dean of Graduate Programs for their consideration.

E. Evaluation Process

The MCPMS Graduate Program Committee will meet regularly to consider completed applications for admission. An application will be considered complete when the following have been received by the registrar office:

- Application Form/Fee
- Official Transcripts
- At least 2 of 3 reference letters
- Statement of intent by the student
- Graduate Student Funding Information sheet, which has been signed by both the applicant and prospective supervisor
- Teaching Assistant Application form
- Acceptable evidence of English Language proficiency [for students who have English as other than a first language]

Before consideration by the committee occurs, the following are required:

- Support letter from the intended supervisor
- Support letter from the chair responsible for the workload of the intended supervisor, assuring that workload and resource issues have been addressed. If the intended supervisor is from an academic unit outside the study area of the student, then letters from both the chair responsible for the workload of the intended supervisor and the chair responsible for the delivery of courses in that study area are required.
- A list of courses that it is proposed that the student take.

F. Admission Criteria

Admissibility will be decided by the MCPMS Graduate Program Committee on a case by case basis, taking into account such criteria as academic and work place experience, letters of reference, statements of interest, academic standing (i.e., GPA), suitability of the student and student's background for the proposed research (e.g., relevant field and/or laboratory experience, interest in the specific topic), and other criteria as may be established. In accordance with sections 1.3.3 and 1.4 of the Graduate Calendar UNBC GPA standards (3.0 for admission to MSc programs) may be waived in exceptional cases where other academic or workplace achievements provide evidence of outstanding ability. Final acceptance of candidates in graduate programs in MCPMS will require acceptance for graduate supervision by a regular faculty member who is a member of the MCPMS Graduate Program. A faculty member's documented selection of a graduate applicant will normally be honored, provided the applicant meets admission standards.

G. Acceptance

Admission to graduate studies in the MCPMS Graduate Program will be subject to the recommendation of the Graduate Committee to the Dean of Graduate Programs. Recommendation for admission of each student by the committee will be based on academic ability, availability of an appropriate supervisor and both financing and space, subject to the approval of the Chair responsible for the workload of the proposed supervisor.

H. Pre-Entry Program Policy

As stated in the UNBC Calendar (Section 1.7.2), students not meeting UNBC entrance requirements, must complete a pre-entry program (PEP) before they can be admitted as graduate students in the MCPMS Graduate Program. UNBC policy requires that: "An average of not less than 3.33 (B+) must be achieved in the course work, and no course must be completed at a level below 2.67 (B-).

i. MCPMS Requirements:

For prospective MCPMS Graduate students, a PEP will normally consist of a minimum of 12 credits of 300- and 400-level courses taken over one semester. The terms of admission (including time period and courses) are to be established by the Dean of Graduate Programs upon recommendation from the MCPMS Graduate Program Committee as to the appropriateness of the proposed PEP for the particular student. Consideration can be given to post-degree work taken and to the possibility of completing a PEP over more than one semester, but the entire PEP will then consist of more than 12 credits. Counting of previous course work must be assessed on a case by case basis, and this is the responsibility of the Dean of Graduate Programs upon the recommendation of the MCPMS Graduate Program Committee. Counting of previous course work in a PEP is an exceptional circumstance, but is warranted if there is

demonstration that 1) the previous course work is appropriate to a PEP in both content and workload, and 2) that at least one semester of the PEP is done under "full load" (Note: this is not a requirement of the PEP under the University Calendar, it is an MCPMS guideline). The intent of the full load requirement is to determine if the student can attain a sufficient average under conditions similar to qualified undergraduates who are competing for graduate student spaces. The definition of full load will vary, however, depending upon the individual case. For example, for a parent caring for young children, or a person working full time, full load may be assessed at less than 12 credits per semester. This allows the flexibility to spread the PEP over more than one semester.

The terms of the PEP must be transmitted to the student in their letter of notification by the Office of the Registrar. With respect to the PEP, the MCPMS Graduate Program Committee is filling the role of the individual programs within the College. As such, if the MCPMS Graduate Program Committee does not believe that the proposed PEP is appropriate, they will forward their recommendation to the Dean of Graduate Programs.

ii. Guideline for PEP Proposal and Evaluation:

The main purpose of the PEP is to ensure that students successfully completing a PEP are capable of succeeding in their proposed graduate program. The principal objective of a PEP is to evaluate whether the student has the required background to successfully complete their academic program at UNBC. Therefore, the requirements for a PEP will vary considerably depending on the student's background relative to their chosen field of study, their previous academic record, and perhaps even relevant professional experience since completing their undergraduate degree. As such, the MCPMS Graduate Program Committee cannot evaluate the student relative to rigid guidelines, but rather relative to what the MCPMS Graduate Program Committee perceives to be evaluated, given that the prospective student does not meet the admission guidelines outright. For a student that is undertaking graduate study on a full-time basis, the MCPMS Graduate Program Committee will expect part of the evaluation to be whether or not the student can carry a full-time load. There may be occasional circumstances in which the load, per se, is not the predominant issue for a PEP (e.g., a mature student, with significant professional experience for whom the concern is whether or not they can now succeed in an academic environment).

When evaluating the appropriateness of the individual courses in the proposed PEP, the MCPMS Graduate Program Committee will consider several factors:

- a) Has the student already taken a similar course before?
- b) Is the course relevant to the intended field of study?
- c) Are the majority of the courses being taken from impartial faculty (i.e., most courses not taken from the intended supervisor)?

Consequently, the MCPMS Graduate Program Committee will be unable to evaluate a PEP without an indication of what graduate work the student will be undertaking at the successful completion of their PEP. If the student's background is significantly different from their intended field of study, the MCPMS Graduate Program Committee should be satisfied that the proposed PEP will suitably prepare the student to succeed in their graduate program. In those cases in which a student has performed poorly as an undergraduate AND is undertaking a major switch in their disciplinary focus, the MCPMS Graduate Program Committee would expect the student to complete a two-semester PEP that would exceed the minimum 12 credit hours of upper division work.

I. Rejection

If no faculty member is willing to supervise an applicant, the application will be deemed to not be under further review in the MCPMS Graduate Program. A letter indicating this decision will be sent by the Registrar's Office to the applicant. The MCPMS Graduate Program Committee may alternatively direct applicants to other Programs where appropriate. The MCPMS Graduate Program Committee recognizes that applicants may be under simultaneous review in several Programs.

3. Financial Support of Students

A student's application for admission to MCPMS Graduate programs will not be considered complete until the student and proposed supervisor have discussed personal and research funding of the student's graduate program. The financial support discussion is documented on a "Graduate Student Funding Information Sheet" which is part of the application package. This form must be signed by both the student applicant, and proposed supervisor.

A. Teaching Assistantship Awards

Introduction: Teaching Assistantships are applied for by all interested graduate students and awarded on the basis of teaching ability. The purpose of Teaching Assistantships is to:

- provide critical assistance for teaching.
- enhance the curriculum vitae of graduate students with valuable teaching experience.
- expose students to and develop students as colleagues in teaching; and

- provide financial assistance to graduate students.

1. Allocation of TA resources to courses:

Allocation of all TA resources to courses will be done by the Dean of CSAM in consultation with the CSAM College Management Team. The assignment of individual students to positions is the responsibility of the Administrative Chairs or their designate within CSAM. TA positions will be assigned competitively to interested graduate students on a semester-by-semester basis. The primary criterion for assigning unallocated TA positions is the match between undergraduate teaching needs of the College and the teaching abilities/experience of an applicant. Compassionate reasons (e.g. funding cut) may also be considered. The MCPMS Graduate Program Committee has no role in this process.

For new applicants pursuing a Master's degree, Supervisors can request of their Administrative Chairs that an applicant be awarded a TAship for one academic year (two semesters).

B. UNBC Graduate Scholarships

UNBC Graduate Scholarships are annual awards provided to incoming graduate students in recognition of academic excellence. Students should contact the Dean of Graduate Programs for an updated list of Graduate Scholarships available to UNBC students.

C. Information on how to pay a graduate student by stipend, rather than salary

(This information was updated in consultation with Kathleen Denis, Research Accounting Assistant September 2013.)

It is possible to place graduate students on a stipend (T4A income, rather than T4 income). Below are the details of how to do it:

1. Pick up from Finance or the executive assistant to the Dean of Graduate Studies a form entitled *A Requisition For Disbursements of Scholarship, Fellowship, and Research Grant Payment*.
2. Fill out the information about your student. You can arrange for your student to be paid biweekly, or as a lump sum. The payment will be directly deposited to the student's bank account. Please ensure banking information is attached to form if not already on file.

3. **FUND** is your grant, **ORG** is the code for your program, and **ACCOUNT** will be determined by the type of payment received. See the back of the requisition for classifications. Under amount, make it clear that this is the total amount over the time period specified at the top of the form.
4. Deliver the completed requisition to the Research Accounting Assistant in Finance.

Please allow 2-3 weeks for processing.

4. Thesis Options:

A. Supervisory Committees

i. Formation

The Dean of Graduate Programs normally ensures that a supervisory committee is formed for each student by the end of the first semester of study. This committee will consist of the student's supervisor and at least two other members, one of whom must be from the general faculty at UNBC and one who is from outside any study area of the student's supervisor as listed in the graduate calendar. It is recommended that the external member come from a different discipline area. The supervisor must be a full-time member of the MCPMS Graduate Program. Adjunct Faculty may serve as co-supervisors. Additional external committee members may be appointed, subject to needs of the discipline or specialty in which the student is working.

The membership of the student's committee and the planned program of study must be reported to the Dean of Graduate Programs by the supervisor in the first semester of study using the appropriate form supplied by the Office of the Dean of Graduate Programs.

Should the composition of the supervisory committee change, it is the joint responsibility of the student and supervisor to complete and submit the revision form.

ii. Guidelines for Selection of Courses for a Program of Study

It is the duty of the supervisory committee to recommend the courses that will, in accordance with the calendar, comprise the program of study for the student. In selecting the program of study, full consideration must be given to the student's background and future career aspirations.

Normally, Master's students enrolled in thesis programs should complete at least six

credit hours of graduate course work in addition to any integrated delivery courses that may be taken.

A maximum of 6 credit hours from independent studies can be counted towards the elective requirement.

Normally a student will not take more than 6 credit hours, exclusive of the graduate seminar course and PHYS 710-3, from the supervisor.

If more than 15 credit hours of course work is required for a program of study for a student in the thesis option, justification must be given.

Selecting a course to be part of a program of study does not automatically mean that the course will count as part of the instructor's workload. The supervisor is responsible for ensuring that workload issues associated with a particular course have been addressed between the faculty member and the Chair responsible for the faculty member's workload.

Exceptions to the above will be by recommendation of the MCPMS graduate program committee to the Dean of Graduate Programs.

Should the courses for the program of study change, it is the joint responsibility of the student and supervisor to complete and submit the revision form.

iii. Committee Meetings

The supervisory committee must meet at least once a year with the student. The student's progress must be indicated as "Satisfactory", "Needs Improvement", or "Unsatisfactory" by the committee after each committee meeting on the Graduate Supervisory Committee Report available from the Office of the Dean of Graduate Studies. If a "Needs Improvement" rating is indicated, another committee meeting must be held before the end of the next semester to further evaluate the student's progress. If an "Unsatisfactory"

rating is indicated, another committee meeting must be held within two months to further evaluate the student's progress. The graduate student must sign the Graduate Supervisory Committee Report acknowledging its contents -- students may note their disagreement and reply separately, but they must still sign the form. Graduate students must maintain a minimum grade point average of 3.0 for each semester of their program. Please refer to the Graduate Studies Calendar for further details. A rating of other than "Satisfactory" may have implications for awards held by the student.

iv. Supervisor's Absence

If a graduate student's supervisor leaves the University, is absent on leave, or is required by the University to perform other duties that would impair effective supervision, the supervisor must make formal written arrangements for an interim supervisor.

Copies of this arrangement must be given both to the student and the Dean of Graduate Programs to be put in the student's file. The Chair of the MCPMS Graduate Program Committee must be informed of the arrangement. Faculty are expected to make suitable arrangements for supervision of students while on sabbatical. The Dean of CSAM expects this to be addressed in the application for sabbatical.

B. Student Grievance

Students who have a grievance should take action in accordance with the UNBC graduate appeals policy.

C. Change of Supervisor

The initial selection of a supervisor is usually considered a permanent arrangement between the student and professor. If however, the student and the professor do not work well together or if other circumstances change (e.g. absence or leave), a request to change supervisor may be made in writing to the Chair of the Graduate Committee, by the professor and/or student. The Chair of the MCPMS Graduate Program Committee will then consult with the student, professor, Program Chair and members of the Supervisory Committee to determine appropriate action.

In the case where the proposed change is not mutually agreeable, the MCPMS Graduate Program Committee will adjudicate the dispute, subject to the approval of the Dean of Graduate Programs. In either case, the supervisor's Administrative Chair and the MCPMS Graduate Program Committee must approve the change. The decision of the MCPMS

Graduate Program Committee will be based in part on the merits of the request, funding circumstances and availability of alternate supervisors. Ordinarily, only a single supervisory change will be permitted. In exceptional cases, the graduate student may be required to withdraw from their graduate program.

5. Project Option

A. Project Scope

A project differs from a thesis in intensity. It does not necessarily include original research.

B. Project Evaluation Guidelines

The Project proposal must be presented in writing to the supervisory committee. Normally this is accompanied by an oral presentation. The project proposal must meet with the approval of the supervisory committee.

A Project report must be prepared according the UNBC Formatting Guidelines for Dissertations, Theses, Projects, and Practicum Reports.

The project will be evaluated by three faculty members, normally from the supervisory committee. The evaluators must include the supervisor and one faculty member from outside the study areas of the supervisor and of the student. This will include an oral public defense.

Exceptions to the above will be by recommendation of the MCPMS graduate program committee to the Dean of Graduate Programs.

6. INDEPENDENT STUDIES AND SPECIAL TOPICS IN MCPS

These guidelines are specific to offering of MCPM 798 and MCPM 799.

A. MCPM 798

1. Use of this course number is open to all faculty within the MCPMS graduate program.
2. The course may be offered for 1, 2, or 3 credits.

3. Each credit is normally accompanied by 12 scheduled contact hours. The contact hours may be spread over the entire semester or concentrated into a shorter period.
4. The instructor or sponsoring faculty member of a proposed offering of MCPM 798 must prepare a detailed course outline. This outline must include the number of the credit hours of this offering, the topic of the course, the schedule for the course and how the students are to be evaluated. The course outline must also conform to the current faculty agreement.
5. Each offering of MCPM 798-(1-3) must be approved by the MCPMS Graduate Program Committee before the Chair of the Committee will permit students to register in the course. The Chair of the Committee will consult with the Chair responsible for the workload or the instructor or sponsoring faculty member to ensure that workload issues have been addressed. A course outline of the proposed offering of MCPM 798 must be provided by the instructor or sponsoring faculty member to the Chair of the MCPMS Graduate Program Committee before the Committee considers approving the course.
6. Prior to an MCPMS graduate student registering in the course, the supervisor, in consultation with the supervisory committee for that student, must indicate whether the credits count toward the degree requirement or as an additional course. A Revision to Program of Study form must be prepared to document any resulting changes to the Program of Study.

If MCPM 798 is being taken for less than three credits and those credits count toward the degree requirements, the supervisor, in consultation with the supervisory committee for that student, must indicate clearly how the credits necessary to bring up the total credits in the student's program to a multiple of three are to be completed. This may be accomplished through other offerings of MCPM 798 or MCPM 799 for less than 3 credits. The supervisory committee is to take into account that the maximum number of credits from Independent Study that count toward the degree requirements is normally no more than 6.

7. If the proposed schedule or outline for the course is altered, the revised schedule or outline must be provided to the Chair of the MCPMS Program Committee within one week of the alteration.
8. If the instruction of the proposed offering involves someone who is not a regular MCPMS faculty member, there must be a sponsoring faculty member from within MCPMS who assumes responsibility for the course outline and for the evaluation of the students. This situation may arise when there is the opportunity to utilize the expertise of visiting faculty.

9. The MCPMS Graduate Program Committee may delegate approval of offerings of MCPM 798-(1-3) to the Chair of the MCPMS Graduate Program Committee, who will report all approvals to a meeting of the MCPMS Graduate Program Committee so that they can be recorded in the minutes of the meeting. If the Chair feels that a proposed MCPM 798-(1-3) cannot be approved, it is referred to a meeting of the MCPMS Graduate Program Committee who will make the final decision.

B. MCPM 799

1. Use of this course number is open to all faculty within the MCPMS graduate program.
2. The course may be offered for 1, 2, 3, 4, 5, or 6 credits.
3. An offering of 1, 2, or 3 credits is normally offered over one semester. An offering of 4, 5, or 6 credits is normally offered over two semesters.
5. The instructor of a proposed offering of MCPM 799 must provide a detailed course outline. This outline must include the number of the credit hours of this offering, the topic of the course, the timeframe for the course and how the students are to be evaluated. The course outline must also conform to the current faculty agreement.
5. Each offering of MCPM 799-(1-6) must be approved by the MCPMS Graduate Program Committee before the Chair of the Committee will permit students to register in the course. The Chair of the Committee will consult with the Chair responsible for the instructor's workload to ensure that workload issues have been addressed. A course outline of the proposed offering of MCPM 799 must be provided by the instructor to the Chair of the MCPMS Graduate Program Committee before the Committee considers approving the course.
6. Prior to an MCPMS graduate student registering in the course, the supervisor, in consultation with the supervisory committee for that student, must indicate whether the credits count toward the degree requirement or as an additional course. A Revision to Program of Study form must be prepared to document any resulting changes to the Program of Study.
7. If MCPM 799 is being taken for other than a multiple of three credits and those credits count toward the degree requirements, the supervisor, in consultation with the supervisory committee for that student, must indicate clearly how the credits necessary to bring up the total credits in the student's program to a multiple of three are to be completed. This may be accomplished through other offerings of MCPM 798 or MCPM 799 for less than 3 credits. The supervisory committee is to take into account that the

maximum number of credits from Independent Study that count toward the degree requirements is normally no more than 6.

8. If the proposed schedule or outline for the course is altered, the revised schedule or outline must be provided to the Chair of the MCPMS Program Committee within one week of the alteration.

9. The MCPMS Graduate Program Committee may delegate approval of offerings of MCPM 799-(1-6) to the Chair of the MCPMS Graduate Program Committee, who will report all approvals to a meeting of the MCPMS Graduate Program Committee so that they can be recorded in the minutes of the meeting. If the Chair feels that a proposed MCPM 799-(1-6) cannot be approved, it is referred to a meeting of the MCPMS Graduate Program Committee who will make the final decision.

7. Procedures Related to Changing Degrees

A. Policy on Changing Degrees and Between a Project and a Thesis

Normally students will not change degrees, or change from a project to a thesis or a thesis to a project, once the graduate program has started.

In the event that such a change is desired, the student, supervisory committee and the supervisor's program chair must send a memo to the MCPMS Graduate Program Committee Chair outlining the rationale for, and giving justification for the change in status. The MCPMS Graduate Program Committee will make a recommendation on the change to the Dean of Graduate Programs.

8. Graduate Teaching Excellence Award for Graduate Teaching Assistants

The College of Science and Management offers one teaching award per year for graduate students. Any graduate student who is teaching in the College may be nominated. Each nomination must be signed by five students, and should be accompanied by a letter addressing the award criteria (see Appendix III).

The award criteria are:

- Exceptional teaching.
- Clear and effective instruction and assistance to students.
- Motivation and inspiration of students to learn.

Nominations will be sent to the Office of the Dean of CSAM by a nomination deadline around late March. A selection committee made up of one representative from each of the NRES and MCPMS Graduate Program Committees, the graduate student representatives from the NRES and MCPMS Graduate Program Committees, and one undergraduate student from CSAM nominated by NUGSS will assess the nominations and faculty input. In the event that either graduate student representative on the selection Committee has been nominated for an award, the Graduate Student Society will be asked to provide an alternate graduate student from CSAM to join the selection committee. The selection committee will invite written input from faculty who have supervised the teaching of the nominees during the last two semesters. Not less than one week after requesting submissions, the committee will make a recommendation of an award recipient to the Dean of CSAM.

Appendix I -- Degree Descriptions

Students should consult the UNBC Graduate Calendar for the year in which they began their graduate studies at UNBC for the current degree description for the MSc MCPMS.

Appendix II -- Suggested Progression Timelines

In the following suggested progressions, the year is divided into three semesters. For most students, who begin their program in September, semester 1 is September through December; semester 2 is January through April; semester 3 is May through August. The progression shown assumes the student is full-time; part-time students' progression would be slower. This is an idealized progression, the actual path taken may differ, particularly if two summer field seasons are needed for data collection.

Master's Degrees

Semester 1

- Supervisor and student develop initial course selection and submit Graduate Program Approval Form to the Office of Graduate Programs.
- Supervisor and student select Supervisory Committee members and submit Supervisory Committee Approval Form to the Office of Graduate Programs.
- Student takes first semester of course work and TA if applicable.
- Supervisory Committee has initial meeting with student at which course selection is finalized and research plans are discussed. Timeline for writing of Thesis/Project proposal is agreed upon.
- If student does not hold a continuing TA but is interested in a TA for the next academic term, a TA application should be submitted by the deadline to the Executive Assistant to the Deans.
- Graduate students holding continuing TAs must complete and submit an application form each semester. Failure to do so may result in forfeiture of the continuing TA.

Semester 2

- Student takes second semester of course work and TA if applicable.

- Student in consultation with Supervisor and committee develops Thesis/Project Proposal.
- Supervisory Committee meets for Defense of Thesis/Project Proposal which is either accepted as presented, accepted subject to modifications, or rejected. After grades for Semester 2 are available, the Progress Report Form is completed and sent to the Office of Graduate Programs. This is due no later than 30 June each year. Graduate students will not be permitted to register in the September semester if the form has not been received by the Office of Graduate Programs.
- If student does not hold a TA but is interested in a TA for the next academic term, a TA application should be **submitted by the deadline** to the Executive Assistant to the Deans.
- Graduate students holding continuing TAs must complete and submit an application form each semester. Failure to do so may result in forfeiture of the continuing TA.

Semester 3

- If not already completed, the Progress Report Form } is completed and sent to the Office of Graduate Programs.
- Student takes third semester of course work and TA if applicable.
- If Proposal was accepted, student begins Thesis/Project research, often including data collection.
- If Proposal was rejected or required modifications such that it needed re-evaluation by the Supervisory Committee, the Supervisory Committee meets for a new defense or re-evaluation of the Proposal. An updated Progress Report Form is completed and sent to the Office of Graduate Programs.
- If student does not hold a TA but is interested in a TA for the next academic term, a TA application should be submitted by the deadline to the Executive Assistant to the Deans.

Semester 4

- Student takes fourth semester of course work and TA if applicable.

- Supervisory Committee meets if necessary (committee must meet at least once per year).
- Thesis/Project research continues, including data analysis.
- Writing of Thesis/Project begins.
- If student is interested in a TA for the next academic term, a TA application should be submitted by the deadline to the Executive Assistant to the Deans.

Semester 5

- Student takes course work if applicable and TA if applicable. It is recommended that course work be completed before this time, especially for Thesis students.
- Supervisory Committee meets. Progress Report Form is completed and sent to the Office of Graduate Programs.
- Thesis/Project research concludes.
- Writing of Thesis/Project first draft.
- Student and Supervisory Committee select External Examiner for Thesis.

Semester 6

- The Supervisory Committee meets and the student presents research results. The student and committee members establish mutual expectations with respect to the time required by committee members to review the draft thesis.
- Feedback on first draft Thesis/Project provided to student by Supervisor (and possibly by committee)
- Thesis finalized and Supervisory Committee, after careful review of the thesis, reaches agreement that Thesis is ready for Oral Defense or Project is finalized and

Supervisory Committee reaches agreement that project/thesis is ready for Evaluation. If the student is to defend this semester, this needs to occur at least 6 weeks before the end of the semester. See Graduate Program website for a calendar of dates.

- Oral Defense date requested by sending Request for Oral Examination and Appointment of External Examiner form with the final Thesis to the Office of Graduate Programs at least 6 weeks prior to desired Defense date,
- Oral Defense or Evaluation is held and if successful and student has met other program requirements, student is ready to graduate at the next convocation

Appendix III -- CSAM Graduate Forms

Graduate students should consult the Office of Graduate Studies website (<http://www.unbc.ca/graduate-programs>) or contact the Office of Graduate Programs directly for current copies of the following forms, policies, and instructions:

- Graduate Students Handbook
- Formatting Guidelines for Dissertations, Theses, Projects and Practicum Reports
- Animal Use Protocol For Laboratory Animals in Research or Teaching
- Research Ethics Board Approval Form
- Annual Progress Report
- Policy on the Appointment of an External Examiner
- Graduate Program Approval Form
- Supervisory Committee Approval Form
- Request for Oral Examination and Appointment of an External Examiner
- UNBC Partial Copyright License Form
- Binding Instructions for Masters and PhD Program.

The following forms can be downloaded from the College of Science and Management website www.unbc.ca/csam (Forms page):

- TA Application Form
- CSAM Graduate Teaching Workload Agreement
- CSAM Graduate Funding Sheet
- Graduate Teaching Excellence Award Nomination