

The following Motions and Documents were considered by the GFC Academic Standards Committee at its Thursday, November 21, 2019 meeting:

Agenda Title: **Items Deemed Minor/Editorial**

FINAL Item 4

Agenda Title: **4A. Transfer Credit Approvals for November, 2019, Office of the Registrar**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the transfer credit approvals for November 2019.

Agenda Title: **4B. Proposed Change to Admission Requirements, Faculty of Education**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed change to admission requirements for the Faculty of Education.

Agenda Title: **4C. Proposed Changes to Faculty Regulations for Field Experience, Faculty of Education**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to Faculty Regulations for Field Experience for the Faculty of Education.

Agenda Title: **4D. Proposed Changes to Faculty Regulations for Graduation, Faculty of Education**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to Faculty Regulations for Graduation for the Faculty of Education.

Agenda Title: **4E. Proposed Changes to Admission Requirements, Faculty of Agricultural, Life and Environmental Sciences**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to admission requirements for the Faculty of Agricultural, Life and Environmental Sciences.

Agenda Title: **Proposed Changes to Existing Entrance Requirements, Academic Standing Requirements and Program Requirements for Graduate Programs in Mathematical and Statistical Sciences, Faculty of**

Science, and Faculty of Graduate Studies and Research

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements and Academic Standing Requirements for graduate programs in the Department of Mathematical and Statistical Sciences, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Science, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

CARRIED MOTION:

THAT the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee, the proposed changes to existing Program Requirements for graduate programs in the Department of Mathematical and Statistical Sciences, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Science, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

FINAL Item 5

Agenda Title: Proposed Changes to Existing Entrance Requirements and Academic Standing Regulations for Graduate Programs in Dentistry, Faculty of Medicine and Dentistry, and the Faculty of Graduate Studies and Research

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from the General Faculties Council, the proposed changes to existing entrance requirements and academic standing regulations for graduate programs in Dentistry as submitted by the Faculty of Graduate Studies and Research and the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, as amended, to take effect upon approval and to be published in the 2020-2021 Calendar.

FINAL Item 6

Agenda Title: Proposed Changes to Existing Entrance Requirements and Academic Standing Regulations for the Master of Education in Health Sciences Education, Faculty of Education, and Faculty of Graduate Studies and Research

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing entrance requirements and academic standing regulations for the Master of Education in Health Sciences Education, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Education, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

FINAL Item 7

Agenda Title: Proposed Changes to Existing Entrance Requirements for Graduate Programs in Physics, Faculty of Science, and Faculty of Graduate Studies and Research

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the MSc and PhD Programs in the

Department of Physics, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Science, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

FINAL Item 8

Agenda Title: **Proposed Changes to Existing Entrance Requirements for the Master of Arts in Community Engagement, Faculty of Extension, and Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the Master of Arts in Community Engagement, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Extension, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

FINAL Item 9

Agenda Title: **Proposed Changes to Entrance and Program Requirements for the Master of Arts in Communications and Technology, Faculty of Extension, and Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the Master of Arts in Communications and Technology, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Extension, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

CARRIED MOTION:

THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve the proposed changes to existing Program Requirements for the Master of Arts in Communications and Technology, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Extension, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

FINAL Item 10

Agenda Title: **Proposed Changes to Existing Entrance Requirements and Academic Standing Regulations for Graduate Programs in Human Ecology, Faculty of Agricultural, Life and Environmental Sciences and the Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements and Academic Standing Regulations for Graduate Programs in Human Ecology, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Agricultural, Life and Environmental Sciences, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

FINAL Item 11

Agenda Title: **Proposed Changes to Existing Entrance Requirements, Academic Standing Regulations and Program Requirements for Graduate Programs in the Department of Surgery, Faculty of Medicine and Dentistry, and Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing entrance requirements and academic standing regulations for graduate programs in the Department of Surgery, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, as amended, to take effect upon approval and to be published in the 2020-2021 Calendar.

CARRIED MOTION:

THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve the proposed changes to existing program requirements for graduate programs in the Department of Surgery, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Medicine and Dentistry, and as set for the in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

FINAL Item 12

Agenda Title: **Proposed Increase to Minimum English Language Proficiency Entrance Requirement for Graduate Programs, Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT the GFC Academic Standards Committee recommend that General Faculties Council approve the proposed increase to the FGSR English Language Requirement as submitted by the Faculty of Graduate Studies and Research and as set forth in attachment 3, for implementation for Fall 2021 admissions and to be published in the 2020-2021 calendar.

FINAL Item 13

Agenda Title: **Proposed changes to Existing Registration and Program Requirements for Graduate Programs, Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Registration and Program Requirements for graduate programs, as submitted by the Faculty of Graduate Studies and Research, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar

FINAL Item 14

Agenda Title: **Proposal from the Faculty of Extension for a Non-credit Certificate in Social Media**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, under delegated authority form General Faculties Council, the proposed Social Media Certificate as submitted by the Faculty of Extension, as submitted in Attachment 1, to take effect Fall Term 2020.

FINAL Item 15

Agenda Title: **Proposed Changes to Existing Program Requirements and Entrance Requirements for Medical Laboratory Science Programs, Faculty of Medicine and Dentistry**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to the entrance requirements for the MLS Program, as proposed by the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, as amended, to take effect for Fall 2020.

CARRIED MOTION:

THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve the proposed changes to the program requirements for the MLS Program, as proposed by the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, to take effect for Fall 2020.

FINAL Item 16

Agenda Title: **Proposed Changes to Program Requirements for the Doctor of Dental Surgery (DDS) Advanced Placement Program, Faculty of Medicine and Dentistry**

CARRIED MOTION:

THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve the proposed changes to the DDS Advanced Placement program requirements, as proposed by the Faculty of Medicine and Dentistry, as set forth in Attachments 1-2, to take effect in Fall 2020.

FINAL Item 17

Agenda Title: **Proposed Changes to Existing Entrance Requirements for the Bachelor of Science (Dental Hygiene) and Doctor of Dental Surgery (DDS) Programs, Faculty of Medicine and Dentistry**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to the DDS and Dental Hygiene program entrance requirements, as proposed by the Faculty of Medicine and Dentistry, as set forth in Attachments 1-3, to take effect for Fall 2022 Admissions.

FINAL Item 18

Agenda Title: **Proposed Changes to Existing Entrance Requirements for Undergraduate Programs in the Faculty of Science**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to admission and readmission requirements for undergraduate programs in the Faculty of Science, as submitted by the Faculty of Science and set forth in Attachment 1, to be published in the 2020-2021 Calendar and to take effect fall 2021.

FINAL Item 19

Agenda Title: **Proposed Changes to Existing Admission Requirements for Exceptional Student Athlete Applicants, Faculty of Kinesiology, Sport, and Recreation**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties

Council, the proposed changes to admission requirements for exceptional student athlete applicants as set forth in attachment 1, as amended, to be published in the 2020-2021 Calendar.

FINAL Item 20

Agenda Title: **Proposed Changes to Admission Decision Processes for Undergraduate Admissions, Office of the Registrar**

CARRIED MOTION:

THAT GFC Academic Standards Committee, with delegated authority from General Faculties Council, approve the proposed changes to the admission decision processes for undergraduate admissions, as submitted by the Office of the Registrar and as set forth in attachment 2, to take effect for Fall 2021 admissions.

FINAL Item 21

FINAL Item No. 4

**Governance Executive Summary
Action Item**

Agenda Title	<p>Items Deemed Minor/Editorial</p> <p>4A. Transfer Credit Approvals for November, 2019, Office of the Registrar</p> <p>4B. Proposed Change to Admission Requirements, Faculty of Education</p> <p>4C. Proposed Changes to Faculty Regulations for Field Experience, Faculty of Education</p> <p>4D. Proposed Changes to Faculty Regulations for Graduation, Faculty of Education</p> <p>4E. Proposed Changes to Admission Requirements, Faculty of Agricultural, Life and Environmental Sciences</p>
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Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Melissa Padfield, Interim Vice-Provost and Registrar Jennifer Tupper, Dean, Faculty of Education Stanford Blade, Dean, Faculty of Agricultural, Life and Environmental Sciences
Presenter(s)	Tammy Hopper, Vice-Provost (Programs) and Chair, GFC Academic Standards Committee

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	See individual item for detail on proposed changes submitted by Faculties and the Office of the Registrar.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The Office of the Provost and Vice-President (Academic) has determined that the proposed changes are editorial in nature.</p> <p>ASC's Terms of Reference provide that "‘Routine and/or Editorial’ - refers to proposals which do not involve or affect other Faculties or units and do not form part of a proposal for a new program. Editorial or routine changes include any and all changes to the wording of faculty or program specific admissions or academic standing regulations."</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> Vice-Provost (Programs) and Chair, GFC Academic Standards Committee
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Item No. 4

(parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<ul style="list-style-type: none"> • Faculty Councils • Representatives of the Office of the Registrar
	<p><i>Those who have been consulted:</i></p> <ul style="list-style-type: none"> •
	<p><i>Those who have been informed:</i></p> <ul style="list-style-type: none"> •
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> • See individual item for Faculty approval information • GFC ASC November 21, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy GFC Academic Standards Committee (ASC) Terms of Reference	

1. A-2019_11_Approvals
2. B-RTWx2 Revision
3. C-Faculty Regulations Field Experience
4. D-BABEd Graduation Requirements
5. E-BSc Nutrition and Food Science

Prepared by: Heather Richholt, Assistant Secretary to GFC, heather.richholt@ualberta.ca

DATE: November 7, 2019

UNIVERSITY OF ALBERTA: OFFICE OF THE REGISTRAR

Proposals Recommended for APPROVAL of Transfer Credit at the Academic Standards Committee Meeting on November 21, 2019

Sending Institution	Sending Institution Courses	UofA Courses	Transfer Agreement Footnotes	Comments
King's University	CHEM 445 (3)	CHEM 3XX (3) AUCHE 2XX (3)		
	BIOL 207/KINS 207	ANAT 200 (3) AUPED 1XX (3)		
	SOCI 311 (3)	SOC 210 (3)		
	ENGL 319 (3)	ENGL 324 (3)		
	BIOL 307/KINS 307 (3)	KIN 1XX (3)		
	KIN 338/PSYC 338 (3)	AUPED 261 (3)		Previous agreement was for KIN 303 (3) only.
Red Deer College	ENGL 336 (3)	ENGL 2XX (3)		
	ENGL 201 (3)	WRITE 1XX (3)		
	ENGL 212 (3)	ENGL 199 (3)		
	SOCI 344 (3)	SOC 344 (3)		
	SOCI 332 (3)	SOC 212 (3) AUSOC 232 (3)		
	COMM 341 (3)	AUSOC 262 (3)		Previous agreement was for STS 2XX (3) only.
	COMM 371 (3)	AROPT 3XX (3)		
Burman University	SOCI 160 (3)	SOC 100 (3) AUSOC 101 (3)		

College of the Rockies Approvals for Academic Standards Committee, November 2019

Date: November 7, 2019

COTR Course:	Uof A Equivalent:	Notes:
ACT 100 (3)	DRAMA 100 (3) AUDRA 1XX (3)	
ANTH 105(3)	ANTHR 1XX (3)	
ANTH 211 (3)	ANTHR 310 (3)	
ANTH 216 (3)	ANTHR 2XX (3)	
ANTH 250 (3)	ANTHR 2XX (3)	
ASTR 100 (3)	ASTRO 120 (3)	
BIOL 101 (3)	SCOPT 1XX (3)	
BIOL 102 (3)	SCOPT 1XX (3)	
BIOL 181/182 (6)	NURS 106 (6)	
BIOL 200 (3)	MICRB 265 (3)	
BIOL 201 (3)	BIOL 201 (3)	
BIOL 204 (3)	BIOL 208 (3)	
CRIM 101 (3)	SOC 225 (3)	
CRIM 103 (3)	PSYCA 1XX (3)	
CRIM 104 (3)	SOC 1XX (3)	
CRIM 131 (3)	SOC 1XX (3)	
CRIM 135 (3)	AROPT 1XX (3)	
CRIM 210 (3)	SOC 2XX (3)	
CRWT 101 (3)	WRITE 1XX (3)	
CRWT 102 (3)	WRITE 1XX (3)	
CRWT 202 (3)	WRITE 297 (3)	
CRWT 208 (3)	WRITE 2XX (3)	
CRWT 248 (3)	WRITE 2XX (3)	
ECON 100 (3)	ECON 1XX (3)	
ECON 101 (3)	ECON 101 (3)	
ECON 102 (3)	ECON 102 (3)	
ECON 250 (3)	ECON 269 (3)	
ECON 280 (3)	ECON 2XX (3)	
ENGL 101 (3)	ENGL 102 (3)	
ENGL 102 (3)	ENGL 103 (3) AUENG 1XX (3)	

ENGL 202 (3)	ENGL 2XX (3)
ENGL 203 (3)	WRS 206 (3)
ENGL 211 (3)	ENGL 2XX (3)
ENGL 212 (3)	ENGL 2XX (3)
ENGL 223 (3)	ENGL 2XX (3)
ENGL 224 (3)	ENGL 2XX (3)
ENGL 248 (3)	WRITE 2XX (3)
ENGL 270 (3)	ENGL 2XX (3)
FREN 101 (3)	FREN 111 (3)
FREN 102 (3)	FREN 112 (3)
FREN 111 (3)	FREN 211 (3)
FREN 112 (3)	FREN 212 (3)
HIST 201 (3)	HIST 260 (3)
HIST 202 (3)	HIST 261 (3)
HIST 208 (3)	HIST 2XX (3)
HIST 230 (3)	HIST 2XX (3)
MATH 103 (3)	MATH 114 (3)
MATH 104 (3)	MATH 115 (3)
MATH 201 (3)	MATH 214 (3)
MATH 202 (3)	MATH 215 (3)
MATH 205 (3)	MATH 209 (3)
MATH 221 (3)	MATH 102 (3)
PHYS 104 (3)	PHYS 126 (3)
PHYS 202 (3)	PHYS 208 (3)
POLI 100 (3)	POL S 101 (3)
POLI 202 (3)	POL S 2XX (3)
POLI 203 (3)	POL S 224 (3)
RELS 112 (3)	RELIG 1XX (3)
SPAN 101 (3)	SPAN 111 (3)
SPAN 102 (3)	SPAN 112 (3)
SOCI 101 (3)	SOC 100 (3)
SOCI 102 (3)	SOC 203 (3)
SOCI 210 (3)	SOC 2XX (3)
SOCI 240 (3)	SOC 2XX (3)
STAT 106 (3)	STAT 151 (3)

**FACULTY OF EDUCATION
CALENDAR CHANGE REQUEST FORM**

Department: Undergraduate Student Services

Implementation: NORMAL
 EARLY

Type of Change: Program Regulation*
 New Course*† Course Change
 Course Deletion Editorial

**Documentation is required to verify that other units in the Faculty of Education or other Faculties impacted by the proposal have no objection to the proposed new course or course change. Please attach documentation confirming you have consent when applicable.*

***Applicable Attachment:** Yes No

†Attachments: Course Outline
 TQS/Competencies Info Sheet (Completed by course developers and instructors)

CURRENT	PROPOSED
Admission Requirements by Faculty, Faculty of Education, Bachelor of Education – Elementary and Secondary Routes https://calendar.ualberta.ca/content.php?catoid=29&navoid=7369 <i>(Use yellow highlight and strike out for all changes)</i>	Admission Requirements by Faculty, Faculty of Education, Bachelor of Education – Elementary and Secondary Routes https://calendar.ualberta.ca/content.php?catoid=29&navoid=7369 <i>(Use yellow highlight and underline all additions)</i>
No change until... IX. Applicants Who Have Previously Been Required to Withdraw Applicants who have been twice required to withdraw from any postsecondary program(s) or institution(s) will not be considered for admission or readmission to the Faculty of Education No further changes	No change until... IX. Applicants Who Have Previously Been Required to Withdraw Applicants who have been twice required to withdraw from any postsecondary program(s) or institution(s) will not <u>normally</u> be considered for admission or readmission to the Faculty of Education No further changes

Justification: (Note: A detailed justification must be provided. If more than one change is submitted be sure to indicate the **course number** that applies to your explanation.)

Currently, applicants who have been twice required to withdraw from any postsecondary program(s) or institution(s) may appeal to the Associate Dean, Programs and Services, Undergraduate Student Services. Thus, the proposed change will align with current practice and clarify for potential applicants.

Submitted by: Maryanne Doherty	Signature of Department Chair or Designee	Date: Sept 26, 2019	Department Council Approval Date: Oct 24, 2019
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Submit completed, signed pdf **and** Word Versions to the [Google Drive Calendar Change Submissions Folder](#)

2019-2020 Undergraduate Academic Affairs Council Schedule:

September 26, 2019

October 24, 2019

November 28, 2019

January 23, 2020

February 13, 2020

March 26, 2020

April 23, 2020

May 28, 2020

**FACULTY OF EDUCATION
CALENDAR CHANGE REQUEST FORM**

Department: Undergraduate Student Services

Implementation: NORMAL
 EARLY

Type of Change: Program Regulation*
 New Course*† Course Change
 Course Deletion Editorial

**Documentation is required to verify that other units in the Faculty of Education or other Faculties impacted by the proposal have no objection to the proposed new course or course change. Please attach documentation confirming you have consent when applicable.*

***Applicable Attachment:** Yes No

†Attachments: Course Outline
 TQS/Competencies Info Sheet (Completed by course developers and instructors)

CURRENT	PROPOSED
https://calendar.ualberta.ca/content.php?catoid=29&navoid=7278	https://calendar.ualberta.ca/content.php?catoid=29&navoid=7278
<p>Faculty Regulations</p> <p>Field Experience Courses (Student Teaching)</p> <p>No changes until...</p> <p>7. The Faculty of Education is committed to a Regional placement program in which students are encouraged to complete field experiences beyond the greater Edmonton area in Alberta. Students who wish to apply for a regional placement must adhere to posted deadlines.</p> <p>8. Students are expected to access the Field Experiences website before the beginning of their field experiences. The website provides specific information about student teaching and outlines what is expected of student teachers.</p> <p>9. Students in the Faculty of Education are expected to conduct themselves according to the Alberta Teachers' Association Code of Professional Conduct and the University of Alberta Code of Student Behavior: Conduct and Discipline. During the field experiences Student Teachers shall maintain an ethical and</p>	<p>Faculty Regulations</p> <p>Field Experience Courses (Student Teaching)</p> <p>No changes until...</p> <p>7. The Faculty of Education has a Regional placement program in which students may be able to complete field experiences beyond the greater Edmonton area in Alberta. Students who wish to apply for a regional placement must adhere to posted deadlines.</p> <p>8. Students are expected to access the Field Experiences website before the beginning of their field experiences. The website provides specific information about student teaching and outlines what is expected of student teachers.</p> <p>9. Students in the Faculty of Education are expected to conduct themselves according to the Alberta Teachers' Association Code of Professional Conduct and the University of Alberta Code of Student Behavior: Conduct and Discipline. During the field experiences Student Teachers shall maintain an ethical and</p>

<p>professional attitude toward all members of the school community. The Alberta Teachers' Association Code of Professional Conduct will be a guideline for behavior in the school community. Student Teachers shall recognize and accept that the welfare of the students is of ultimate concern and that the Mentor Teacher has the final responsibility for what occurs in the classroom. Students are held accountable to these standards and answerable to the Assistant Dean (Field Experiences) and the Dean of Education.</p> <p>10. Program match is the most important variable when making placements. When making placements, consideration is given to the proximity of a school to a student's place of residence; however, students can be placed anywhere in the Edmonton Capital Region. Access to transportation is not a determining factor in making placements in the Edmonton area.</p> <p>11. Field experience courses other than EDFX 476 and EDFX 490 are not normally offered during Spring/Summer.</p> <p>12. The Assistant Dean (Field Experiences) acting on behalf of the Dean, may immediately deny assignment of a student to, withdraw a student from, or vary terms, conditions or site of a field experience placement if the Assistant Dean (Field Experiences) has reasonable grounds to believe that this is necessary in order to protect the Public Interest. Refer to Practicum Intervention Policy for additional information.</p>	<p>professional attitude toward all members of the school community. The Alberta Teachers' Association Code of Professional Conduct will be a guideline for behavior in the school community. Student Teachers shall recognize and accept that the welfare of the students is of ultimate concern and that the Mentor Teacher has the final responsibility for what occurs in the classroom. Students are held accountable to these standards and answerable to the Dean of Education, or Designate acting on behalf of the Dean.</p> <p>10. Program match is the most important variable when making placements. When making placements, consideration is given to the proximity of a school to a student's place of residence; however, students can be placed anywhere in the Edmonton Capital Region. Access to transportation is not a determining factor in making placements in the Edmonton area.</p> <p>11. Field experience courses other than EDFX 476 and EDFX 490 are not normally offered during Spring/Summer.</p> <p>12. The Dean of Education, or Designate acting on behalf of the Dean, may immediately deny assignment of a student to, withdraw a student from, or vary terms, conditions or site of a field experience placement if the Dean of Education, or Designate has reasonable grounds to believe that this is necessary in order to protect the Public Interest. Refer to Practicum Intervention Policy for additional information.</p>
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Justification: (Note: A detailed justification must be provided. If more than one change is submitted be sure to indicate the **course number** that applies to your explanation.)

Due to scarcity in some program areas and regions of the programs Regional placements are not always possible, as such the wording in point 7 has been revised.

The Assistant Dean (Field Experiences) position is currently vacant and even when active, the Designate could include Associate Deans, Field Experience Associates and as such the specific title has been deleted and replaced with Dean of Education, or Designate.

Submitted by:	Signature of Department Chair or Designee	Date:	Department Council Approval Date:
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Submit completed, signed pdf **and** Word Versions to the [Google Drive Calendar Change Submissions Folder](#)

2019-2020 Undergraduate Academic Affairs Council Schedule:

September 26, 2019

October 24, 2019

November 28, 2019

January 23, 2020

February 13, 2020

March 26, 2020

April 23, 2020

May 28, 2020

**FACULTY OF EDUCATION
CALENDAR CHANGE REQUEST FORM**

Department: **Secondary Education**

Implementation: NORMAL
 EARLY (Note: new course offerings only)

Type of Change: Program Regulation*
 New Course*† Course Change
 Course Deletion Editorial

**Documentation is required to verify that other units in the Faculty of Education or other Faculties impacted by the proposal have no objection to the proposed new course or course change. Applicable: Yes No*

†Attachments: Course Outline
 KSA (Knowledge, skills and Attributes) Rating Sheets
 (Completed by course developers and instructors)

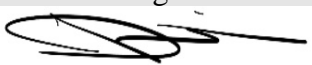
CURRENT	PROPOSED
Calendar Section Number (§) Taken from Faculty of Education, Faculty Regulations, Graduation: https://calendar.ualberta.ca/content.php?catoid=29&navoid=7278#graduation <i>(Use strike out for all changes)</i>	Calendar Section Number (§) Taken from Faculty of Education, Faculty Regulations, Graduation: https://calendar.ualberta.ca/content.php?catoid=29&navoid=7278#graduation <i>(Underline all additions)</i>

<p>Graduation</p> <p style="text-align: center;">[NO CHANGES UNTIL]</p> <p>BA (Native Studies)/BEd Combined Degrees Program</p> <ol style="list-style-type: none"> 1. Graduation requirements include an overall grade point average of 2.0 on all courses completed in the ★150 program, and a GPA of 2.4 on all courses completed in the Native Studies major. <ol style="list-style-type: none"> a. 100-level courses: For the purpose of the combined degrees program normally no more than ★60 at the 100-level may be taken for degree credit. 2. To qualify for the Bachelor of Native Studies and the Bachelor of Education degrees, students must successfully complete relevant program requirements, have met the promotion, graduation, final year, and residence requirements, and have received the recommendation of the Faculty of Native Studies Council and the Faculty of Education. 	<p>Graduation</p> <p style="text-align: center;">[NO CHANGES UNTIL]</p> <p>BA (Native Studies)/BEd Combined Degrees Program</p> <ol style="list-style-type: none"> 1. Graduation requirements include an overall grade point average of 2.0 on all courses completed in the ★150 program, and a GPA of 2.0 on all courses completed in the Native Studies major. <ol style="list-style-type: none"> a. 100-level courses: For the purpose of the combined degrees program normally no more than ★60 at the 100-level may be taken for degree credit. 2. To qualify for the Bachelor of Native Studies and the Bachelor of Education degrees, students must successfully complete relevant program requirements, have met the promotion, graduation, final year, and residence requirements, and have received the recommendation of the Faculty
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<p>3. Degrees with Distinction shall be awarded to students who achieve a graduation grade point average of 3.5 or higher on the last ★90 taken at the University of Alberta. In cases where a student has taken courses at another institution as part of these ★90, the Degree with Distinction will be awarded at the discretion of the Faculty.</p> <p>Student Advising: Students will be jointly advised regarding program and course requirements by designated advisors in both the Faculty of Native Studies and the Faculty of Education.</p> <p style="text-align: center;">[NO FURTHER CHANGES]</p>	<p>of Native Studies Council and the Faculty of Education.</p> <p>3. Degrees with Distinction shall be awarded to students who achieve a graduation grade point average of 3.5 or higher on the last ★90 taken at the University of Alberta. In cases where a student has taken courses at another institution as part of these ★90, the Degree with Distinction will be awarded at the discretion of the Faculty.</p> <p>Student Advising: Students will be jointly advised regarding program and course requirements by designated advisors in both the Faculty of Native Studies and the Faculty of Education.</p> <p style="text-align: center;">[NO FURTHER CHANGES]</p>
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Justification: (Note: A detailed justification must be provided except in the case of a course deletion or editorial change). If more than one change is submitted be sure to indicate the **course number** that applies to your explanation.

Rationale: To align the 2.0 GPA requirement with what is listed on the Faculty of Arts side of the calendar for this combined degree program.

Submitted by: Tom Dust	Signature of Department Chair or Designee 	Date: August 28, 2019	<p style="text-align: center;">FACULTY USE ONLY</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Approval Process</td> <td style="width: 50%;">Date</td> </tr> <tr> <td><input type="checkbox"/> Academic Affairs</td> <td>_____</td> </tr> </table>	Approval Process	Date	<input type="checkbox"/> Academic Affairs	_____
Approval Process	Date						
<input type="checkbox"/> Academic Affairs	_____						

<p>BSc Nutrition and Food Science, Dietetics Specialization</p> <p>.....</p> <p>3. Minimum Admission Requirements Entrance to this specialization takes place after at least one year of preprofessional university (or equivalent) studies [see Preprofessional Year above]. All admissions are competitive. Meeting the minimum AGPA and course requirements does not guarantee admission to the Dietetics Specialization. All applicants must present with a minimum AGPA of 2.7 on their last ★30 and a demonstrated ability to perform well in a consecutive Fall/Winter session of full-time study (preferably ★30). Required courses for admission to the Dietetics Specialization are:</p> <ol style="list-style-type: none"> a. BIOL 107 b. CHEM 101 and CHEM 102 c. CHEM (CHEM 164 or CHEM 261) d. ★6 ENGL or ★3 ENGL and ★3 WRS e. NUTR 100 f. NU FS 100 g. STAT 151 	<p>BSc Nutrition and Food Science, Dietetics Specialization</p> <p>.....</p> <p>3. Minimum Admission Requirements Entrance to this specialization takes place after at least one year of preprofessional university (or equivalent) studies [see Preprofessional Year above]. All admissions are competitive. Meeting the minimum AGPA and course requirements does not guarantee admission to the Dietetics Specialization. All applicants must present with a minimum AGPA of 2.7 on their last ★30 and a demonstrated ability to perform well in a consecutive Fall/Winter session of full-time study (preferably ★30). Required courses for admission to the Dietetics Specialization are:</p> <ol style="list-style-type: none"> a. BIOL 107 b. CHEM 101 and CHEM 102 c. CHEM (CHEM 164 or CHEM 261) d. ★6 ENGL or ★3 ENGL and ★3 WRS e. NUTR 100 f. STAT 151
<p>Proposed by: Donna Vine (NUFS Program Chair)</p> <p>Rationale for Change: NU FS 100 is currently a required course for application into the Dietetic Specialization program. However, it is not delivered by distance and limits external to U of A students applying to the Dietetic Specialization (DS) program.</p>	

Approval: ALES Academic Coordinating Committee – September 24, 2019

FINAL Item No. 5

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Changes to Existing Entrance Requirements, Academic Standing Requirements and Program Requirements for Graduate Programs in Mathematical and Statistical Sciences, Faculty of Science, and Faculty of Graduate Studies and Research
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Motion I

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements and Academic Standing Requirements for graduate programs in the Department of Mathematical and Statistical Sciences, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Science, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>

Motion II

<p>THAT the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee, the proposed changes to existing Program Requirements for graduate programs in the Department of Mathematical and Statistical Sciences, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Science, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice-Provost and Dean, FGSR Matina Kalcounis-Rueppell, Dean, Faculty of Science
Presenter(s)	Jochen Kuttler, Associate Chair, Mathematics & Statistical Sciences Janice Causgrove Dunn, Associate Dean, FGSR Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, academic standing requirements and program requirements) for this program are listed in the Calendar
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>FGSR Calendar compliance. The following revisions have been made to the existing regulations in the Calendar:</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements are in the calendar, including all supporting documentation and application deadlines • Clarification of Academic Standing requirements • Clarification of all program requirements • Creation of separate calendar entries for each specialization • Updating formatting and inserting standard calendar wording <p>This Calendar update reflects current practice.</p>

Item No. 5

Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>
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Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> Jochen Kuttler, Assistant Chair, Faculty of Science - Mathematics & Statistical Sciences
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Maria Chia, Graduate Governance and Policy Coordinator, FGSR Janice Hurlburt, Graduate Governance and Policy, FGSR
	<u>Those who have been informed:</u> <ul style="list-style-type: none">
Approval Route (Governance) (including meeting dates)	Math Department Council October 8, 2019 GFC ASC Subcommittee on Standards, November 7, 2019 GFC Academic Standards Committee, November 21, 2019 GFC Academic Planning Committee, December 11, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> GFC Academic Standards Committee Terms of Reference GFC Academic Planning Committee Terms of Reference	

Attachments (each to be numbered 1 - <>)

1. Department of Mathematical and Statistical Sciences Calendar change (page(s) 1 - 26)

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

Killam Centre for Advanced Studies
2-29 Triffo Hall Edmonton AB Canada T6G 2E1
Tel: 780.492.2816 / Fax: 780.492.0692
www.gradstudies.ualberta.ca

2020-2021 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
<p>Graduate Programs</p> <p>Mathematical and Statistical Sciences [Graduate] Department of Mathematical and Statistical Sciences 632 Central Academic Building University of Alberta Edmonton, Alberta T6G 2G1 E-mail: mathgrad@ualberta.ca</p> <p>General Information The Department of Mathematical and Statistical Sciences offers graduate programs leading to the degree of Master of Science and Doctor of Philosophy in a number of fields in the general areas of pure mathematics, applied mathematics, mathematical finance, mathematical physics, statistics, biostatistics, and statistical machine learning.</p> <p>Prospective graduate students should consult the Graduate Chair with regard to facilities available and the background required for the field in which they are particularly interested.</p> <p>Entrance Requirements The Department generally does not accept students with an overall grade point average of less than 3.3 in their undergraduate years at the University of Alberta, or an equivalent qualification from another institution.</p> <p>[moved from The Degree of MSc] Candidates for the MSc must have an Honors degree or equivalent from a recognized university, with a strong background in mathematics and/or statistics. Candidates whose background is deemed to be deficient will be</p>	<p>Graduate Programs</p> <p>Mathematical and Statistical Sciences [Graduate] Department of Mathematical and Statistical Sciences 632 Central Academic Building University of Alberta Edmonton, Alberta T6G 2G1 E-mail: mathgrad@ualberta.ca</p> <p>General Information The Department of Mathematical and Statistical Sciences offers graduate programs leading to the degree of Master of Science and Doctor of Philosophy in Mathematics, Applied Mathematics, Mathematical Finance, Mathematical Physics, Statistics, Biostatistics, Statistical Machine Learning, and Modelling, Data, and Predictions.</p> <p>Currently there is no course-based MSc program in Statistical Machine Learning, no thesis-based MSc or PhD programs in Modelling, Data, and Predictions, and no PhD program in Biostatistics.</p> <p>Prospective graduate students should consult the Department about facilities available and the background required for the field in which they are interested.</p> <p>The Regulations and Guidelines for Graduate Programs in the Department of Mathematical and Statistical Sciences (referred to in the following as the "MSS Regulations and Guidelines") provide detailed information about the graduate programs offered at the Department.</p> <p>Entrance Requirements</p> <p>For the MSc, the Department's minimum admission requirements are a four-year undergraduate degree with a strong background in mathematics, physics and/or statistics, with an admission GPA of at least 3.3 on the 4-point scale from the University of Alberta, or an</p>

required to register as qualifying students and take additional courses.

[moved up from the Degree of PhD]

To be admitted as a provisional candidate for the PhD, a student must normally hold the equivalent of an MSc degree in mathematical or statistical sciences from the University of Alberta.

[Moved up from Programs in Mathematical Physics]

The entrance requirement for the Master of Science degree in Mathematical Physics is a four-year degree in Mathematical and Statistical Sciences or Physics with a GPA of 3.0 or better, or equivalent.

Moved up from Programs in Mathematical Finance]

The entrance requirement for the Master of Science degree in Mathematical Finance is a university degree that lasts four years or longer.

Where applicable (see English Language Requirement), a minimum TOEFL score of 600 (paper-based) or 100 (Internet-based) is required for all graduate students. Additional information on specific requirements for admission to the MSc and PhD programs is found below, under the respective degree headings.

equivalent qualification and standing from a recognized institution.

For the PhD, the Department's minimum admission requirements are an MSc degree in mathematical, physical, or statistical sciences, with an admission GPA of at least 3.3 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution.

Previous credentials for applicants to Mathematical Finance should be in Mathematics, Statistics, Physics, Engineering or Finance.

Previous credentials for applicants to Statistical Machine Learning should be in Mathematical and Statistical Sciences or Computing Science.

The admission GPA will be calculated on the last ★ 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:

- a minimum TOEFL score of 100 (Internet-based) with a minimum score of 22 in each individual skill area, or equivalent;
- a minimum IELTS score of 7.0 overall with a minimum of 6.0 on each band;
- a minimum MELAB score of 88;
- a minimum PTE overall score of 68 with a minimum of 59 in each category.

All test scores must be less than two years old.

Applicants are encouraged to contact academic staff before applying and identify professors who would be willing to provide supervision.

Applicants are also required to submit the following

- A Curriculum Vitae
- A brief (two pages maximum) Personal Statement
- Three letters of reference
- Publications (up to a maximum of three) may be submitted but are not required
- GRE scores (General and Mathematics) may be submitted but are not required.

Satisfying the minimum entrance requirements does not guarantee admission.

Academic Standing Requirement

Financial Assistance

Graduate teaching assistantships are available for candidates working toward a higher degree. They involve at most 12 hours of work per week including teaching, class preparation and working time. Teaching assistantships will normally be limited to at most five years for students in the PhD program and to two years for students in the MSc program. Support will not be extended to more than a total of six years. Research assistantships are also available.

Graduate Program Requirements

The Degree of MSc (Mathematical and Statistical Sciences) [Graduate]

Entrance Requirements

[moved up to Entrance Requirements]

Candidates for the MSc must have an Honors degree or equivalent from a recognized university, with a strong background in mathematics and/or statistics. Candidates whose background is deemed to be deficient will be required to register as qualifying students and take additional courses.

Program Requirements

The minimum requirement for the MSc degree is either ★18 in graduate courses and a thesis, or ★24 in graduate courses and a project equivalent to ★6. Approval of the

Students are required to maintain a minimum cumulative grade point average of 2.7 throughout the course of the program.

In addition, students are required to achieve a GPA of at least 3.0 on the first three graded courses completed in their programs.

Failure to maintain the required GPA will normally result in a recommendation by the Associate Chair (Graduate Studies) to FGSR that the student be placed on [academic probation](#) or required to withdraw.

Financial Information

For most students in a thesis-based program, the Department provides funding through graduate teaching and research assistantships, as well as scholarships and awards, subject to conditions and limitations set by the Faculty of Science and the MSS Regulations and Guidelines. Detailed funding information will be included in the Departmental Offer Letter, if applicable.

In the MSc and PhD programs in Mathematical Finance, students are required to take MBA courses at the School of Business. These courses have additional fees associated with them which are not covered by the usual program fees in case of MSc (thesis-based) and PhD programs in Mathematical Finance. For the same reason, students in the course-based MSc program in Mathematical Finance may incur additional fees compared to other course-based MSc programs at the Department. In many cases, the Department will assist with (or completely offset) these additional costs for students in a thesis-based MSc or PhD program in Mathematical Finance.

Graduate Program Requirements

The Degree of MSc [with a specialization in Applied Mathematics](#) (Mathematical and Statistical Sciences) [Graduate]

Program Requirements

The MSc with a specialization in Applied Mathematics may be taken as a thesis-based program or a course-based program.

Thesis-based MSc

Students are required to complete a minimum of ★20 in graduate-level coursework, including a colloquium requirement, and a thesis.

Coursework (★18)

Graduate Chair of the Mathematical and Statistical Sciences Department is needed to take graduate courses that are not in mathematical or statistical sciences.

- Six ★3 approved graduate-level courses in Mathematics or Statistics, chosen in consultation with the supervisor.
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium.

Thesis

- Registration in 900-level THES

Course-based MSc

Students are required to complete a minimum of ★30 in graduate-level coursework, including a ★6 capping project.

Coursework (★24)

- Eight ★3 approved graduate-level courses in Mathematics or Statistics, chosen in consultation with the advisor.
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Capping project (★6)

- MATH 900 A/B

Residence Requirement

The minimum period of residence for the course-based and thesis-based MSc programs in Applied Mathematics is two four-month terms of full-time attendance at the University of Alberta.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The MSc programs are designed to be completed in 20-24 months.

The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.

The maximum time to complete the course-based MSc program as set by the Faculty of Graduate Studies and Research is six years.

The minimum period of residence is two four-month terms of full-time attendance at the University of Alberta.

Length of Program

The MSc program will normally be completed in 20 months; however, it may be done in a minimum of one year. An exception is the course-based MSc in Statistics, which will normally be completed in eight-12 months.

The Degree of MSc with a specialization in Biostatistics (Mathematical and Statistical Sciences) [Graduate]

Program Requirements

The MSc with a specialization in Biostatistics may be taken as a thesis-based program or a course-based program.

Thesis-based MSc

Students are required to complete a minimum of ★20 in graduate-level coursework, including a colloquium requirement, a practicum requirement, and a thesis.

Coursework (★18)

- STAT 532
- STAT 562
- STAT 566 OR STAT 664
- At least two of
 - SPH 597
 - OR SPH 596 and a ★1 SPH course in Epidemiology (SPH 561 is recommended)
 - SPH 696
- **One** of the following
 - STAT 561
 - STAT 568
 - STAT 575
 - STAT 578
 - Other approved options may be taken.
- All coursework must be chosen in consultation with the supervisor
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies)
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium.

Practicum Requirement

Students must complete a 39 hour practicum at the Training Consulting Centre (or equivalent).

Thesis

- Registration in 900-level THES.

Course-based MSc

Students are required to complete a minimum of ★30 in graduate-level coursework, including a ★6 capping project, and a practicum requirement.

Coursework (★24)

- STAT 532
- STAT 562
- STAT 566 OR STAT 664
- At least two of
 - SPH 597
OR SPH 596 and a ★1 SPH course in Epidemiology (SPH 561 is recommended)
 - SPH 696
- **Three of the following**
 - STAT 561
 - STAT 568
 - STAT 575
 - STAT 578
 - Other approved options may be taken.
- All coursework must be chosen in consultation with the supervisor
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies)
- Additional coursework may be required.

Practicum Requirement

Students must complete a 39 hour practicum at the Training Consulting Centre (or equivalent).

Capping project (★6)

- STAT 900 A/B

Residence Requirement

The minimum period of residence for the course-based and thesis-based MSc programs in Biostatistics is two four-month terms of full-time attendance at the University of Alberta.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The MSc programs are designed to be completed in 20-24 months.

The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.

[moved up from Programs in Mathematical Finance]
The MSc degree may be obtained in a course-based or thesis-based program. For the course-based program ★24 graduate courses at the 500-level or higher from a list of approved courses must be taken, and a project is required. For the thesis-based program ★18 graduate courses at the 500-level or higher from a list of approved courses must be taken, and a thesis is required. The course work must include courses from both the Faculty of Business and the Department of Mathematical and Statistical Sciences.

The maximum time to complete the course-based MSc program as set by the Faculty of Graduate Studies and Research is six years.

The Degree of MSc with a specialization in Mathematical Finance (Mathematical and Statistical Sciences) [Graduate]

Program Requirements

The MSc with a specialization in Mathematical Finance may be taken as a thesis-based program or a course-based program.

Thesis-based MSc

Students are required to complete a minimum of ★20 in graduate-level coursework, including a colloquium requirement, and a thesis.

Coursework (★18)

- MATH 505
- MATH 508
- MATH 510
- MATH 515
- MATH 520
- FIN 501 or FIN 502 and FIN 503
- All coursework must be chosen in consultation with the supervisor
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies)
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium.

Thesis

- Registration in 900-level THES

Course-based MSc

Students are required to complete a minimum of ★30 in graduate-level coursework, including a ★6 capping project.

Coursework (★24)

- MATH 505
- MATH 508
- MATH 510
- MATH 515
- MATH 520
- FIN 501 or

<p>[moved up to the Degree of MSc in Mathematical Physics] The MSc degree may be obtained in a course-based or thesis-based program. For the course-based program ★24 in graduate courses at the 500-level or higher from a list of approved courses must be taken, and a project is required. For the thesis-based program ★18 in graduate courses at the 500-level or higher from a list of approved courses must be taken, and a thesis is required. The course work must include courses from both the Departments of Physics and Mathematical and Statistical Sciences.</p>	<p>FIN 502 and FIN 503</p> <ul style="list-style-type: none"> Two additional ★3 approved graduate-level courses chosen in consultation with the advisor. All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies) Additional coursework may be required. <p>Capping project (★6)</p> <ul style="list-style-type: none"> MATH 900 A/B <p>Residence Requirement The minimum period of residence for the course-based and thesis-based MSc programs in Mathematical Finance is two four-month terms of full-time attendance at the University of Alberta.</p> <p>For part-time students, residence requirements are determined on a case-by-case basis.</p> <p>Length of Program The MSc programs are designed to be completed in 20-24 months.</p> <p>The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.</p> <p>The maximum time to complete the course-based MSc program as set by the Faculty of Graduate Studies and Research is six years.</p> <p>The Degree of MSc with a specialization in Mathematical Physics (Mathematical and Statistical Sciences) [Graduate]</p> <p>Program Requirements The MSc with a specialization in Mathematical Physics may be taken as a thesis-based program or a course-based program.</p> <p>Thesis-based MSc Students are required to complete a minimum of ★20 in graduate-level coursework, including a colloquium requirement, and a thesis.</p> <p>Coursework (★18)</p> <ul style="list-style-type: none"> Six ★3 approved graduate-level courses in Mathematics or Statistics, chosen in consultation with the supervisor.
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- Approved courses in the Department of Physics may be taken to satisfy program requirements, in consultation with the supervisor.
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium.

Thesis

- Registration in 900-level THES

Course-based MSc

Students are required to complete a minimum of ★30 in graduate-level coursework, including a ★6 capping project.

Coursework (★24)

- Eight ★3 approved graduate-level courses in Mathematics or Statistics, chosen in consultation with the advisor.
- Approved courses in the Department of Physics may be taken to satisfy program requirements, in consultation with the advisor.
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Capping project (★6)

- MATH 900 A/B

Residence Requirement

The minimum period of residence for the course-based and thesis-based MSc programs in Mathematical Physics is two four-month terms of full-time attendance at the University of Alberta.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The MSc programs are designed to be completed in 20-24 months.

The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.

The maximum time to complete the course-based MSc program as set by the Faculty of Graduate Studies and Research is six years.

The Degree of MSc with a specialization in Mathematics (Mathematical and Statistical Sciences) [Graduate]

Program Requirements

The MSc with a specialization in Mathematics may be taken as a thesis-based program or a course-based program.

Thesis-based MSc

Students are required to complete a minimum of ★20 in graduate-level coursework, including a colloquium requirement, and a thesis.

Coursework(★18)

- Six ★3 approved graduate-level courses in Mathematics, chosen in consultation with the supervisor.
- Coursework must include courses from at least two different areas of focus.
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium.

Thesis

- Registration in 900-level THES

Course-based MSc

Students are required to complete a minimum of ★30 in graduate-level coursework, including a ★6 capping project.

Coursework (★24)

- Eight ★3 approved graduate-level courses in Mathematics, chosen in consultation with the advisor.
- Coursework must include courses from at least two different areas of focus.

- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Capping project (★6)

- MATH 900 A/B

Residence Requirement

The minimum period of residence for the course-based and thesis-based MSc programs in Mathematics is two four-month terms of full-time attendance at the University of Alberta.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The MSc programs are designed to be completed in 20-24 months.

The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.

The maximum time to complete the course-based MSc program as set by the Faculty of Graduate Studies and Research is six years.

[New second-level specialization approved by Dean Burshtyn May 17, 2019 and part of a separate approval process]

The Degree of MSc with a specialization in Modelling, Data and Predictions (Mathematical and Statistical Sciences) [Graduate]

The Degree of MSc with a specialization in Statistical Machine Learning (Mathematical and Statistical Sciences) [Graduate]

Students can alternately apply to the Department of Computing Science to participate in this program.

Program Requirements

Students are required to complete a minimum of ★20 in graduate-level coursework, including a colloquium requirement, and a thesis.

Coursework (★18)

- Two of
 - STAT 571

- STAT 566
- STAT 665
- Two ★3 graduate-level courses from the Department of Computing Science, relevant to machine learning and chosen in consultation with the supervisor.
 - Students taking this program through the Department of Computing Science are required to take CMPUT 603. Students taking this program through the Department of Mathematical and Statistical Sciences may take CMPUT 603.
- Two additional ★3 approved graduate-level courses, to be chosen in consultation with the supervisor.
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium.

Thesis

- Registration in 900-level THES

Residence Requirement

The minimum period of residence for the MSc with a specialization in Statistical Machine Learning is two four-month terms of full-time attendance at the University of Alberta.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The MSc programs are designed to be completed in 20-24 months.

The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.

The Degree of MSc with a specialization in Statistics (Mathematical and Statistical Sciences) [Graduate]

Program Requirements

The MSc with a specialization in Statistics may be taken as a thesis-based program or a course-based program.

Thesis-based MSc

Students are required to complete a minimum of ★20 in graduate-level coursework, including a colloquium requirement, and a thesis.

Coursework:

- At least **two** of
 - STAT 566 **OR** STAT 664
 - STAT 665
 - STAT 571
- At least **two** of
 - STAT 512
 - STAT 532
 - STAT 561
 - STAT 568
 - STAT 575
 - STAT 578
 - STAT 679
- Two additional ★3 graduate-level courses, to be chosen in consultation with the supervisor.
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium.

Thesis

- Registration in 900-level THES

Course-based MSc

Students are required to complete a minimum of ★24 in graduate-level coursework, including a ★3 capping project, and a practicum requirement.

Coursework (★21)

-
- STAT 513
- STAT 541
- STAT 590
- **Four** ★3 approved graduate-level STAT courses, to be chosen from the following in consultation with the advisor:
 -
 -
 - STAT 512
 - STAT 532
 -
 - STAT 561
 - STAT 566

The Degree of PhD (Mathematical and Statistical Sciences) [Graduate]

Entrance Requirements

[moved up to Entrance Requirements]

To be admitted as a provisional candidate for the PhD, a student must normally hold the equivalent of an MSc degree in mathematical or statistical sciences from the University of Alberta.

- STAT 562
- STAT 568
- STAT 575
- STAT 578
- STAT 580

- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Practicum Requirement

Students are required to complete a 78 hour practicum at the Training Consulting Centre (or equivalent) during the time they are registered in the Capping project courses. The practicum is counted as 6 hours towards the [FGSR Professional Development Requirement](#).

Capping project (★3)

- STAT 901 and STAT 902

Residence Requirement

The minimum period of residence for the course-based and thesis-based MSc programs in Statistics is two four-month terms of full-time attendance at the University of Alberta.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The thesis-based MSc in Statistics is designed to be completed in 20-24 months. The course-based MSc in Statistics should normally be completed in 12 months.

The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.

The maximum time to complete the course-based MSc program as set by the Faculty of Graduate Studies and Research is six years.

The Degree of PhD with a specialization in Applied Mathematics (Mathematical and Statistical Sciences) [Graduate]

Program Requirements

In addition to the examinations called for by the general regulations, the student must successfully complete an entrance year which includes two full terms of course work. The program of a full-time student in each of these terms shall normally include at least three mathematical and statistical sciences courses, or courses in approved or allied fields (graduate or senior undergraduate). In addition, each PhD candidate must satisfy a minimum course requirement specified by the Regulations and Guidelines for Graduate Programs in the Department of Mathematical and Statistical Sciences. In any case, ★6 must be in mathematical and statistical sciences courses at the 500-level or 600-level, in areas other than that of the student's thesis.

The principal requirement for the PhD is a substantial contribution to knowledge, embodied in a thesis.

Program Requirements

Students entering the program with no MSc or with an MSc from this Department must complete a minimum of ★32 in coursework, including a ★2 colloquium requirement, and a thesis. **Courses taken during the MSc in this department may be included in this total.**

Students entering the program with an MSc from outside the Department must complete a minimum of ★20 in coursework, including a ★2 colloquium requirement, and a thesis.

Core Courses (★12)

Core courses must be completed in the Entrance Year of the doctoral program

- MATH 536
- MATH 538 OR MATH 539
- Two additional ★3 approved graduate-level courses, to be chosen from the following in consultation with the supervisor
 - Math 524
 - Math 527
 - Core course from the Statistics PhD program
 - Core courses from the Mathematics PhD program
 - Core courses from the Mathematical Finance PhD program

Optional courses

- All coursework must be chosen in consultation with the supervisor
- Graduate courses offered by other departments may be used as deemed appropriate
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium, unless this requirement was fulfilled as an MSc student in the Department.

Thesis

- **Registration in 900-level THES.** The principal requirement for the PhD is a substantial contribution to knowledge, embodied in a thesis.

Candidacy Exam

To satisfy the residence requirement for the PhD, candidates must spend at least two years in advanced study and research after the master's degree.

Length of Program

The time required to complete the program will vary according to the previous training of the applicant and the nature of the research undertaken; however, a minimum of three years is normally required after the BSc or two years after the MSc.

[this section moved up from below Mathematical Physics]

Programs in Mathematical Finance (Mathematical and Statistical Sciences) [Graduate]—

The Master of Science and Doctor of Philosophy degrees in Mathematical Finance may be taken in the Department of Mathematical and Statistical Sciences.

[Moved up to entrance requirements]

The entrance requirement for the Master of Science degree in Mathematical Finance is a university degree that lasts four years or longer.

[moved up to the MSc in Mathematical Finance]

The MSc degree may be obtained in a course-based or thesis-based program. For the course-based program ★ 24 graduate courses at the 500-level or higher from a list of approved courses must be taken, and a project is required. For the thesis-based program ★18 graduate

It is strongly recommended that students take their candidacy exam before the end of their second year in the PhD program. All course requirements should have been met prior to the candidacy exam.

Entrance Year Academic Standing Requirement

By the end of the second term in the program, PhD students must have passed four core courses with a minimum GPA of 3.6. Core courses taken as an undergraduate or MSc student are included in this calculation.

Failure to meet the required GPA may result in a recommendation by the Associate Chair (Graduate Studies) to FGSR that the student be placed on academic probation or required to withdraw.

Residence Requirement

To satisfy the residence requirement for the PhD, students must spend at least two years in full-time study.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The program is designed to be completed within four years.

The maximum time to complete the PhD program as set by the Faculty of Graduate Studies and Research is six years.

The Degree of PhD with a specialization in Mathematical Finance (Mathematical and Statistical Sciences) [Graduate]

courses at the 500-level or higher from a list of approved courses must be taken, and a thesis is required. The course work must include courses from both the Faculty of Business and the Department of Mathematical and Statistical Sciences.

The entrance requirement for the PhD program in Mathematical Finance is normally an MSc degree, or equivalent. The PhD program requirements are essentially the same as those for the PhD in Mathematical Sciences with certain modifications in the required course work, advisory examination and entrance year as outlined in the Faculty of Graduate Studies and Research Regulations. These modifications are meant to enhance the interdisciplinary nature of the program.

Program Requirements

Students entering the program with no MSc or with an MSc from this Department must complete a minimum of ★32 in coursework, including a ★2 colloquium requirement, and a thesis. **Courses taken during the MSc in this department may be included in this total.**

Students entering the program with an MSc from outside the Department must complete a minimum of ★20 in coursework, including a ★2 colloquium requirement, and a thesis.

Core Courses (★12)

Core courses must be completed in the Entrance Year of the doctoral program

- MATH 515
- MATH 520
- MATH 510
- **One of the following:**
 - STAT 571
 - STAT 580
 - MATH 505
 - MATH 508

Optional courses

- If available, MATH 625 and FIN 654 must be included in the program
- All coursework must be chosen in consultation with the supervisor
- Graduate courses offered by the School of Business may be used as deemed appropriate
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium, unless this requirement was fulfilled as an MSc student in the Department.

Thesis

- **Registration in 900-level THES.** The principal requirement for the PhD is a substantial contribution to knowledge, embodied in a thesis.

Candidacy Exam

**Programs in Mathematical Physics
(Mathematical and Statistical Sciences)
[Graduate]**—

The Master of Science and Doctor of Philosophy degrees in Mathematical Physics may be taken in the Department of Mathematical and Statistical Sciences. The program emphasizes interdisciplinary investigations of the mathematical and physical aspects of theories and mathematical models used in physics.

[Moved up to Entrance Requirements]

The entrance requirement for the Master of Science degree in Mathematical Physics is a four-year degree in Mathematical and Statistical Sciences or Physics with a GPA of 3.0 or better, or equivalent.

[moved up to the Degree of MSc in Mathematical Physics]

The MSc degree may be obtained in a course-based or thesis-based program. For the course-based program ★24 in graduate courses at the 500-level or higher from a list of approved courses must be taken, and a project is required. For the thesis-based program ★18 in graduate

It is strongly recommended that students take their candidacy exam before the end of their second year in the PhD program. All course requirements should have been met prior to the candidacy exam.

Entrance Year Academic Standing Requirement

By the end of the second term in the program, PhD students must have passed four core courses with a minimum GPA of 3.6. Core courses taken as an undergraduate or MSc student are included in this calculation.

Failure to meet the required GPA may result in a recommendation by the Associate Chair (Graduate Studies) to FGSR that the student be placed on academic probation or required to withdraw.

Residence Requirement

To satisfy the residence requirement for the PhD, students must spend at least two years in full-time study.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The program is designed to be completed within four years.

The maximum time to complete the PhD program as set by the Faculty of Graduate Studies and Research is six years.

The Degree of PhD with a specialization in Mathematical Physics (Mathematical and Statistical Sciences) [Graduate]

courses at the 500-level or higher from a list of approved courses must be taken, and a thesis is required. The course work must include courses from both the Departments of Physics and Mathematical and Statistical Sciences.

The entrance requirement for the PhD program in Mathematical Physics is, normally, an MSc degree in Mathematical and Statistical Sciences or Physics, or equivalent. The PhD program requirements are essentially the same as those for the PhD in Mathematical Sciences with certain modifications in the required course work, advisory examination and entrance year as outlined in the Faculty of Graduate Studies and Research Regulations. These modifications are meant to enhance the interdisciplinary nature of the program.

Program Requirements

Students entering the program with no MSc or with an MSc from this Department must complete a minimum of ★32 in coursework, including a ★2 colloquium requirement, and a thesis. **Courses taken during the MSc in this department may be included in this total.**

Students entering the program with an MSc from outside the Department must complete a minimum of ★20 in coursework, including a ★2 colloquium requirement, and a thesis.

Core Courses (★12)

Core courses must be completed in the Entrance Year of the doctoral program

- MATH 521
- **Three of the following, including at least one MATH course:**
 - MATH 506
 - MATH 516
 - MATH 527
 - MATH 524
 - MATH 535
 - MATH 581
 - PHYS 511
 - PHYS 530
 - PHYS 610

Optional courses

- All coursework must be chosen in consultation with the supervisor
- Graduate courses offered in the Department of Physics may be used as deemed appropriate
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium, unless this requirement was fulfilled as an MSc student in the Department.

Thesis

- Registration in 900-level THES. The principal requirement for the PhD is a substantial

contribution to knowledge, embodied in a thesis.

Candidacy Exam

It is strongly recommended that students take their candidacy exam before the end of their second year in the PhD program. All course requirements should have been met prior to the candidacy exam.

Entrance Year Academic Standing Requirement

By the end of the second term in the program, PhD students must have passed four core courses with a minimum GPA of 3.6. Core courses taken as an undergraduate or MSc student are included in this calculation.

Failure to meet the required GPA may result in a recommendation by the Associate Chair (Graduate Studies) to FGSR that the student be placed on academic probation or required to withdraw.

Residence Requirement

To satisfy the residence requirement for the PhD, students must spend at least two years in full-time study.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The program is designed to be completed within four years.

The maximum time to complete the PhD program as set by the Faculty of Graduate Studies and Research is six years.

The Degree of PhD with a specialization in Mathematics (Mathematical and Statistical Sciences) [Graduate]

Program Requirements

Students entering the program with no MSc or with an MSc from this Department must complete a minimum of ★32 in coursework, including a ★2 colloquium requirement, and a thesis. Courses taken during the MSc in this department may be included in this total.

Students entering the program with an MSc from outside the Department must complete a minimum of ★20 in coursework, including a ★2 colloquium requirement, and a thesis.

Core Courses (★12)

Core courses must be completed in the Entrance Year of the doctoral program

- At least **one** of:
 - MATH 581
 - MATH 582
- At least **one** of:
 - MATH 516
 - MATH 542
- At least **two** of the following if required:
 - MATH 506
 - MATH 521
 - MATH 530
 - MATH 524
 - MATH 527

Optional courses

- All coursework must be chosen in consultation with the supervisor
- Graduate courses offered by the School of Business may be used as deemed appropriate
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium, unless this requirement was fulfilled as an MSc student in the Department.

Thesis

- Registration in 900-level THES. The principal requirement for the PhD is a substantial contribution to knowledge, embodied in a thesis.

Candidacy Exam

It is strongly recommended that students take their candidacy exam before the end of their second year in the PhD program. All course requirements should have been met prior to the candidacy exam.

Entrance Year Academic Standing Requirement

By the end of the second term in the program, PhD students must have passed four core courses with a minimum GPA of 3.6. Core courses taken as an undergraduate or MSc student are included in this calculation.

Failure to meet the required GPA may result in a recommendation by the Associate Chair (Graduate

Studies) to FGSR that the student be placed on academic probation or required to withdraw.

Residence Requirement

To satisfy the residence requirement for the PhD, students must spend at least two years in full-time study.

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The program is designed to be completed within four years.

The maximum time to complete the PhD program as set by the Faculty of Graduate Studies and Research is six years.

The Degree of PhD with a specialization in Statistical Machine Learning(Mathematical and Statistical Sciences) [Graduate]

Students can alternately apply to the Department of Computing Science to participate in this program.

Program Requirements

Students entering the program with no MSc or with an MSc from this Department must complete a minimum of ★32 in coursework, including a ★2 colloquium requirement, and a thesis. **Courses taken during the MSc in this department may be included in this total.**

Students entering the program with an MSc from outside the Department must complete a minimum of ★20 in coursework, including a ★2 colloquium requirement, and a thesis.

Core Courses (★12)

Core courses must be completed in the Entrance Year of the doctoral program

- **Two** of the following:
 - STAT 571
 - **STAT 566 OR**
STAT 664
 - STAT 665
- **Two**
- **Two ★3** courses at the Department of Computing Science chosen in consultation with the supervisor.

Optional courses

- **All coursework must be chosen in consultation with the supervisor**

- Approved graduate courses offered by the Department of Computing Science may be used as deemed appropriate
 - Students taking this program through the Department of Computing Science are required to take CMPUT 603. Students taking this program through the Department of Mathematical and Statistical Sciences may take CMPUT 603.
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Graduate Colloquium (★2)

- Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium, unless this requirement was fulfilled as an MSc student in the Department.

Thesis

- Registration in 900-level THES. The principal requirement for the PhD is a substantial contribution to knowledge, embodied in a thesis.

Candidacy Exam

It is strongly recommended that students take their candidacy exam before the end of their second year in the PhD program. All course requirements should have been met prior to the candidacy exam.

Entrance Year Academic Standing Requirement

By the end of the second term in the program, PhD students must have passed four core courses with a minimum GPA of 3.6. Core courses taken as an undergraduate or MSc student are included in this calculation.

Failure to meet the required GPA may result in a recommendation by the Associate Chair (Graduate Studies) to FGSR that the student be placed on [academic probation](#) or required to withdraw.

Residence Requirement

To satisfy the residence requirement for the PhD, [students](#) must spend at least two years [in full-time study](#).

For part-time students, residence requirements are determined on a case-by-case basis.

Length of Program

The program is designed to be completed within four years.

The maximum time to complete the PhD program as set by the Faculty of Graduate Studies and Research is six years.

The Degree of PhD **with a specialization in Statistics** (Mathematical and Statistical Sciences) [Graduate]

Program Requirements

Students entering the program with no MSc or with an MSc from this Department must complete a minimum of ★32 in coursework, including a ★2 colloquium requirement, and a thesis. **Courses taken during the MSc in this department may be included in this total.**

Students entering the program with an MSc from outside the Department must complete a minimum of ★20 in coursework, including a ★2 colloquium requirement, and a thesis.

Core Courses (★18)

At least ★12 of the core courses must be completed in the Entrance Year of the doctoral program

- STAT 664
- STAT 665
- STAT 571
- Three of the following:
 - STAT 512
 - STAT 532
 - STAT 561
 - STAT 562
 - STAT 568
 - STAT 575
 - STAT 578

Optional courses

- All coursework must be chosen in consultation with the supervisor
- All coursework to be counted towards the program requirements must be approved by the Associate Chair (Graduate Studies).
- Additional coursework may be required.

Advisory Exams

All doctoral students in Statistics must take Advisory Exams at the beginning of the first term of their program. Students who obtained an MSc degree in Statistics from this University are exempt. Students who changed program category from the MSc in Statistics to the PhD in

<p>[...]</p> <p>Graduate Courses Graduate courses can be found in Course Listings, under the following subject headings:</p> <p>Mathematics (MATH)</p>	<p>Statistics are exempt provided they meet their Entrance year requirement.</p> <p>Graduate Colloquium (★2)</p> <ul style="list-style-type: none"> Students must complete two terms of MATH 601 and give a presentation in the Graduate Colloquium, unless this requirement was fulfilled as an MSc student in the Department. <p>Thesis</p> <ul style="list-style-type: none"> Registration in 900-level THES. The principal requirement for the PhD is a substantial contribution to knowledge, embodied in a thesis. <p>Candidacy Exam It is strongly recommended that students take their candidacy exam before the end of their second year in the PhD program. All course requirements should have been met prior to the candidacy exam.</p> <p>Entrance Year Academic Standing Requirement By the end of the second term in the program, PhD students must have passed four core courses with a minimum GPA of 3.6. Core courses taken as an undergraduate or MSc student are included in this calculation. Failure to meet the required GPA may result in a recommendation by the Associate Chair (Graduate Studies) to FGSR that the student be placed on academic probation or required to withdraw.</p> <p>Residence Requirement To satisfy the residence requirement for the PhD, students must spend at least two years in full-time study. For part-time students, residence requirements are determined on a case-by-case basis.</p> <p>Length of Program The program is designed to be completed within four years. The maximum time to complete the PhD program as set by the Faculty of Graduate Studies and Research is six years.</p> <p>[...]</p> <p>Graduate Courses Graduate courses can be found in Course Listings, under the following subject headings:</p>
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Mathematical Physics (MA PH) Statistics (STAT)	Mathematics (MATH) Mathematical Physics (MA PH) Statistics (STAT)
<p>Justification:</p> <p>FGSR Calendar compliance. The following revisions have been made to the existing regulations in the Calendar:</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements are in the calendar, including all supporting documentation and application deadlines • Clarification of Academic Standing requirements • Clarification of all program requirements • Creation of separate calendar entries for each specialization • Updating formatting and inserting standard calendar wording <p>This Calendar update reflects current practice.</p> <p>Approved by: Math Department Council Oct 8 2019</p>	

FINAL Item No. 6

Governance Executive Summary
Action Item

Agenda Title	Proposed Changes to Existing Entrance Requirements and Academic Standing Regulations for Graduate Programs in Dentistry, Faculty of Medicine and Dentistry, and the Faculty of Graduate Studies and Research
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Motion

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from the General Faculties Council, the proposed changes to existing entrance requirements and academic standing regulations for graduate programs in Dentistry as submitted by the Faculty of Graduate Studies and Research and the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>
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Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice Provost and Dean, FGSR Dennis Kunimoto, Interim Dean, Faculty of Medicine and Dentistry
Presenter(s)	Pat Flood, Associate Chair, Faculty of Medicine and Dentistry Janice Causgrove Dunn, Associate Dean, FGSR Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (<i>please be specific</i>)	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements) for this program are listed in the Calendar.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p>Revisions to existing Entrance requirement regulations in the Calendar:</p> <ul style="list-style-type: none"> • Increasing minimum scores for TOEFL individual skill areas to Listening 22, Reading 22, Speaking 26, and Writing 24 • Increasing minimum CAEL overall score to 80 • Increasing minimum band score in IELTS to 7.0 • Adding a statement that preference will be given to candidates who have successfully completed the NDEB certification process. • Change in deadline for candidacy exam prior to starting clinical portion of the program. <p>These changes are to reflect the needs of the clinical programs</p>
Supplementary Notes and context	<i>Program related matters are considered by GFC Academic Planning Committee.</i>

Item No. 6

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> Patrick Flood, Associate Chair Grad Studies & Research, Faculty of Medicine & Dentistry - Dentistry Dept
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Maria Chia , Graduate Governance and Policy Coordinator Janice Hurlburt, Graduate Governance and Policy
	<u>Those who have been informed:</u>
Approval Route (Governance) (including meeting dates)	FoMD Graduate Programs Committee (GPC) – June 11, 2019 FoMD Faculty Learning Committee – June 21, 2019 FoMD Faculty Council Committee July 9, 2019 GFC ASC Subcommittee on Standards November 7, 2019 GFC Academic Standards Committee November 21, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference	

Attachments (each to be numbered 1 - <>)

- Attachment 1 (page(s) 1 - <>) Department of Dentistry graduate programs Calendar change request

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

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2020-2021 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
<p>Graduate Programs</p> <p>Dentistry [Graduate]</p> <p>[...]</p> <p>Graduate Program Requirements</p> <p>[...]</p> <p>The Degree of MSc in Medical Sciences- Oral Medicine (Graduate)</p> <p>[...]</p> <p>Entrance Requirements</p> <p>[...]</p> <p>Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:</p> <ul style="list-style-type: none"> • TOEFL (internet-based) minimum score 95 with at least 20 per section or equivalent; • MELAB minimum score of 91; • CAEL minimum score of 70-with at least 70 on each subtest; • or an IELTS (Academic) minimum score of 7.5 with at least 6 on each band. <p>Applicants are also required to provide the following:</p> <ul style="list-style-type: none"> • a current curriculum vitae • a statement of intent • three letters of recommendation (two must be professional) • an official letter from their dental school noting their class ranking upon graduation from dentistry 	<p>Graduate Programs</p> <p>Dentistry [Graduate]</p> <p>[...]</p> <p>Graduate Program Requirements</p> <p>[...]</p> <p>The Degree of MSc in Medical Sciences- Oral Medicine (Graduate)</p> <p>[...]</p> <p>Entrance Requirements</p> <p>[...]</p> <p>Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:</p> <ul style="list-style-type: none"> • TOEFL (internet-based) minimum score 95 and the following minimum score on each of the individual skill areas: Listening 22, Reading 22, Speaking 26, and Writing 24. • MELAB minimum score of 91; • CAEL minimum score of 80 with at least 70 on each subtest; • or an IELTS (Academic) minimum score of 7.5 with at least 7 on each band. <p>Applicants are also required to provide the following:</p> <ul style="list-style-type: none"> • a current curriculum vitae • a statement of intent • three letters of recommendation (two must be professional) • an official letter from their dental school noting their class ranking upon graduation from dentistry

- -Completion of at least one year of experience as a licensed dentist prior to ~~the start of~~ the program is preferred.
- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

The Degree of MSc in Medical Sciences-Orthodontics (Graduate)

[...]

Entrance Requirements

[...]

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:

- TOEFL (internet-based) minimum score 95 ~~with at least 20 per section or equivalent;~~
- MELAB minimum score of 91;
- CAEL minimum score of 70 with at least ~~70~~ on each subtest;
- or an IELTS (Academic) minimum score of 7.5 with at least ~~6~~ on each band.

All applicants are also required to provide the following:

- a current curriculum vitae
- a statement of intent
- three letters of recommendation (two must be professional)
- an official letter from their dental school noting their class ranking upon graduation from Dentistry.
- completion of at least one year of experience as a licensed dentist immediately prior to the start of the program is required.

- Completion of at least one year of experience as a licensed dentist within the last two years prior to applying to the program is preferred.
- Preference will be given to candidates who have successfully completed the National Dental Examining Board of Canada's (NDEB) Certification process.
- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

The Degree of MSc in Medical Sciences-Orthodontics (Graduate)

[...]

Entrance Requirements

[...]

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement).Any one of the following is acceptable:

- TOEFL (internet-based) minimum score 95 ~~with at least 20 per section or equivalent;~~ and the following minimum score on each of the individual skill areas: Listening 22, Reading 22, Speaking 26, and Writing 24.
- MELAB minimum score of 91;
- CAEL minimum score of 70 with at least ~~70~~ 80 on each subtest;
- or an IELTS (Academic) minimum score of 7.5 with at least ~~6~~ 7 on each band.

All applicants are also required to provide the following:

- a current curriculum vitae
- a statement of intent
- three letters of recommendation (two must be professional)
- an official letter from their dental school noting their class ranking upon graduation from Dentistry.
- completion of at least one year of experience as a licensed dentist immediately prior to the start of the program is required.
- Preference will be given to candidates who have successfully completed the National Dental Examining Board of Canada's (NDEB) Certification process.

- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

The Degree of MSc in Medical Sciences-Periodontology (Graduate)

[...]

Entrance Requirements

[...]

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:

- TOEFL (internet-based) minimum score 95 **with at least 20 per section or equivalent;**
- MELAB minimum score of 91;
- CAEL minimum score of 70 with at least ~~70~~ on each subtest;
- or an IELTS (Academic) minimum score of 7.5 with at least ~~6~~ on each band.

All applicants are also required to provide the following:

- a current curriculum vitae
- a statement of intent
- three letters of recommendation (two must be professional)
- An official letter from their dental school noting their class ranking upon graduation from Dentistry.
- Completion of at least one year of experience as a licensed dentist immediately prior to the start of the program is preferred.

- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

The Degree of PhD in Medical Sciences-Orthodontics (Graduate)

[...]

- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

The Degree of MSc in Medical Sciences-Periodontology (Graduate)

[...]

Entrance Requirements

[...]

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:

- TOEFL (internet-based) minimum score 95 **and the following minimum score on each of the individual skill areas: Listening 22, Reading 22, Speaking 26, and Writing 24.**
- MELAB minimum score of 91;
- CAEL minimum score of 70 with at least ~~70~~ **80** on each subtest;
- or an IELTS (Academic) minimum score of 7.5 with at least ~~6~~ **7** on each band.

All applicants are also required to provide the following:

- a current curriculum vitae
- a statement of intent
- three letters of recommendation (two must be professional)
- An official letter from their dental school noting their class ranking upon graduation from Dentistry.
- Completion of at least one year of experience as a licensed dentist immediately prior to the start of the program is preferred.
- **Preference will be given to candidates who have successfully completed the National Dental Examining Board of Canada's (NDEB) Certification process.**
- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

The Degree of PhD in Medical Sciences-Orthodontics (Graduate)

[...]

Entrance Requirements

[...]

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:

- TOEFL (internet-based) minimum score 95 **with at least 20 per section or equivalent;**
- MELAB minimum score of 91;
- CAEL minimum score of 70 with at least **70** on each subtest;
- or an IELTS (Academic) minimum score of 7.5 with at least **6** on each band.

All applicants are also required to submit the following:

- A current curriculum vitae
 - a statement of intent
 - three letters of recommendation (two must be professional)
 - An official letter from their dental school noting their class ranking upon graduation from Dentistry.
 - Completion of at least one year of experience as licensed dentist immediately prior to the start of the program is required.
-
- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

The Degree of PhD in Medical Sciences-Periodontology (Graduate)

[...]

Entrance Requirements:

[...]

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:

- TOEFL (internet-based) minimum score 95 **with at least 20 per section or equivalent;**
- MELAB minimum score of 91;

Entrance Requirements

[...]

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:

- TOEFL (internet-based) minimum score 95 **and the following minimum score on each of the individual skill areas: Listening 22, Reading 22, Speaking 26, and Writing 24.**
- MELAB minimum score of 91;
- CAEL minimum score of 70 with at least **80** on each subtest;
- or an IELTS (Academic) minimum score of 7.5 with at least **7** on each band.

All applicants are also required to submit the following:

- A current curriculum vitae
- a statement of intent
- three letters of recommendation (two must be professional)
- An official letter from their dental school noting their class ranking upon graduation from Dentistry.
- Completion of at least one year of experience as licensed dentist immediately prior to the start of the program is required.
- **Preference will be given to candidates who have successfully completed the National Dental Examining Board of Canada's (NDEB) Certification process.**
- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

The Degree of PhD in Medical Sciences-Periodontology (Graduate)

[...]

Entrance Requirements:

[...]

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:

- TOEFL (internet-based) minimum score 95 **the following minimum score on each of the individual skill areas: Listening 22, Reading 22, Speaking 26, and Writing 24.**
- MELAB minimum score of 91;

- CAEL minimum score of 70 with at least **70** on each subtest;
- or an IELTS (Academic) minimum score of 7.5 with at least **6** on each band.

All applicants are also required to submit the following:

- A current curriculum vitae
 - a statement of intent
 - three letters of recommendation (two must be professional)
 - An official letter from their dental school noting their class ranking upon graduation from Dentistry.
 - Completion of at least one year of experience as licensed dentist immediately prior to the start of the program is preferred.
-
- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

Program Requirements

[...]

Candidacy Exam

Successful completion of the PhD candidacy examination will be required by **October 1** prior to the academic year the student starts their clinical training. This will allow the allocation of a clinical training spot for the following September start.

[...]

- CAEL minimum score of 70 with at least **80** on each subtest;
- or an IELTS (Academic) minimum score of 7.5 with at least **7** on each band.

All applicants are also required to submit the following:

- A current curriculum vitae
- a statement of intent
- three letters of recommendation (two must be professional)
- An official letter from their dental school noting their class ranking upon graduation from Dentistry.
- Completion of at least one year of experience as licensed dentist immediately prior to the start of the program is preferred.
- **Preference will be given to candidates who have successfully completed the National Dental Examining Board of Canada's (NDEB) Certification process.**
- Applicants must have a license to practice Dentistry in Alberta, or must have passed the NDEB examination of Canada.

[...]

Program Requirements

[...]

Candidacy Exam

Successful completion of the PhD candidacy examination will be required by **August 1** prior to the academic year the student starts their clinical training. This will allow the allocation of a clinical training spot for the following September start.

[...]

Justification: Minor changes to the admissions cycle to reflect the needs of the clinical programs. Change in the deadline for candidacy prior to clinical training.

Approved by:

School of Dentistry Department Council _____ School of Dentistry Graduate Studies Committee on 5/29/2019

FoMD Graduate Programs Committee (GPC) – June 11, 2019

FoMD Faculty Learning Committee – June 21, 2019

FoMD Faculty Council Committee – July 9, 2019

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Changes to Existing Entrance Requirements and Academic Standing Regulations for the Master of Education in Health Sciences Education, Faculty of Education, and Faculty of Graduate Studies and Research
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Motion

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing entrance requirements and academic standing regulations for the Master of Education in Health Sciences Education, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Education, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>
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Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice-Provost and Dean, FGSR Jennifer Tupper, Dean, Faculty of Education
Presenter(s)	Elaine Simmt, Associate Dean, Faculty of Education Janice Causgrove Dunn, Associate Dean, FGSR Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements) for this program are listed in the Calendar
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<ul style="list-style-type: none"> • Program is no longer administered in EDPY • Program now resides in the Professional Learning Unit • Changes to course requirements necessary to change program category to a thesis-based route. • Changes to the application deadlines • Changes to supplementary documentation required
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> Elaine Simmt, Associate Dean, Faculty of Education - Deans Office Scott Key, Director, Professional Learning, Faculty of Education
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> Maria Chia, Graduate Governance and Policy Coordinator, FGSR Janice Hurlburt, Graduate Governance and Policy, FGSR
	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none">
Approval Route (Governance) (including meeting dates)	Faculty of Education Graduate Academic Affairs Council (GAAC) November 4, 2019 GFC ASC Subcommittee on Standards, November 7, 2019 GFC Academic Standards Committee, November 21, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference	

Attachments (each to be numbered 1 - <>)

1. Health Sciences Education Calendar change (page(s) 1 - 2)

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

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2020-2021 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
<p>Graduate Programs Health Sciences Education [Graduate]</p> <p>[...]</p> <p>Entrance Requirements The Department's minimum admission requirements are an undergraduate degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p>Applicants should also have teaching experience in a health related discipline.</p> <p>Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:</p> <ul style="list-style-type: none"> • TOEFL score of 237 (computer-based) or TOEFL score of 93 (internet-based) with a score of at least 24 on speaking and writing, and 20 on reading and listening or equivalent; or • An IELTS score of 7.0 with no band less than 6.5; or • An official CAEL (Canadian Academic English Language assessment system) score of at least 70 in all bands. <p>Applicants are also required to submit</p> <ul style="list-style-type: none"> • Three letters of reference (two of which must be from someone knowledgeable about the applicant's abilities and potential to pursue academic work); • a Statement of Intent which includes scholarly interests and relevance of work and teaching experience (500-800 words): <ul style="list-style-type: none"> ○ explanation of what is desired from this degree, ○ areas of interest in scholarly work or research, ○ professional interests, 	<p>Graduate Programs Health Sciences Education [Graduate]</p> <p>[...]</p> <p>Entrance Requirements The Department's minimum admission requirements are an undergraduate degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p>Applicants should also have instructional experience in a health-related discipline.</p> <p>Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:</p> <ul style="list-style-type: none"> • TOEFL score of 93 (internet-based) with a score of at least 24 on speaking and writing, and 20 on reading and listening or equivalent; or • An IELTS score of 7.0 with no band less than 6.5; or • An official CAEL (Canadian Academic English Language assessment system) score of at least 70 in all bands. <p>Applicants are also required to submit</p> <ul style="list-style-type: none"> • a Statement of Intent, • two letters of reference from persons knowledgeable about the applicant's abilities and potential to pursue academic work, • a Curriculum Vitae.

<p> <ul style="list-style-type: none"> • interest in interprofessional teamwork in education and practice; </p> <ul style="list-style-type: none"> • Curriculum Vitae. <p>All students will be admitted to the course-based program. Students may request a change of program category to a thesis-based route after completion of ★6 to ★9 credits of required coursework, in consultation with their advisor(s).</p> <p>[moved from General Information]</p> <p>Applications open on February 1. The deadline for applications is August 1.</p> <p>[...]</p>	<p>All admission will be to the course-based program. Students may request a change of program category to a thesis-based route after completion of ★24 credits of required coursework, in consultation with their advisor(s). <u>Change of program category must be made no later than the end of the second year of the program.</u></p> <p>Applications open on November 1. The deadline for applications is May 31.</p> <p>[...]</p>
<p>Justification:</p> <ul style="list-style-type: none"> • Program is no longer administered in EDPY • Program now resides in the Professional Learning Unit • Changes to course requirements needed to change program category to a thesis-based route. • Changes to the application deadlines • Changes to supplementary documentation required <p>Approved: November 4, 2019 by the Faculty of Education Graduate Academic Affairs Council (GAAC)</p>	

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Changes to Existing Entrance Requirements for Graduate Programs in Physics, Faculty of Science, and Faculty of Graduate Studies and Research
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Motion

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the MSc and PhD Programs in the Department of Physics, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Science, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice-Provost and Dean, FGSR Matina Kalcounis-Rueppell, Dean, Faculty of Science
Presenter(s)	Craig Heinke, Associate Chair, Faculty of Science - Physics Janice Causgrove Dunn, Associate Dean, FGSR Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements) for this program are listed in the Calendar
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>FGSR Calendar compliance. The following revisions have been made to the existing regulations in the Calendar:</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements are in the calendar, including all supporting documentation • Updating formatting and inserting standard calendar wording <p>This Calendar update reflects current practice.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Item No. 8

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> Craig Heinke, Associate Chair, Faculty of Science - Physics
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Maria Chia, Graduate Governance and Policy Coordinator, FGSR Janice Hurlburt, Graduate Governance and Policy, FGSR
	<u>Those who have been informed:</u> <ul style="list-style-type: none">
Approval Route (Governance) (including meeting dates)	Physics Department Council October 17, 2019 GFC ASC Subcommittee on Standards, November 7, 2019 GFC Academic Standards Committee, November 21, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy GFC Academic Standards Committee (ASC) Terms of Reference	

Attachments (each to be numbered 1 - <>)

1. Department of Physics Calendar change (page 1)

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

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2020-2021 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
<p>Graduate Programs Physics [Graduate]</p> <p>[...]</p> <p>Entrance Requirements The Department's admission requirements are an undergraduate degree in physics, engineering physics, geophysics or an equivalent program, normally with an average of 3.2 in the last two years of undergraduate work (or graduate work) at the University of Alberta, or an equivalent qualification from a recognized institution.</p> <p>Where applicable (refer to English Language Requirement), candidates must pass the TOEFL test with a score of at least 550 (paper-based) or 88 (Internet-based, with a minimum of 20 on each subtest).</p> <p>[...]</p>	<p>Graduate Programs Physics [Graduate]</p> <p>[...]</p> <p>Entrance Requirements The Department's minimum admission requirements are an undergraduate degree in physics, engineering physics, geophysics or an equivalent program with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p>Where applicable, applicants must meet the minimum FGSR English Language Requirement.</p> <p>Applicants are also required to submit the following (see How to apply on the Department website for details):</p> <ul style="list-style-type: none"> • An up-to-date CV • A statement of Purpose • Three letters of recommendation • A Request for Financial Support if required <p>[...]</p>
<p>Justification:</p> <p>FGSR Calendar compliance. The following revisions have been made to the existing regulations in the Calendar:</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements are in the calendar, including all supporting documentation • Updating the calendar to reflect current admission gpa • Clarification of all program requirements • Creation of separate calendar entries for degree programs with a specialization in Geophysics • Updating PhD course requirements • Updating formatting and inserting standard calendar wording <p>This Calendar update reflects current practice.</p> <p>Approved by: Physics Department Council October 17, 2019</p>	

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Changes to Existing Entrance Requirements for the Master of Arts in Community Engagement, Faculty of Extension, and Faculty of Graduate Studies and Research
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Motion

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the Master of Arts in Community Engagement, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Extension, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>
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Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice-Provost and Dean, FGSR Maria Mayan, Interim Dean, Faculty of Extension
Presenter(s)	Gordon Gow, Professor and Director, Extension Eileen Crookes, Graduate Programs, Extension Janice Causgrove Dunn, Associate Dean, FGSR Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements) for this program are listed in the Calendar
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>FGSR Calendar compliance. The following revisions have been made to the existing regulations in the Calendar:</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements are in the calendar, including all supporting documentation and application deadlines • Updating formatting and inserting standard calendar wording <p>This Calendar update reflects current practice.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Item No. 9

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • Gordon Gow, Professor and Director, Extension • Eileen Crookes, Graduate Programs, Extension
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • Maria Chia, Graduate Governance and Policy Coordinator, FGSR • Janice Hurlburt, Graduate Governance and Policy, FGSR
	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> •
Approval Route (Governance) (including meeting dates)	Extension Faculty Council October 17, 2019 GFC ASC Subcommittee on Standards, November 7, 2019 GFC Academic Standards Committee, November 21, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act (PSLA)</i> <i>UAPPOL Admissions Policy</i> <i>GFC Academic Standards Committee (ASC) Terms of Reference</i>	

Attachments (each to be numbered 1 - <>)

1. Faculty of Extension MACE Calendar change (page(s) 1 - 2)

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

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www.gradstudies.ualberta.ca

2020-2021 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
<p>Graduate Programs</p> <p>Community Engagement [Graduate]</p> <p>[...]</p> <p>Entrance Requirements The minimum admission requirements are those set out in the minimum acceptable standards in the Faculty of Graduate Studies and Research. These include a baccalaureate degree or its academic equivalent in a relevant field from an academic institution recognized by the University of Alberta, with a grade point average of at least 3.0 on the 4 point scale over the last ★60 credits; preference will be given to those with community-based experience; [moved up from below] 3. At least one year of relevant experience is preferred</p> <p>and if required (see Regulations of the Faculty of Graduate Studies and Research) a minimum overall score on an approved English language examination as described below. PTE Academic score of at least 59; a minimum acceptable TOEFL score of 580 (paper-based) or a total score of 92 with a score of at least 20 on each of the individual skill areas (internet-based); or a minimum overall band score of 7.0, with at least 6 on each test band, on the IELTS.</p> <p>Applicants should arrange for their English language test results to be sent directly to the Faculty of Extension.</p> <p>Applicants are required to provide</p> <ol style="list-style-type: none"> 1. A current curriculum vitae 2. Three letters of reference <p>[moved up] 3. At least one year of relevant experience is preferred</p>	<p>Graduate Programs</p> <p>Community Engagement [Graduate]</p> <p>[...]</p> <p>Entrance Requirements The Faculty's minimum admission requirements are an undergraduate degree in a relevant field with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p>At least one year of relevant community-based experience is preferred.</p> <p>Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any of the following is acceptable:</p> <ul style="list-style-type: none"> • TOEFL: minimum score of 100 with a score of at least 21 on each of the individual skill areas (internet-based), or equivalent; • An equivalent score on an English Language Proficiency test approved by the Faculty of Graduate Studies and Research. <p>Applicants are also required to submit the following:</p> <ul style="list-style-type: none"> • CV or resumé. • One sample of academic writing. • Three letters of reference (at least one from an academic referee). • A letter of intent which (a) specifies how the completion of this program would support professional and personal goals; (b) identifies a provisional research topic; and (c) explains how the applicant's interests align with research being

<p>4. A letter of not more than 800 words that outlines the anticipated research topic(s) or areas of thesis research.</p> <p>The applicant should identify appropriate faculty members from the Faculty of Extension as potential supervisors.</p> <p>[...]</p>	<p><u>done by faculty members in the Faculty of Extension.</u></p> <p>The applicant should identify appropriate faculty members from the Faculty of Extension as potential supervisors.</p> <p>[...]</p>
<p>Justification:</p> <p>FGSR Calendar compliance. The following revisions have been made to the existing regulations in the Calendar:</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements are in the calendar, including all supporting documentation and application deadlines • Updating formatting and inserting standard calendar wording <p>This Calendar update reflects current practice.</p> <p>Approved by: Extension Faculty Council October 17, 2019</p>	

Governance Executive Summary
Action Item

Agenda Title	Proposed Changes to Entrance and Program Requirements for the Master of Arts in Communications and Technology, Faculty of Extension, and Faculty of Graduate Studies and Research
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Motion I

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the Master of Arts in Communications and Technology, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Extension, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>

Motion II

<p>THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve the proposed changes to existing Program Requirements for the Master of Arts in Communications and Technology, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Extension, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice-Provost and Dean, FGSR Maria Mayan, Interim Dean, Faculty of Extension
Presenter(s)	Gordon Gow, Professor and Director, Extension Eileen Crookes, Graduate Programs, Extension Janice Causgrove Dunn, Associate Dean, FGSR Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements and program requirements) for this program are listed in the Calendar
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>FGSR Calendar compliance. The following revisions have been made to the existing regulations in the Calendar:</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements are in the calendar, including all supporting documentation and application deadlines • Clarification of all program requirements • Updating formatting and inserting standard calendar wording <p>This Calendar update reflects current practice.</p>

Item No. 10

Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>
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Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> Gordon Gow, Professor and Director, Extension Eileen Crookes, Graduate Programs, Extension
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Maria Chia, Graduate Governance and Policy Coordinator, FGSR Janice Hurlburt, Graduate Governance and Policy, FGSR
	<u>Those who have been informed:</u> <ul style="list-style-type: none">
Approval Route (Governance) (including meeting dates)	Extension Faculty Council October 17, 2019 GFC ASC Subcommittee on Standards, November 7, 2019 GFC Academic Standards Committee, November 21, 2019 GFC Academic Planning Committee, December 11, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> GFC Academic Standards Committee Terms of Reference GFC Academic Planning Committee Terms of Reference	

1. Faculty of Extension MACT Calendar change (page(s) 1 - 4)

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

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 2-29 Triffo Hall Edmonton AB Canada T6G 2E1
 Tel: 780.492.2816 / Fax: 780.492.0692
 www.gradstudies.ualberta.ca

2020-2021 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
<p>Graduate Programs</p> <p>Communications and Technology [Graduate] Faculty of Extension University of Alberta Enterprise Square 10230 Jasper Avenue Edmonton, Alberta T5J 4P6 E-mail: mact@ualberta.ca www.mact.ca</p> <p>General Information The multidisciplinary Master of Arts in Communications and Technology (MACT) offers a theoretical, historical, and practical examination of communications. The degree is designed for individuals who seek to provide reflective and informed leadership in the management and use of information and communications technologies in their organizations and fields. These fields include education and training, information technology, marketing, mass media, new media production, program design and development, public affairs, and writing and publishing. Coursework covers small-group and organizational communication; the theory, history, and practice of information and communications technologies; and the research skills associated with analyzing and evaluating these technologies, particularly as they are managed and used in the workplace. The MACT program may be completed through either a course-based or thesis-based route.</p> <p>Graduate Program Requirements</p> <p>The Degree of MA in Communications and Technology (MACT) [Graduate]—</p> <p>Entrance Requirements The normal admission requirements are as follows: a four-year degree from a recognized university; a GPA of at least 3.0 (or equivalent);</p>	<p>Graduate Programs</p> <p>Communications and Technology [Graduate] Faculty of Extension University of Alberta Enterprise Square 10230 Jasper Avenue Edmonton, Alberta T5J 4P6 E-mail: mact@ualberta.ca www.mact.ca</p> <p>General Information The multidisciplinary Master of Arts in Communications and Technology (MACT) offers a theoretical, historical, and practical examination of communications. The degree is designed for individuals who seek to provide reflective and informed leadership in the management and use of information and communications technologies in their organizations and fields. These fields include education and training, information technology, marketing, mass media, new media production, program design and development, public affairs, and writing and publishing. Coursework covers small-group and organizational communication; the theory, history, and practice of information and communications technologies; and the research skills associated with analyzing and evaluating these technologies, particularly as they are managed and used in the workplace. The MACT program may be completed through either a course-based or thesis-based route.</p> <p>Entrance Requirements The Faculty's minimum admission requirements are an undergraduate degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p>

at least three years of relevant professional experience;

[moved below]

three letters of reference, and a letter of interest. The letter of interest should state the applicant's academic or professional area of specialization, specify how completion of the program would support the applicant's professional practice, and identify a provisional topic for the final applied research project.

Where applicable a satisfactory score on an approved English language examination as described below is required. TOEFL - minimum score of 600 (paper-based) or a total score of 100 with a score of at least 20 on each of the individual skill areas (Internet-based); MELAB - minimum score of 85; IELTS (Academic) - minimum overall band score of 7.0 with at least 5.5 on each band; CAEL - overall minimum score of 60 with at least 60 on each subtest; PTE (Academic) - overall minimum score of 68.

Up to 25 students, including up to four thesis-based students, are admitted each year to begin their studies in May.

[moved to Program Requirements]

The MACT program may be completed through either a coursebased or thesis-based route.

Program Requirements

It is preferred that applicants have at least three years of relevant professional experience.

Where applicable, applicants must provide proof of English Language Proficiency (refer to [English Language Requirement](#)). Any of the following is acceptable:

- TOEFL - minimum total score of 100 with a score of at least 21 on each of the individual skill areas (Internet-based), or equivalent;
- An equivalent score on an English Language Proficiency test approved by the Faculty of Graduate Studies and Research.

Applicants are also required to submit the following:

- A current CV;
- three letters of reference;
- a letter of interest which states the applicant's academic or professional area of specialization, specifies how completion of the program would support the applicant's professional practice, and identifies a provisional topic for the final applied research project.

Up to 25 students are admitted each year to begin their studies in May.

Graduate Program Requirements

The Degree of MA in Communications and Technology (MACT) [Graduate]

Program Requirements

The MACT program may be completed through either a course-based or thesis-based route.

All students will be admitted to a course-based route. A small number of students may be considered for the thesis route after the completion of the first Spring Institute, and can request a change of program category after consulting with their supervisor.

Applicants from outside of the Alberta capital region, including international applicants, may register in the MACT program without changing their place of residence, except for the required residency of the Spring Institute and for thesis-based students, a combined online and face-to-face residency in Year 1.

The course-based route requires the completion of seven core courses, three electives, and a final applied research project.

The thesis-based route requires the completion of five core courses, up to two electives, and the thesis.

For both routes, four of the core courses are completed during two Spring Institutes, held each May at the University of Alberta, with other core courses offered online. Students may complete approved elective courses offered by the University of Alberta or another recognized university.

Coursework is offered through blended and online formats. Students are required to attend two [Spring Institutes](#), held each May.

Course-based MA

Students are required to complete a minimum of **★36** in coursework, including a **★6** final applied research project.

Core Courses (★21)

Four of the core courses are completed during two [Spring Institutes](#), held each May at the University of Alberta, with other core courses offered online.

- [COMM 501](#)
- [COMM 502](#)
- [COMM 503](#)
- [COMM 504](#)
- [COMM 505](#)
- [COMM 506](#)
- [COMM 509](#)

Elective Courses (★9)

- Three **★3** elective courses chosen in consultation with the advisor.
- Electives taken outside of the MACT program must be approved by the MACT director

Directed Research Project (★6)

- [COMM 900](#)

Thesis-based MA

Students are required to complete a minimum of **★24** in coursework and a thesis

Core Courses (★15)

Three of the core courses are completed during two [Spring Institutes](#), held each May at the University of Alberta, with other core courses offered online.

- [COMM 501](#)
- [COMM 502](#)
- [COMM 503](#)
- [COMM 504](#)
- [COMM 505](#)

Elective Courses (★9)

- Three **★3** elective courses chosen in consultation with the supervisor.
- One elective must be a graduate-level course in research methods
- Electives taken outside of the MACT program must be approved by the MACT director

<p>Length of Program Core courses are scheduled to permit completion of the degree through either the course-based or thesis-based route within two academic years.</p>	<p>Thesis</p> <ul style="list-style-type: none"> • Registration in 900-level THES. <p>Length of Program The maximum time to complete the course-based MA program as set by the Faculty of Graduate Studies and Research is six years.</p> <p>The maximum time to complete the thesis-based MA program as set by the Faculty of Graduate Studies and Research is four years.</p> <p>Graduate Courses Graduate courses can be found in Course Listings, under the subject heading Communications and Technology (COMM).</p>
<p>Justification:</p> <ul style="list-style-type: none"> • FGSR Calendar compliance. The following revisions have been made to the existing regulations in the Calendar: • Ensuring all entrance requirements are in the calendar, including all supporting documentation and application deadlines • Clarification of all program requirements • Updating formatting and inserting standard calendar wording <p>This Calendar update reflects current practice.</p> <p>Approved by: Extension Faculty Council October 17, 2019</p>	

Governance Executive Summary
Action Item

Agenda Title	Proposed Changes to Existing Entrance Requirements and Academic Standing Regulations for Graduate Programs in Human Ecology, Faculty of Agricultural, Life and Environmental Sciences and the Faculty of Graduate Studies and Research
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Motion

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements and Academic Standing Regulations for Graduate Programs in Human Ecology, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Agricultural, Life and Environmental Sciences, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>
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Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice-Provost and Dean, FGSR Stanford Blade, Dean, Faculty of Agricultural, Life and Environmental Sciences
Presenter(s)	Rachel McQueen, Associate Chair – Graduate Program, Department of Human Ecology Janice Causgrove Dunn, Associate Dean, FGSR Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, program requirements) for this program are listed in the Calendar.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Revisions to existing regulations in the Calendar, made as part of the FGSR Compliance Project</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements, including required supporting documentation and application deadlines are in the calendar • Clarifying Academic Standing and Program Requirements <p>All changes reflect current practice</p> <p>This document was reviewed by the GFC ASC Subcommittee on Standards on May 2, 2019. It was agreed the document could move forward to GFC ASC after ALES Faculty Council approved a revision to the Comprehensive Exam requirement in the PhD in Human Ecology.</p> <p><i>The calendar sections for Academic Standing Requirements are included for information only</i></p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Item No. 11

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> Rachel McQueen, Associate Chair – Graduate Program, Department of Human Ecology
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> Maria Chia Graduate Governance and Policy Coordinator Janice Hurlburt, Graduate Governance and Policy
	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none">
Approval Route (Governance) (including meeting dates)	ALES Faculty Council April 15, 2019 GFC ASC Subcommittee on Standards May 2, 2019 ALES Faculty Council September 25, 2019 GFC Academic Standards Committee November 21, 2019 GFC Course and Program Changes (program requirements) November 20, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.		
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.		
	<table border="0"> <tr> <td> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td> <input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success		
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference		

Attachments (each to be numbered 1 - <>)

- Attachment 1 (page(s) 1 - <>) Department of Human Ecology graduate programs Calendar change request

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

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 www.gradstudies.ualberta.ca

2020-2021 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
<p>Graduate Programs Human Ecology [Graduate]</p> <p>[...]</p> <p>Entrance Requirements Applicants to the PhD program must possess a thesis-based master's degree from a recognized institution and have achieved a minimum grade point average of 3.0 on a 4 point scale, or its equivalent, in the last ★60.</p> <p>Applicants who have the equivalent of an honor's baccalaureate degree in a related field from a recognized institution, and who present a minimum grade point average of 3.7 on a 4 point scale, or its equivalent, in the last ★60, may also be considered for admission to the doctoral program. Applicants also will be required to provide evidence of research potential as demonstrated by previous scholarly work.</p> <p>Candidates for the MSc or MA degrees should hold a four-year bachelors degree with a minimum grade point average of 3.0 in the last ★60 at the University of Alberta, or an equivalent qualification from a recognized institution.</p> <p>An applicant proceeding from either a three-year program in a related field, or a four-year program in a different field, may be admitted as a qualifying student.</p> <p>[moved below] Applicants to all programs will also be required to present three letters of reference from individuals knowledgeable about their academic and research capabilities,</p>	<p>Graduate Programs Human Ecology [Graduate]</p> <p>[...]</p> <p>Entrance Requirements For the PhD program the Department's minimum admission requirements are a thesis-based master's degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p>Applicants who have the equivalent of an honor's baccalaureate degree in a related field from a recognized institution, and who present a minimum admission GPA of 3.7 on a 4 point scale, or its equivalent, may also be considered for admission to the doctoral program. Applicants also will be required to provide evidence of research potential as demonstrated by previous scholarly work.</p> <p>For the MSc or MA degrees the Department's minimum admission requirements are a four-year bachelor's degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p>An applicant proceeding from either a three-year program in a related field, or a four-year program in a different field, may be admitted as a <u>qualifying student</u>.</p> <p>Where applicable, applicants must provide proof of English Language Proficiency (refer to <u>English Language Requirement</u>). Any one of the following is acceptable:</p>

and may be required to present a minimum TOEFL score of 580 (paper-based) or 92 (Internet-based) where applicable (see English Language Requirement).

[...]

Graduate Program Requirements

[...]

The Degree of PhD in Human Ecology [Graduate]

[...]

- a minimum TOEFL score of 92 (Internet-based) or equivalent.
- a minimum IELTS overall band score of 6.5.

Applicants to all programs are also required to submit

- Curriculum Vitae
- Statement of Goals and Objectives Form, available under [Admission Process](#) on the Department Website
- three letters of reference from individuals knowledgeable about their academic and research capabilities
- PhD applicants must also submit a writing sample

In addition, all graduate students must have a faculty member agree to supervise their program before admission is approved. See [Admission Process](#) on the Department website for further information.

The application deadline is February 1 for Fall term (September) admissions.

[...]

Graduate Program Requirements

[...]

The Degree of PhD in Human Ecology [Graduate]

[...]

Comprehensive Exam

The comprehensive exam takes place after completion of course work and before the candidacy exam, normally within the first two years of the program if the student had the expected basic competencies on admission. Normally the oral candidacy exam will occur within six months of the written comprehensive exam. See the [Department Graduate Program Manual](#) for further information.

Candidacy Exam

The Department's policy is that the candidacy exam will take place after the proposal has been submitted to the student's committee but before beginning the research itself. See the [Department Graduate Program Manual](#) for further information.

[...]

[moved to program requirements]

Academic Standing Requirements

The Department of Human Ecology requires higher grades than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). The minimum acceptable grade in any course taken by students registered in the master's and doctoral programs in Human Ecology is a grade of B-. Grades below a B- count as failing grades for graduate students in Human Ecology.

The Department of Human Ecology also requires higher cumulative grade point averages than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). All students pursuing a master's degree in Human Ecology must maintain a minimum cumulative grade point average of 3.0 throughout the course of the program. All students pursuing a doctoral degree in Human Ecology must maintain a minimum cumulative grade point average of 3.3 throughout the course of the program. Students whose cumulative grade point average falls below the required minimum may be required to withdraw at any time.

[...]

Graduate Program Requirements

The Degree of MA in Material Culture [Graduate]

[...]

[moved from above]

Academic Standing Requirements

The Department of Human Ecology requires higher grades than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). The minimum acceptable grade in any course taken by students registered in the master's and doctoral programs in Human Ecology is a grade of B-. Grades below a B- count as failing grades for graduate students in Human Ecology.

The Department of Human Ecology also requires higher cumulative grade point averages than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). All students pursuing a master's degree in Human Ecology must maintain a minimum cumulative grade point

[...]

Graduate Program Requirements

The Degree of MA in Material Culture [Graduate]

[...]

Academic Standing Requirement

Students are required to maintain a minimum cumulative grade point average of 3.0 with no grade less than B- throughout the course of their program.

Failure to maintain the required academic standing will normally result in a recommendation by the Associate Chair – Graduate Program to FGSR that the student be placed on academic probation or required to withdraw.

average of 3.0 throughout the course of the program. All students pursuing a doctoral degree in Human Ecology must maintain a minimum cumulative grade point average of 3.3 throughout the course of the program. Students whose cumulative grade point average falls below the required minimum may be required to withdraw at any time.

[...]

The Degrees of MSc in Textiles and Clothing [Graduate]

[...]

[moved from above]

Academic Standing Requirements

The Department of Human Ecology requires higher grades than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). The minimum acceptable grade in any course taken by students registered in the master's and doctoral programs in Human Ecology is a grade of B-. Grades below a B- count as failing grades for graduate students in Human Ecology.

The Department of Human Ecology also requires higher cumulative grade point averages than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). All students pursuing a master's degree in Human Ecology must maintain a minimum cumulative grade point average of 3.0 throughout the course of the program. All students pursuing a doctoral degree in Human Ecology must maintain a minimum cumulative grade point average of 3.3 throughout the course of the program. Students whose cumulative grade point average falls below the required minimum may be required to withdraw at any time.

[...]

The Degree of MSc in Family Ecology and Practice [Graduate]

[...]

[moved from above]

Academic Standing Requirements

The Department of Human Ecology requires higher grades than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). The minimum acceptable grade in any course taken by students

[...]

The Degrees of MSc in Textiles and Clothing [Graduate]

[...]

Academic Standing Requirement

Students are required to maintain a minimum cumulative grade point average of 3.0 with no grade less than B- throughout the course of their program.

Failure to maintain the required academic standing will normally result in a recommendation by the Associate Chair – Graduate Program to FGSR that the student be placed on academic probation or required to withdraw.

[...]

The Degree of MSc in Family Ecology and Practice [Graduate]

[...]

Academic Standing Requirement

Students are required to maintain a minimum cumulative grade point average of 3.0 with no grade less than B- throughout the course of their program.

registered in the master's and doctoral programs in Human Ecology is a grade of B-. Grades below a B- count as failing grades for graduate students in Human Ecology.

The Department of Human Ecology also requires higher cumulative grade point averages than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). All students pursuing a master's degree in Human Ecology must maintain a minimum cumulative grade point average of 3.0 throughout the course of the program. All students pursuing a doctoral degree in Human Ecology must maintain a minimum cumulative grade point average of 3.3 throughout the course of the program. Students whose cumulative grade point average falls below the required minimum may be required to withdraw at any time.

[...]

The Degree of MSc in Aging [Graduate]

[...]

[moved from above]

Academic Standing Requirements

The Department of Human Ecology requires higher grades than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). The minimum acceptable grade in any course taken by students registered in the master's and doctoral programs in Human Ecology is a grade of B-. Grades below a B- count as failing grades for graduate students in Human Ecology.

The Department of Human Ecology also requires higher cumulative grade point averages than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). All students pursuing a master's degree in Human Ecology must maintain a minimum cumulative grade point average of 3.0 throughout the course of the program. All students pursuing a doctoral degree in Human Ecology must maintain a minimum cumulative grade point average of 3.3 throughout the course of the program. Students whose cumulative grade point average falls below the required minimum may be required to withdraw at any time.

[...]

The Degree of PhD in Human Ecology [Graduate]

[...]

Failure to maintain the required academic standing will normally result in a recommendation by the Associate Chair – Graduate Program to FGSR that the student be placed on academic probation or required to withdraw.

[...]

The Degree of MSc in Aging [Graduate]

[...]

Academic Standing Requirement

Students are required to maintain a minimum cumulative grade point average of 3.0 with no grade less than B- throughout the course of their program.

Failure to maintain the required academic standing will normally result in a recommendation by the Associate Chair – Graduate Program to FGSR that the student be placed on academic probation or required to withdraw.

[...]

The Degree of PhD in Human Ecology [Graduate]

<p>[moved from above]</p> <p>Academic Standing Requirements</p> <p>The Department of Human Ecology requires higher grades than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). The minimum acceptable grade in any course taken by students registered in the master's and doctoral programs in Human Ecology is a grade of B-. Grades below a B- count as failing grades for graduate students in Human Ecology.</p> <p>The Department of Human Ecology also requires higher cumulative grade point averages than those acceptable to the Faculty of Graduate Studies and Research (see Failure in or Failure to Complete a Course or Research Work). All students pursuing a master's degree in Human Ecology must maintain a minimum cumulative grade point average of 3.0 throughout the course of the program. All students pursuing a doctoral degree in Human Ecology must maintain a minimum cumulative grade point average of 3.3 throughout the course of the program. Students whose cumulative grade point average falls below the required minimum may be required to withdraw at any time.</p> <p>[...]</p>	<p>[...]</p> <p>Academic Standing Requirement</p> <p><u>Students are required to maintain a minimum cumulative grade point average of 3.3 with no grade less than B- throughout the course of their program.</u></p> <p><u>Failure to maintain the required academic standing will normally result in a recommendation by the Associate Chair – Graduate Program to FGSR that the student be placed on academic probation or required to withdraw.</u></p>
<p>Justification: FGSR Compliance Project</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements, including required supporting documentation and application deadlines are in the calendar • Clarifying Academic Standing and Program Requirements <p>All changes reflect current practice</p> <p>Approved by: Department of Human Ecology Department Council, March 12, 2019 and Faculty of Agricultural, Life and Environmental Sciences Council, September 25, 2019.</p>	

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Changes to Existing Entrance Requirements, Academic Standing Regulations and Program Requirements for Graduate Programs in the Department of Surgery, Faculty of Medicine and Dentistry, and Faculty of Graduate Studies and Research
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Motion I

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing entrance requirements and academic standing regulations for graduate programs in the Department of Surgery, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, as amended, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>

Motion II

<p>THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve the proposed changes to existing program requirements for graduate programs in the Department of Surgery, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, as amended, to take effect upon approval and to be published in the 2020-2021 Calendar.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice-Provost and Dean, FGSR Dennis Kunimoto, Interim Dean, Faculty of Medicine and Dentistry
Presenter(s)	Fred Berry, Associate Professor and Director, Graduate Education, Department of Surgery Janice Causgrove Dunn, Associate Dean, FGSR Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, academic standing requirements, and program requirements) for these programs are listed in the Calendar.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>FGSR Calendar compliance. The following revisions have been made to the existing regulations in the Calendar:</p> <ul style="list-style-type: none"> • Ensuring all entrance requirements are in the calendar, including ELP, all supporting documentation and application deadlines • Clarification of Academic Standing requirements • Clarification of all program requirements, including course load, ethics and professional development, and residence requirements. • Updating formatting and inserting standard calendar wording <p>This Calendar update reflects current practice.</p>

Item No. 12

Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>
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Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> Fred Berry, Director Grad Education, Faculty of Medicine & Dentistry - Surgery Dept Tracey Zawalusky, Research and Graduate Program Administrator, Faculty of Medicine & Dentistry - Surgery Dept
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Maria Chia, Graduate Governance and Policy Coordinator Janice Hurlburt, Graduate Governance and Policy
	<u>Those who have been informed:</u> <ul style="list-style-type: none">
Approval Route (Governance) (including meeting dates)	FoMD Graduate Program Committee: Sept 18, 2019 FoMD Faculty Learning Committee: Sept 30, 2019 FoMD Faculty Council Committee: Oct 15, 2019 GFC ASC-SOS November 7, 2019 GFC Academic Standards Committee November 21, 2019 GFC Academic Planning Committee December 11, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> GFC Academic Standards Committee Terms of Reference GFC Academic Planning Committee Terms of Reference	

Attachments (each to be numbered 1 - <>)

- Attachment 1 Department of Surgery Calendar Change (Pages 1-7)

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

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2020-2021 University of Alberta Proposed Calendar Graduate Program Changes:

Current	Proposed
<p>Graduate Programs</p> <p>Surgery [Graduate] Department of Surgery 3-002 Li Ka Shing Centre University of Alberta Edmonton, Alberta T6G 2E1 E-mail: surggrad@ualberta.ca www.surgery.ualberta.ca</p> <p>General Information The Department offers research facilities in the Surgical-Medical Research Institute (SMRI), the Alberta Diabetes Institute, the Heritage Medical Research Centre [HMRC Li Ka Shing Centre for Health Research Innovation (LKS)], Medical Sciences Building (MSB), Katz Building, and the Cross Cancer Institute for graduate students who wish to register for the degree of MSc or PhD in Surgery.</p> <p>The Department has several core facilities including surgical suites, simulation facilities, an electron microscopy unit, clinical biochemistry and histology laboratory, and computer graphics and photography with technical staff in these laboratories who are able to assist graduate students who wish to carry out research projects. These facilities are well equipped to meet all the requirements of both the basic and clinical investigators from the Department of Surgery.</p> <p>Facilities are available for the following projects which are presently being carried out: islet transplantation, the immunology of diabetes, perinatal physiology, burns/wound healing, xenotransplantation, stem cells, tolerance induction and immunoregulation, virology, neurological oncology, orthopaedics, surgical education, urological oncology, ischemia-reperfusion and organ preservation/transplantation, surgical simulation and surgical education.</p> <p>Inquiries should be directed to the department prior to admission into the MSc or PhD program.</p> <p>Entrance Requirements</p>	<p>Graduate Programs</p> <p>Surgery [Graduate] Department of Surgery 3-002 Li Ka Shing Centre University of Alberta Edmonton, Alberta T6G 2E1 E-mail: surggrad@ualberta.ca www.surgery.ualberta.ca</p> <p>General Information The Department offers research facilities in the Ray Rajotte Surgical-Medical Research Institute (SMRI), the Alberta Diabetes Institute, the Heritage Medical Research Centre [HMRC Li Ka Shing Centre for Health Research Innovation (LKS)], Medical Sciences Building (MSB), Katz Building, and the Cross Cancer Institute for graduate students who wish to register for the degree of MSc or PhD in Surgery.</p> <p>The Department has several core facilities including surgical suites, simulation facilities, an electron microscopy unit, clinical biochemistry and histology laboratory, and computer graphics and photography with technical staff in these laboratories who are able to assist graduate students who wish to carry out research projects. These facilities are well equipped to meet all the requirements of both the basic and clinical investigators from the Department of Surgery.</p> <p>Facilities are available for the following projects which are presently being carried out: islet transplantation, the immunology of diabetes, perinatal physiology, burns/wound healing, xenotransplantation, stem cells and regenerative medicine, tolerance induction and immunoregulation, virology, neurological oncology, orthopaedics, surgical education, urological oncology, ischemia-reperfusion and organ preservation/transplantation, surgical simulation and surgical education.</p> <p>Inquiries should be directed to the department prior to admission into the MSc or PhD program.</p> <p>Entrance Requirements</p>

Normally, an MD or BSc degree will be considered an entrance requirement for the MSc program. Applicants for the PhD program must be medical graduates or hold a master's degree. The minimum requirements include a grade point average of 3.0 in the last two years of undergraduate work (or graduate work) at the University of Alberta, or an equivalent qualification from a recognized institution,

and a minimum TOEFL score of 550 (paper-based) or 88 (Internet-based) where applicable (see English Language Requirement).

Applicants who are graduates of programs, including MD programs, where grades are not assigned will be assessed on an individual basis.

For the MSc program, the department's minimum admission requirements are an MD or BSc degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.

For the PhD program, the department's minimum admission requirements are a master's degree or a medical degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.

Applicants who are graduates of programs, including MD programs, where grades are not assigned will be assessed on an individual basis.

Where applicable, applicants must provide proof of English Language Proficiency (refer to [English Language Requirement](#)). Any one of the following is acceptable:

- A minimum TOEFL score of 96 (internet-based) or equivalent;
- A minimum overall IELTS score of 7.0, with a minimum score of 6.0 on each band;
- an equivalent score on an English Language Proficiency test approved by the Faculty of Graduate Studies and Research.

All applicants are required to have secured a supervisor who is able to support them for graduate work.

Applicants are also required to submit the following

- Three letters of reference
- An outline of the proposed research project

See [How to Apply](#) on the Department website for further information.

The deadlines for submitting applications are June 1 for Fall admission and October 1 for Winter admission.

Academic Standing Requirement

Students are required to maintain a minimum cumulative grade point average of at least 2.7, with no grade less than B-.

Failure to maintain the required academic standing will normally result in a recommendation by the Graduate Coordinator to FGSR that the student be placed on [academic probation](#) or required to withdraw.

Financial Assistance

Funding is typically from supervisors' operating grants. Candidates are encouraged and fully supported in applying to major granting agencies for financial assistance.

Graduate Program Requirements

The Degree of MSc (Surgery) [Graduate]

Program Requirements

Requirements for the MSc degree include preparation and defence of a thesis based on research performed by the candidate; in addition, all candidates must include some coursework specified by their supervisory committee in the program. A minimum of ★24 are required for the MSc, of which ★9 will be graduate level courses.

Students are encouraged to take graduate-level courses in other departments that complement their specific research area; courses are approved in consultation with their supervisory committee and the departmental graduate coordinator.

Required Courses

MED 650 - Fundamentals for Clinical Investigators
SURG 530 - Directed Reading in Biology and Medicine
SURG 600 - Research Seminar

Financial Assistance

Students enrolled in the graduate program may receive financial assistance typically from supervisors' operating grants. Candidates are encouraged and fully supported in applying to major granting agencies for financial assistance.

Graduate Program Requirements

The Degree of MSc (Surgery) [Graduate]

Program Requirements

Students are required to complete a minimum of ★11 in coursework and a thesis.

Coursework

- SURG 530 - Directed Reading in Biology and Medicine
- SURG 600 - Research Seminar
- One ★3 graduate level statistics course; one of the following courses offered by the School of Public Health is recommended
 - SPH 531 Statistical Methods in Health Research
 - SPH 519 Biostatistics I
- One ★3 graduate-level graded course
 - Students in Clinician Investigator Program (CIP) must take MED 650 - Fundamentals for Clinical Investigators
 - Students are encouraged to take graduate-level courses in other departments that complement their specific research area
 - Courses are approved in consultation with the supervisory committee and the departmental graduate coordinator

Thesis

- Registration in 900-level THES. Preparation and defense of a thesis based on research performed by the candidate

Professional Development and Ethics Requirements

Students are required to fulfill the FGSR Professional Development Requirement and the FGSR Academic Integrity and Ethics Training Requirement.

Residence Requirement

The minimum period of residence is two four-month terms of full-time registration at the University of Alberta.

Length of Program

The time required to complete the MSc will vary according to the candidate's previous training and the nature of the research undertaken; however, a minimum of 24 months is normally required.

The Degree of MSc in Surgery with a specialization in Surgical Education

The purpose of this degree is to provide graduate students in advanced training in surgical education, with a specific focus on how surgeons are trained for their roles as expert practitioners.

A minimum of ★24 are required for the MSc. In addition to the three courses required for the MSc in Surgery. The student must also take:

one course (★3) on educational research methodology from the approved list:

EDEL 665
EDPY 501
EDPY 505
EDPY 597
EDPY 604
EDPY 605

two elective courses (★6) in an area of education relevant to their thesis project from the approved list of courses that includes:

EDPS 521
EDPY 510
EDPY 524
EDPY 597
EDPY 615
SURG 520

Length of Program

The time required to complete the MSc will vary according to the candidate's previous training and the nature of the research undertaken; however, 24 months of study is normally required.

The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.

The Degree of MSc in Surgery with a specialization in Surgical Education (Surgery) [Graduate]

The purpose of this degree is to provide graduate students in advanced training in surgical education, with a specific focus on how surgeons are trained for their roles as expert practitioners.

Program Requirements

Students are required to complete a minimum of ★17 in coursework and a thesis.

Coursework

- SURG 530 - Directed Reading in Biology and Medicine
- SURG 600 - Research Seminar
- One ★3 graduate level statistics course; one of the following courses offered by the School of Public Health is recommended
 - SPH 531 Statistical Methods in Health Research
 - SPH 519 Biostatistics I
- One ★3 graduate level course in research methodology, chosen from the following:
 - EDEL 665 Qualitative Research Methods in Education
 - EDPY 501 Introduction to Methods of Educational Research
 - EDPY 505 Quantitative Methods I
 - EDPY 604 Mixed Methods Approaches to Educational Research
 - EDPY 605 Quantitative Methods II
- Two ★3 graduate level courses relevant to the field of study, chosen from the following:
 - EDPS 521 Adult Learning and Development
 - EDPY 524 The Psychology of Technology-based Learning
 - EDPY 597 Special Seminars: Assessment and Evaluation in the Health Sciences
 - EDPY 597 Integrating Technology Across the Curriculum

Additional courses that are deemed relevant to the research project may be approved on an individual basis.

The Degree of PhD (Surgery) [Graduate]

Program Requirements

Requirements for the PhD degree include preparation and defence of a thesis and successful completion of courses taken for graduate credit, as specified by the supervisory committee. Students in the doctoral program must register in and be assessed fees for a minimum of ★36, which may consist of a combination of courses and thesis research.

Students are encouraged to take graduate-level courses in other departments that complement their specific

- EDPY 597 Special Seminars: Philosophy of Teaching
- EDPY 597 Special Seminars: Curriculum studies in the Health Sciences
- EDPY 615 Program Evaluation
- Additional courses that are deemed relevant to the research project may be approved on an individual basis.

Thesis

- Registration in 900-level THES. Preparation and defense of a thesis based on research performed by the candidate

Professional Development and Ethics Requirements

Students are required to fulfill the FGSR [Professional Development Requirement](#) and the FGSR [Academic Integrity and Ethics Training Requirement](#).

Residence Requirement

The minimum period of residence is two four-month terms of full-time registration at the University of Alberta.

Length of Program

The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.

The Degree of PhD (Surgery) [Graduate]

Program Requirements

Students are required to complete a minimum of ★14 in coursework and a thesis.

Coursework

- SURG 530 - Directed Reading in Biology and Medicine
- SURG 600 - Research Seminar
- One ★3 graduate level statistics course; one of the following courses offered by the School of Public Health is recommended
 - SPH 531 Statistical Methods in Health Research
 - SPH 519 Biostatistics I
- Two ★3 graduate-level graded courses
 - Students in Clinician Investigator Program (CIP) must take MED 650 - Fundamentals for Clinical Investigators
 - Students are encouraged to take graduate-level courses in other

research area; courses are approved in consultation with their supervisory committee and the departmental graduate coordinator.

departments that complement their specific research area

- Courses are approved in consultation with the supervisory committee and the departmental graduate coordinator

Thesis

- Registration in 900-level THES. Preparation and defense of a thesis based on research performed by the candidate

Candidacy Exam

PhD students are required to take a candidacy exam within three years (36 months) of the start of their program.

Professional Development and Ethics Requirements

Students are required to fulfill the FGSR [Professional Development Requirement](#) and the FGSR [Academic Integrity and Ethics Training Requirement](#).

Residence Requirement

The minimum period of residence is four terms (four months each) of full-time registration at the University of Alberta.

Length of Program

The time required to complete the PhD will vary according to the previous training of the applicant and the nature of the research undertaken; however, a minimum of 36 months of study and research is normally required.

Length of Program

The time required to complete the PhD will vary according to the previous training of the applicant and the nature of the research undertaken; however, a minimum of 36 months of study and research is normally required.

The maximum time to complete the PhD program as set by the Faculty of Graduate Studies and Research is six years.

Graduate Courses

Graduate courses can be found in Course Listings, under the heading Surgery (SURG).

Graduate Courses

Graduate courses can be found in Course Listings, under the heading Surgery (SURG).

Justification: Additional information added to meet FGSR Calendar compliance:

- Clarification of program description, entrance requirements (including all required supporting documentation), ELP requirements, and academic standing requirements, to bring calendar entry in line with current practice.
- Program requirements were adjusted to include course load, ethics and professional development, residency requirements. The time frame for completing the Candidacy exam was added. Course load for PhD program was reduced by 3 credits (reduced from 17 to 14). The move was made to ensure students can complete course requirements before taking the candidacy exam and also reflects current practice.

Approved by:

FoMD Graduate Program Committee: Sept 18, 2019

FoMD Faculty Learning Committee: Sept 30, 2019

FoMD Faculty Council Committee: Oct 15, 2019

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Increase to Minimum English Language Proficiency Entrance Requirement for Graduate Programs, Faculty of Graduate Studies and Research
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Motion

<p>THAT the GFC Academic Standards Committee recommend that General Faculties Council approve the proposed increase to the FGSR English Language Requirement as submitted by the Faculty of Graduate Studies and Research and as set forth in attachment 3, for implementation for Fall 2021 admissions and to be published in the 2020-2021 calendar.</p>
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Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Dean and Vice Provost, Faculty of Graduate Studies and Research
Presenter(s)	Janice Causgrove Dunn, Associate Dean, Faculty of Graduate Studies and Research Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to increase the minimum IELTS band score for graduate admission.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>FGSR is proposing to raise the minimum IELTS band score from 5.5 to 6.0. The minimum overall IELTS score would remain at 6.5.</p> <p>The increase is proposed in order to align the FGSR minimum with the proposed new undergraduate level. Graduate students at this University should meet the same English Language proficiency requirement as the undergraduate students that many of them will be teaching. It is also important for FGSR to stay competitive with other top universities in Canada.</p> <p>Higher ELP scores will ensure graduate students are better prepared to undertake graduate studies and research in English.</p> <p>Many graduate programs currently require higher scores than the FGSR minimum – these are reflected in their calendar entries.</p> <p>This increase is being proposed for implementation for Fall 2021 admissions.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> Faculty of Graduate Studies and Research
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> Office of the Registrar September 3 2019 Policy Review Committee (sub-committee of FGSR Council), which includes GSA representation and the Office of the Student Ombuds September 4 2019
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none">
<p>Approval Route (Governance) (including meeting dates)</p>	<p>FGSR Policy Review Committee September 4, 2019 FGSR Council October 16, 2019 ASC November 21, 2019 APC November 27 (for information) GFC Executive Committee December 9, 2019 GFC January 27, 2020</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>Values We value excellence in teaching, research, and creative activity that enriches learning experiences, advances knowledge, inspires engaged citizenship, and promotes the public good. We value learners at all stages of life and strive to provide an intellectually rewarding educational environment for all. Build GOAL: Build a diverse, inclusive community of exceptional students, faculty and staff from Alberta, Canada, and the world.</p>		
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0"> <tr> <td> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td> <input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success		
<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act (PSLA) GFC Academic Standards Committee Terms of Reference GFC ASC Subcommittee on Standards Terms of Reference GFC Executive Committee Terms of Reference GFC Terms of Reference</p>		

Attachments (each to be numbered 1 - <>)

- Attachment 1 Case for Action
- Attachment 2 Comparison chart
- Attachment 3 FGSR Calendar Change Request form

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

**Changes to the Graduate ELP requirement
Case for Action
Fall 2019**

Context:

For graduate programs, FGSR sets a minimum standard for English Language Proficiency. Departments may set their own ELP standards as higher than that of FGSR. These higher minimum requirements are reflected in their individual calendar entries.

Currently, 49 of 72 graduate programs have an approved higher ELP standard. Only 23 use the FGSR minimum requirement for admitting students. A further seven currently list a minimum IELTS band score of 5.5 in their entrance requirements.

Background:

In February 2018 FGSR Council discussed a proposal to raise the IELTS minimum band score from 5.0 to 6.0. Some council members saw the increase as a mechanism to better student success; others felt there could be significant impact on programs admitting students with band scores between 5.0 and 6.0. Council was also encouraged to look at our U15 comparators, many of whom require higher band scores.

The conversation continued at September 2018 Council. It was felt at the time that a jump in band score from 5.0 to 6.0 was too large to be absorbed all at once. It was further suggested that individual departments could raise their minimum requirements if they chose.

In October 2018 FGSR Council approved an increase in the IELTS minimum band score to 5.5 to align with the minimum requirement for undergraduate students. It was felt graduate students should meet at least the same minimum requirements as the undergraduate students many of them teach.

In March 2019 FGSR Council approved an increase to TOEFL, CAEL and Pearson minimum overall scores, and TOEFL, MELAB and Pearson minimum band scores, in order to align with the undergraduate values and to bring FGSR in line with our comparators.

Proposed increase:

FGSR is now proposing to raise the IELTS minimum band score from 5.5 to 6.0 on the same grounds as our previously approved increases:

- Our minimum band score of 5.5 is among the lowest requirements of our comparators. Raising our minimum band score to 6.0 would better align with our comparators. Our current overall requirement of 6.5 puts us level with the majority of our comparators, although three require higher scores.
- The Registrar's office is proposing an increase to the undergraduate IELTS minimum band score to 6.0. It has been established at FGSR Council that graduate students should meet the same ELP standard as undergraduates.

Consultation

This proposal was reviewed at the FGSR Policy Review Committee on September 4, 2019. There were no objections raised. Membership on PRC includes representation from GSA and from the Office of the Ombuds. The Ombuds noted it is to the students' advantage to enter a graduate program requiring a higher ELP value at the start, as often they meet with students who have progressed to the writing stage of their program and then encounter difficulty with the language.

The proposal was passed by FGSR Council October 16, 2019. There were no objections raised.

Comparator English Language Proficiency Requirements
Accurate as of August 2019

	Current undergrad minimum requirement	Current FGSR minimum requirement (individual departments may require higher scores)	Proposed FGSR change	UBC Graduate admissions	University of Toronto Graduate admissions	McGill Graduate admissions	McMaster Graduate admissions	Waterloo Graduate admissions	Queens Graduate admissions	UWO Graduate admissions	U Calgary Graduate admissions
TOEFL (ibt) OVERALL	90	90 **		90	93	86	92	90	88	86	86
TOEFL minimum band score	minimum band score of 21	minimum band score of 21**		22 (reading, listening) and 21 (writing, speaking)	22 in writing, speaking	no band less than 20		25 in writing and speaking	24 writing, 22 speaking and reading, 20 listening	No band less than 20	no band score less than 20
IELTS OVERALL Score	6.5	6.5		6.5	7.0	6.5	6.5	7.0	7.0	6.0	6.5
IELTS Minimum band schore	minimum band score of 5.5***	minimum band score of 5.5 *	Minimum band score of 6.0 for publication in the 2020-2021 calendar and effective for Fall 2021 admissions	6.0 each component	at least 6.5 for each component		5.5 in each section	6.5 in writing and speaking			no section less than 6.0

*Increase in IELTS minimum band score from 5.0 to 5.5 was approved by Academic Planning Committee December 12, 2018 for implementation for Fall 2019 admissions.

** Increase in TOEFL overall and band scores for implementation for Fall 2020 admissions and for publication in the 2020-2021 Calendar. Approval pending GFC Sept 23 2019

*** RO is proposing an increase to the undergraduate IELTS minimum band score to 6.0 for the 2020-2021 calendar and to be effective for Fall 2021 admissions

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2020-2021 University of Alberta Proposed Calendar Graduate Program Changes:

FGSR is proposing the following change to the minimum acceptable English Language Proficiency scores:

- Raise the minimum IELTS band score to 6.0

This change is proposed to keep FGSR minimum ELP scores level with the minimum acceptable undergraduate scores, and is for publication in the 2020-2021 calendar and for implementation for Fall 2021 admissions.

<p style="text-align: center;">Current **</p> <p>(sections highlighted in grey were approved by the Board Sept 23, 2019 for publication in the 2020-2021 calendar and for Fall 2020 admissions)</p>	<p style="text-align: center;">Proposed</p>
<p>Regulations of the Faculty of Graduate Studies and Research</p> <p>[...]</p> <p>English Language Requirement</p> <p>[...]</p> <p>The FGSR minimum acceptable scores are:</p> <ul style="list-style-type: none"> • TOEFL: total score of 90 with a score of at least 21 on each of the individual skill areas (internet-based) or equivalent • MELAB: 85 with a minimum band score of 80 and a minimum score of 3 on the speaking component • Academic IELTS: 6.5, with at least 5.5 on each test band. • CAEL: overall 70 with at least 60 on each subtest. • PTE Academic: 61 with a minimum band score of 60. <p>[...]</p>	<p>Regulations of the Faculty of Graduate Studies and Research</p> <p>[...]</p> <p>English Language Requirement</p> <p>[...]</p> <p>The FGSR minimum acceptable scores are:</p> <ul style="list-style-type: none"> • TOEFL: total score of 90 with a score of at least 21 on each of the individual skill areas (internet-based) or equivalent • MELAB: 85 with a minimum band score of 80 and a minimum score of 3 on the speaking component • Academic IELTS: 6.5, with at least 6.0 on each test band. • CAEL: overall 70 with at least 60 on each subtest. • PTE Academic: 61 with a minimum band score of 60. <p>[...]</p>
<p>Justification: See Case for Action</p> <p>Approved by: FGSR Council October 16 2019</p>	

Governance Executive Summary
Action Item

Agenda Title	Proposed changes to Existing Registration and Program Requirements for Graduate Programs, Faculty of Graduate Studies and Research
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Motion

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Registration and Program Requirements for graduate programs, as submitted by the Faculty of Graduate Studies and Research, and as set forth in Attachment 1, as amended, to take effect upon approval and to be published in the 2020-2021 Calendar</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice-Provost and Dean, FGSR
Presenter(s)	Janice Causgrove Dunn, Associate Dean, FGSR Maria Chia, Graduate Governance and Policy Coordinator, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to bring the Registration and Programs section of the FGSR Calendar into compliance, with additional information from the Graduate Program Manual chapters 6 and 7.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>In 2017/18, the Faculty of Graduate Studies and Research embarked on a project to ensure that the regulations and requirements of all graduate programs were appropriately reflected in the University Calendar.</p> <p>The key factor of the Calendar Compliance project is to ensure all requirements from websites and the graduate program manual are included in the calendar so it becomes effective and complete. Academic regulations need to be in the calendar in order to be binding and enforceable. Compliance will ensure the calendar becomes an authoritative, valuable and current resource for students, supervisors, and staff.</p> <p>The changes to this section of the FGSR calendar consist of reformatting and clarification to ensure current practice is stated and up-to-date.</p> <ul style="list-style-type: none"> • Repetitive content has been removed. Specific sections that were previously included under more general headings have been parsed out and identified. Registration regulations have been linked to the University Regulations section, which applies to all university students. This complies with the current recommendations of the Calendar Specialist. • Regulations on Readmission and Tuition Deposit have been moved to the Admissions section of the FGSR Calendar. • Two existing sections have been renamed, as the previous headings were from previous tuition models and practices: Minimum Units of Course Weight Registration is now Minimum Registration Requirements, and Registration in Thesis at the End of Programs is now End of Program Deadlines for thesis-based programs. • Registration information unique to graduate programs under the different program types and tuition frameworks has been maintained

Item No. 14

	<p>and clarified: <i>Registration Status, Maintenance of Registration, Minimum Registration Requirements, Graduate Project Course and Thesis Registration, and End-of-Program Registration Deadlines for thesis-based students.</i></p> <ul style="list-style-type: none"> • Supplemental regulations from the Graduate Program Manual Chapters 6 & 7 have been imported for <i>Registration, Courses Extra-to-Degree, and Registration in More than One Degree Program.</i> • Regulations from the Graduate Program Manual has been imported for new calendar sections on <i>Registration at the Completion of the Program, Change of Program, and Approved Leaves of Absence.</i> <p>All changes and regulations in this document represent current practice as approved by FGSR Council.</p>
Supplementary Notes and context	< <i>This section is for use by University Governance only to outline governance process.</i> >

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> •
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Policy Review Committee (sub-committee of FGSR Council), which includes GSA representation and the Office of the Student Ombuds October 2, 2019
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> •
<p>Approval Route (Governance) (including meeting dates)</p>	<p>FGSR Policy Review Committee by e-vote October 9, 2019 FGSR Council October 16, 2019 ASC-SOS November 7, 2019 ASC November 21, 2019</p>

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act GFC Academic Standards Committee Terms of Reference	

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1 - 21) FGSR Calendar Change Request Form

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

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2021-2022 University of Alberta Proposed Calendar Graduate Program Changes:

Formatting note: Text in red is imported from the FGSR Graduate Program Manual. Text highlighted in green represents changes to existing wording from the FGSR Graduate Program Manual.

Current	Proposed
<p>Regulations of the Faculty of Graduate Studies and Research</p> <p>[...]</p> <p>Admission</p> <p>[...]</p> <p>[approved wording for this section is from the 2020-2021 draft calendar]</p> <p>Graduate Admission</p> <p>The decision to admit an applicant to a graduate program is made by that program.</p> <p>[...]</p> <p>In accordance with the University's Admissions Policy, all admission decisions are final and there is no formal appeal to any body or person within the Faculty or the University.</p> <p>[moved up from Registration]</p> <p>Graduate students are not required to pay a tuition deposit.</p> <p>Admission with Conditions</p> <p>[...]</p> <p>[moved up from Maintenance of Registration]</p> <p>If they wish to resume work on their program, they must apply for readmission and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a</p>	<p>Regulations of the Faculty of Graduate Studies and Research</p> <p>[...]</p> <p>Admission</p> <p>[...]</p> <p>Graduate Admission</p> <p>The decision to admit an applicant to a graduate program is made by that program.</p> <p>[...]</p> <p>In accordance with the University's Admissions Policy, all admission decisions are final and there is no formal appeal to any body or person within the Faculty or the University.</p> <p>Graduate students are not required to pay a tuition deposit.</p> <p>Admission with Conditions</p> <p>[...]</p> <p>Readmission</p> <p>Students who fail to keep the program active through required registration will be considered to have withdrawn from their program. See Maintenance of Registration <link>.</p> <p>If they wish to resume work on their program, they must apply for readmission and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a</p>

student is recommended for readmission, a Readmission Fee will be assessed in addition to the fees assessed in the usual manner.

[...]

Registration

****NEW to Calendar****

GPM 6.1. FGSR Council, 1974/10/18)

Departments ~~should ensure~~ that their students have been advised to consult with their supervisor or program advisor. The supervisor or other designated department advisor should counsel the student concerning registration in courses, a combination of courses and thesis or department-designated project course, or thesis or project only, whichever is appropriate for that student. If coursework is necessary, the supervisor or advisor should assist the student in selecting the courses required for the graduate program.

[moved up from Registration Procedure]

All graduate students in degree programs in the Faculty of Graduate Studies and Research must consult with their department and discuss their program with their supervisor prior to registering.

Students are responsible for the completeness and accuracy of their registration. They are also responsible for adjustments in registration.

[two paragraphs moved up to Registration]

All students who register, including Special and Visiting graduate students; students registered in courses for credit and/or audit; and students registered in thesis, research projects, or M-REG 800 only are considered to have confirmed their registration when they register.

[moved up to Graduate Admission]

Graduate students are not required to pay a tuition deposit.

[Moved up from below]

Registration Procedure

Once newly-admitted and continuing graduate students in degree programs have determined their program requirements in consultation with their departments, they register using the Bear Tracks web registration system. Students are responsible for the completeness and accuracy of their registration.

student is recommended for readmission, a Readmission Fee will be assessed in addition to the fees assessed in the usual manner.

[...]

Registration

Departments and Faculties are responsible for ensuring that their students have been advised to consult with their supervisor or program advisor. The supervisor or other designated department advisor should counsel the student concerning registration in courses, a combination of courses and thesis or department-designated project course, or thesis or project only, whichever is appropriate for that student. If coursework is necessary, the supervisor or advisor should assist the student in selecting the courses required for the graduate program.

All graduate students in degree programs in the Faculty of Graduate Studies and Research must consult with their department and discuss their program with their supervisor or advisor prior to registering or changing their registration.

Students are responsible for the completeness and accuracy of their registration. They are also responsible for adjustments in registration.

All graduate students are considered to have confirmed their registration when they register.

Registration Procedure

Once newly-admitted and continuing graduate students in degree programs have determined their program requirements in consultation with their departments, they register using the Bear Tracks web registration system. See Registration & Fees for University regulations on registration in courses, re-registration in courses, changes in registration, cancellation of registration and auditing courses. See Academic Schedule for registration deadlines.

[two paragraphs moved up from Changes to Registration]
Faculty of Graduate Studies and Research deadline dates may differ from undergraduate deadline dates ([consult the Academic Schedule, Dates, and Deadlines](#)).

There may be academic record and fee implications for withdrawing from courses. [Refer to Academic Schedule, Dates, and Deadlines, Fees Payment Guide, and Registration Deadlines Implication for Records](#).

[section moved up from below]

Registration Status

A student's registration status is determined automatically by the total units of course weight (including a project or a thesis where appropriate) in which the student is registered for credit in a given term. Audited courses are not included in the calculation of registration status.

[this paragraph moved up from Maintenance of Registration]

Students who are admitted to any thesis-based program (~~excluding cost-recovery programs~~) and who initially register as full-time students in these programs must register full-time for the remainder of their program. This [policy](#) is in effect for students who began September 2003 and thereafter.

[moved up from Registration Procedure below]
Departments need to notify FGSR when they admit thesis-based students on a part-time basis.

[c-b programs moved up from bottom of this section]

Course-based programs

[Students in course-based degree programs must register in and successfully complete a minimum of ★3 of coursework or in M-REG 300—Maintaining Registration for at least one term in each September to August period. See Maintenance of Registration.](#)

Thesis-based programs (Admitted prior to Fall 2011)

[Thesis-based master's and doctoral students admitted prior to Fall 2011 must register each year in the Fall and Winter Terms. See Maintenance of Registration.](#)

[Full-Time Registration in Fall/Winter: Students are registered in ★9 or more for credit in a term and are working full-time on their academic program in that term.](#)
[Part-Time Registration in Fall/Winter: Students are registered in less than ★9 for credit in a term.](#)

Faculty of Graduate Studies and Research deadline dates may differ from undergraduate deadline dates ([see Academic Schedule and End-of-Program Registration Deadlines for thesis-based students <link to new calendar section.>](#)).

There may be academic record and fee implications for withdrawing from courses. See [Registration and Fees](#).

Registration Status

A student's registration status is determined automatically by the total units of course weight (including a project or a thesis where appropriate) in which the student is registered for credit in a given term. Audited courses are not included in the calculation of registration status.

[Courses extra-to-degree are included in the calculation of registration status.](#)

Full-time Registration Requirement

Students who are admitted to any thesis-based program and who initially register as full-time students in these programs must register full-time for the remainder of their program. This [requirement](#) is in effect for students who began September 2003 and thereafter.

Departments need to notify FGSR when they admit thesis-based students on a part-time basis.

Course-based programs

[For full-time status, students must be registered in ★9 or more for credit in the Fall and Winter Terms, and in ★6 or more for credit in the Spring and Summer Terms.](#)

Thesis-based programs (Admitted prior to Fall 2011)

[For full-time status, students must be registered in ★9 or more for credit in each of the Fall and Winter Terms. Students will be considered full-time during the Spring and Summer terms with no further registration, provided they were registered full-time in the preceding Fall and Winter terms.](#)

Full-Time Registration in Spring/Summer: Students are registered in ★6 or more per term.
Part-Time Registration in Spring/Summer: Students are registered in less than ★6 per term.

Thesis-based programs (Admitted Fall 2011 and thereafter)

Thesis-based master's and doctoral program students admitted in Fall 2011 and thereafter must register each year in each consecutive term (Fall, Winter, Spring and Summer). See Maintenance of Registration.

Full-Time Registration in Fall/Winter: Students are registered in ★9 or more for credit in a term and are working full time on their academic program in that term.
Part-Time Registration in Fall/Winter: Students are registered in less than ★9 for credit in a term.
Full-Time Registration in Spring/Summer: Students are registered in ★6 or more per term; fees are assessed based on full-time status (See Registration Procedure).
Part-Time Registration in Spring/Summer: Students are registered in ★6 per term; fees are assessed based on part-time status (See Registration Procedure).

[c-b programs moved to top of this section]

Course-based programs

Students in course-based degree programs must register in and successfully complete a minimum of ★3 of coursework or in M REG 800—Maintaining Registration for at least one term in each September to August period. See Maintenance of Registration.

Full-Time Registration in Fall/Winter: Students are registered in ★9 or more for credit in a term and are working full time on their academic program in that term.
Part-Time Registration in Fall/Winter: Students are registered in less than ★9 for credit in a term.
Full-Time Registration in Spring/Summer: Students are registered in ★6 or more per term.
Part-Time Registration in Spring/Summer: Students are registered in less than ★6 per term.

[moved down to Maintenance of Registration]

M REG 800 Maintaining Registration:

Students who are not registered in any courses in a given term, and are not working on thesis or project research, but still wish to maintain their status as graduate students register in M REG 800.

This results in a part-time registration status. Fees are assessed.

Maintenance of Registration

Thesis-based programs (Admitted Fall 2011 and thereafter)

For full-time status, students must be registered in ★9 or more for credit in each of the Fall and Winter Terms, and in THES 906 (★6) in every Spring and Summer Term of the program. See **Graduate Project Course and Thesis Registration** <link> for further information on THES 906.

Students with approved part-time status must register in THES 906 but will be assessed part-time fees.

Maintenance of Registration

Course-based Programs: Students in course-based degree programs must register in and successfully complete a minimum of ★3 of coursework ~~or in M REG 800 Maintaining Registration~~ for at least one term in each September to August period ~~to keep their program active~~. Other registration patterns for students in exceptional circumstances will be considered by the Faculty of Graduate Studies and Research.

Thesis-based Programs (Admitted prior to Fall 2011):
[\[moved up to Registration Status\]](#)

~~Students who are admitted to any thesis-based program (excluding cost-recovery programs) and who initially register as full-time students in these programs must register full-time for the remainder of their program. This policy is in effect for students who began September 2003 and thereafter.~~

In order to keep their program active, thesis-based master's and doctoral ~~students~~ admitted prior to Fall 2011 must register each year in the Fall and Winter Terms ~~either full-time (equivalent of ★9 of coursework and/or thesis) or part-time if eligible (minimum of ★3 of coursework and/or Thesis, or in M REG 800— Maintaining Registration)~~. Students who have registered in Fall and Winter Terms and are working only on thesis research during May through August do not need to register for the Spring and Summer Terms. ~~See Registration Procedure for registration procedures~~. Other registration patterns for students in exceptional circumstances will be considered by the Faculty of Graduate Studies and Research. ~~For registration at the end of the program, see Registration.~~

~~Students who fail to keep the program active as described above will be considered to have withdrawn from their program.~~

[\[Moved up to Admissions - Readmission\]](#)

~~If they wish to resume work on their program, they must apply for readmission and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a student is recommended for readmission, a Readmission Fee will be assessed in addition to the fees assessed in the usual manner.~~

Thesis-based Programs (Admitted Fall 2011 and thereafter): ~~Students who are admitted to any thesis-based program (excluding cost-recovery programs) and who initially register as full-time students in these~~

Course-based Programs: ~~In order to keep their program active,~~ students in course-based degree programs must register in and successfully complete a minimum of ★3 of coursework for at least one term in each September to August period.

Other registration patterns for students in exceptional circumstances will be considered by the Faculty of Graduate Studies and Research.

~~Students who fail to keep the program active as described above will be considered to have withdrawn from their program.~~

Thesis-based Programs (Admitted prior to Fall 2011):

In order to keep their program active, ~~students in~~ thesis-based master's and doctoral ~~programs~~ admitted prior to Fall 2011 must register each year in the Fall and Winter Terms.

Students who have registered in Fall and Winter Terms and are working only on thesis research during May through August do not need to register for the Spring and Summer Terms.

Other registration patterns for students in exceptional circumstances will be considered by the Faculty of Graduate Studies and Research.

~~Students who fail to keep the program active as described above will be considered to have withdrawn from their program.~~

Thesis-based Programs (Admitted Fall 2011 and thereafter):

programs must register full-time for the remainder of their program.

In order to keep their program active, thesis-based master's and doctoral program students admitted in Fall 2011 and thereafter must register each year in each consecutive term (Fall, Winter, Spring and Summer). In Fall/Winter Terms (September through April), these students must register either full-time (equivalent of ★9 of course work and/or thesis) or part-time if eligible (minimum of ★3 of course work and/or Thesis, or in M REG 800 – Maintaining Registration). In Spring/Summer Terms (May through August), these students must register in each term full-time (in THES 906 ★6). See Registration Procedure for registration procedures. Other registration patterns for students in exceptional circumstances will be considered by the Faculty of Graduate Studies and Research. At the end of the program, the registration can be as described in Registration at End of Program.

Students who fail to keep the program active as described above will be considered to have withdrawn from their program.

If they wish to resume work on their program, they must apply for readmission and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a student is recommended for readmission, a Readmission Fee will be assessed in addition to the fees assessed in the usual manner.

[moved down from Registration Status]

M REG 800 Maintaining Registration:

Students who are not registered in any courses in a given term, and are not working on thesis or project research, but still wish to maintain their status as graduate students register in M REG 800.

This results in a part-time registration status. Fees are assessed.

[moved up from Registration Procedure]

All students registered in M REG 800 - Maintaining Registration are off-campus students. To register, contact the Faculty of Graduate Studies and Research at grad.services@ualberta.ca

Students who require a leave of absence from their program should refer to the Approved Leave of Absence policy see www.ualberta.ca/graduate-studies/about/graduate-program-manual/section-7-administration-of-graduate-programs/7-11-approved-leave-of-absence.

In order to keep their program active, students in thesis-based master's and doctoral programs admitted in Fall 2011 and thereafter must register each year in each consecutive term (Fall, Winter, Spring and Summer).

Other registration patterns for students in exceptional circumstances will be considered by the Faculty of Graduate Studies and Research.

Students who fail to keep the program active as described above will be considered to have withdrawn from their program.

M REG 800 Maintaining Registration

Eligible students who are not registered in any courses in a given term, and are not working on thesis or project research, but still wish to maintain their status as graduate students register in M REG 800. This results in a part-time registration status.

Students registered in M REG 800 - Maintaining Registration are off-campus students.

Students who require a leave of absence from their program should refer to the **Approved Leave of Absence** <link to new section of calendar>

Minimum Units of Course Weight Registration Requirements

[this paragraph moved to top of section]

Course-Based Master's Program: Over the duration of their program, students in course-based master's programs must successfully complete a minimum of ★24. Only approved transfer credits from the University of Alberta may count towards the ★24 minimum requirement. Notwithstanding the above, students are required to fulfil the department's program requirements (often more than the minimum ★24) as approved by Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements listed in [Graduate Programs of the University Calendar](#).

Thesis-Based Master's Programs:

Admitted before Fall 2011: Over the duration of their program, students in thesis-based master's programs admitted before Fall 2011 must successfully complete a minimum of ★24, which may consist of a combination of courses and thesis research. Only approved transfer credits from the University of Alberta may count towards the ★24 minimum requirement. Notwithstanding the above, students are required to fulfil the department's thesis-based program requirements as approved by Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements listed in [Graduate Programs of the University Calendar](#).

Admitted Fall 2011 and thereafter: Over the duration of their program, students in thesis-based master's programs admitted Fall 2011 and thereafter must pay the equivalent of at least one full year of program fees; see [section Graduate Instructional and Non-Instructional Fees for information on program fees](#). Notwithstanding the above, students are required to fulfil the department's thesis-based program requirements as approved by Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements listed in [Graduate Programs of the University Calendar](#).

[this paragraph moved to top of section]

Course-Based Master's Program: Over the duration of their program, students in course-based master's programs must successfully complete a minimum of ★24. Only approved transfer credits from the University of Alberta may count towards the ★24 minimum requirement. Notwithstanding the above, students are required to fulfil the department's program requirements (often more than the minimum ★24) as approved by Faculty of Graduate Studies and Research Council and as

Minimum Registration Requirements

Course-Based Master's Program:

Over the duration of their program, students in course-based master's programs must successfully complete a minimum of ★24. Only approved transfer credits from the University of Alberta may count towards the ★24 minimum requirement. Notwithstanding the above, students are required to fulfil the department's program requirements (often more than the minimum ★24) as approved by Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements. [See Graduate Programs](#).

Thesis-Based Master's Programs

- **Admitted before Fall 2011:** Over the duration of their program, students in thesis-based master's programs admitted before Fall 2011 must successfully complete a minimum of ★24, which may consist of a combination of courses and thesis research. Only approved transfer credits from the University of Alberta may count towards the ★24 minimum requirement. Notwithstanding the above, students are required to fulfil the department's thesis-based program requirements as approved by Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements. [See Graduate Programs](#).
- **Admitted Fall 2011 and thereafter:** Over the duration of their program, students in thesis-based master's programs admitted Fall 2011 and thereafter must pay the equivalent of at least one full year of program fees; see [Graduate Instructional and Non-Instructional Fees](#). Notwithstanding the above, students are required to fulfil the department's thesis-based program requirements as approved by Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements. [See Graduate Programs](#).

stated in the department's graduate program requirements listed in Graduate Programs of the University Calendar.

Doctoral Programs:

Admitted before Fall 2011: Over the duration of their program, students in a doctoral program admitted before Fall 2011 must successfully complete a minimum of ★36, which may consist of a combination of coursework (where required) and thesis research. Only approved transfer credits from the University of Alberta may count towards the ★36 minimum requirement.

Notwithstanding the above, students are required to fulfil the department's doctoral program requirements as approved by the Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements listed in Graduate Programs of the University Calendar.

Admitted Fall 2011 and thereafter: Over the duration of their program, students in a doctoral program admitted Fall 2011 and thereafter must pay the equivalent of at least three full years of program fees; see section Graduate Instructional and Non-Instructional Fees for information on program fees. Notwithstanding the above, students are required to fulfil the department's doctoral program requirements as approved by the Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements listed in Graduate Programs of the University Calendar.

[moved up from below]

Research Project Registration for students in the course-based master's route normally involves registering in the appropriate 900-level course. Registration in this is restricted to students in a course-based graduate degree program. Consult the department course listings in the University Calendar for the appropriate section. Qualifying graduate students may not register in graduate-level project courses.

[5 paragraphs moved up from Registration Procedure Step 1]

Thesis Registration is restricted to students in thesis-based graduate degree programs. Qualifying, Special, and Visiting graduate students may not register in THESIS. The specific thesis registration selected by the student will depend upon the amount of time during the term(s) that the student will devote to work on their program.

Doctoral Programs:

- **Admitted before Fall 2011:** Over the duration of their program, students in a doctoral program admitted before Fall 2011 must successfully complete a minimum of ★36, which may consist of a combination of coursework (where required) and thesis research. Only approved transfer credits from the University of Alberta may count towards the ★36 minimum requirement. Notwithstanding the above, students are required to fulfil the department's doctoral program requirements as approved by the Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements. See Graduate Programs.
- **Admitted Fall 2011 and thereafter:** Over the duration of their program, students in a doctoral program admitted Fall 2011 and thereafter must pay the equivalent of at least three full years of program fees; see Graduate Instructional and Non-Instructional Fees. Notwithstanding the above, students are required to fulfil the department's doctoral program requirements as approved by the Faculty of Graduate Studies and Research Council and as stated in the department's graduate program requirements. See Graduate Programs.

Graduate Project Course and Thesis Registration

[moved up from below]

Research Project Registration for students in the course-based master's route normally involves registering in the appropriate 900-level course. Registration in this is restricted to students in a course-based graduate degree program. Consult the department course listings in the University Calendar for the appropriate section. Qualifying graduate students may not register in graduate-level project courses. Students who have not cleared their Admission Conditions may not register in graduate-level project courses.

Thesis Registration is restricted to students in thesis-based graduate degree programs. Qualifying, Special, and Visiting graduate students may not register in THESIS. The specific thesis registration selected by the student will depend upon the amount of time during the term(s) that the student will devote to work on their program.

Thesis sections are scheduled according to units of course weight equivalency. Students should consult with their department to determine which of the Thesis sections is appropriate. The selection will depend on the amount of time that the student will devote to work on the program. By registering in the appropriate Thesis designation (along with any other courses), the registration status of the student is calculated automatically. Refer to the Course Listings of the University Calendar under Thesis for the appropriate Thesis section for the student to register in.

These Thesis sections are to be used in combination with course registrations in order to achieve the correct units of course weight for registration status (i.e., FT or PT). For example, if a student registers in a ★2 course, then the addition of THES 907 would bring the registration status to full-time (i.e., ★9).

Thesis-Based Programs (Admitted prior to Fall 2011):

To register full-time in a thesis-based program in Fall/Winter Terms, students must register in a combination of course work and/or thesis research comprising a minimum of ★9 each term. Students registered in less than ★9 in Fall/Winter Terms are considered part-time students. There is a special full-time thesis designation (THES 919) which is assessed at a reduced fee. Registration in this section of Thesis will provide the student with full-time student status but at a substantially lower Instructional Fee than the existing ★9 thesis registration (THES 909). Students should consult with their department to determine if they are eligible to register in the reduced-fee thesis and refer to the Graduate Program Manual section 6.12.

Thesis-Based Programs (Admitted Fall 2011 and thereafter):

To remain full-time in a thesis-based program, in the Fall and Winter Terms, students must register in a combination of course work and/or thesis research comprising a minimum of ★9 in each term. In Spring and Summer Terms, students must register in thesis research of a minimum of ★6 in each term. Course work can be taken in Spring/Summer Terms in addition to the ★6 of thesis registration. Additional fees are assessed for course registration during these terms.

[moved up from Registration Procedure]
Registration as an off-campus student:

THES 919

For students admitted to their graduate program prior to Fall 2011 and who have met their minimum registration requirements, there is a special full-time thesis designation (THES 919) which is assessed at a reduced fee. Registration in this section of Thesis will provide the student with full-time student status but at a substantially lower Instructional Fee. Students should consult with their department to determine if they are eligible to register in **THES 919**.

THES 906 in Spring/Summer terms

For students admitted to their graduate program Fall 2011 and thereafter, registration in THES 906 in both the Spring and Summer terms is mandatory, in addition to registration requirements in Fall and Winter terms. For any courses taken in the Spring and Summer terms beyond THES 906, additional course fees will be assessed.

Off-Campus THES registration:

See the Glossary of the University Calendar for a definition of an off-campus student. To register in an off-campus section of a course not available through Bear Tracks, contact the teaching department offering the course.

Graduate students who live more than 80 kilometers from Edmonton can be registered as off-campus students for thesis research and project courses by contacting the Faculty of Graduate Studies and Research at grad.services@ualberta.ca

[moved up to Registration Procedure just under f-t registration policy]

Departments need to notify FGSR when they admit thesis-based students on a part-time basis. In Fall term and Winter term part-time students are registered in less than ★9 per term. In Spring Term and Summer Term students are registered in ★6 of thesis registration but are assessed part-time fees.

[moved to top of this section]

Research Project Registration for students in the course-based master's route normally involves registering in the appropriate 900-level course. Registration in this is restricted to students in a course-based graduate degree program. Consult the department course listings in the University Calendar for the appropriate section. Qualifying graduate students may not register in graduate-level project courses.

Registration in Thesis at the End of Programs

Thesis-Based Programs (Admitted prior to Fall 2011):

If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the Fall Term Convocation deadline, the student must register for Fall Term, but does not need to register in Winter Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the last working day in January, the student must register both for the Fall and Winter Terms. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research during the May through August period, the student must be registered both for the Fall and Winter Terms immediately preceding. This enables the Faculty of Graduate Studies and Research to award credit for the thesis. Thesis-based programs are not recorded as complete until the thesis and accompanying documentation have been submitted to the Faculty of Graduate Studies and Research. Departments that require a thesis-equivalent may have special

Graduate students **in thesis-based programs** who live more than 80 kilometers from Edmonton can request **off-campus THES registration** by contacting the [Faculty of Graduate Studies and Research](#).

End-of-Program Registration Deadlines for thesis-based students

Thesis-Based Programs (Admitted prior to Fall 2011):

If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the Fall Term Convocation deadline, the student must register for Fall Term, but does not need to register in Winter Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the last working day in January, the student must register both for the Fall and Winter Terms. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research during the May through August period, the student must be registered both for the Fall and Winter Terms immediately preceding. This enables the Faculty of Graduate Studies and Research to award credit for the thesis. Thesis-based programs are not recorded as complete until the thesis and accompanying documentation have been submitted to the Faculty of Graduate Studies and Research. Departments that require a thesis-equivalent may have special

submission procedures. See Graduate Programs . See Convocation for information about convocation.

Thesis-Based Programs (Admitted Fall 2011 and thereafter): If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the Fall Term Convocation deadline, the student must register for Fall Term, but does not need to register in Winter Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the last working day in January, the student must register both for the Fall and Winter Terms. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the May add/delete deadline and by the end of June, (Refer to Academic Schedule, Dates, and Deadlines) the student must register for Spring Term, but does not need to register in Summer Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the July add/delete deadline and by the end of August, (Refer to Academic Schedule, Dates, and Deadlines) the student must register both for the Spring and Summer Terms. This enables the Faculty of Graduate Studies and Research to award credit for the thesis. Thesis-based programs are not recorded as complete until the thesis and accompanying documentation have been submitted to the Faculty of Graduate Studies and Research. Departments that require a thesis-equivalent may have special submission procedures. See Graduate Programs. For information about convocation see Convocation.

[\[this section moved up\]](#)

Registration Status

A student's registration status is determined automatically by the total units of course weight (including a project or a thesis where appropriate) in which the student is registered for credit in a given term. Audited courses are not included in the calculation of registration status.

Thesis-based programs (Admitted prior to Fall 2011)

Thesis-based master's and doctoral students admitted prior to Fall 2011 must register each year in the Fall and Winter Terms. See Maintenance of Registration.
Full-Time Registration in Fall/Winter: Students are registered in ★9 or more for credit in a term and are working full time on their academic program in that term.
Part-Time Registration in Fall/Winter: Students are registered in less than ★9 for credit in a term.
Full-Time Registration in Spring/Summer: Students are registered in ★6 or more per term.

submission procedures. See Graduate Programs . See Convocation for information about convocation.

Thesis-Based Programs (Admitted Fall 2011 and thereafter): If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the Fall Term Convocation deadline, the student must register for Fall Term, but does not need to register in Winter Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the last working day in January, the student must register both for the Fall and Winter Terms. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the May add/delete deadline and by the end of June, (Refer to Academic Schedule, Dates, and Deadlines) the student must register for Spring Term, but does not need to register in Summer Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the July add/delete deadline and by the end of August, (Refer to Academic Schedule, Dates, and Deadlines) the student must register both for the Spring and Summer Terms. This enables the Faculty of Graduate Studies and Research to award credit for the thesis. Thesis-based programs are not recorded as complete until the thesis and accompanying documentation have been submitted to the Faculty of Graduate Studies and Research. Departments that require a thesis-equivalent may have special submission procedures. See Graduate Programs. For information about convocation see Convocation.

Part-Time Registration in Spring/Summer: Students are registered in less than ★6 per term.

Thesis-based programs (Admitted Fall 2011 and thereafter)

Thesis-based master's and doctoral program students admitted in Fall 2011 and thereafter must register each year in each consecutive term (Fall, Winter, Spring and Summer). See Maintenance of Registration.

Full-Time Registration in Fall/Winter: Students are registered in ★9 or more for credit in a term and are working full time on their academic program in that term.

Part-Time Registration in Fall/Winter: Students are registered in less than ★9 for credit in a term.

Full-Time Registration in Spring/Summer: Students are registered in ★6 or more per term; fees are assessed based on full-time status (See Registration Procedure).

Part-Time Registration in Spring/Summer: Students are registered in ★6 per term; fees are assessed based on part-time status (See Registration Procedure).

Course-based programs

Students in course-based degree programs must register in and successfully complete a minimum of ★3 of coursework or in M-REG 800 – Maintaining Registration for at least one term in each September to August period. See Maintenance of Registration.

Full-Time Registration in Fall/Winter: Students are registered in ★9 or more for credit in a term and are working full time on their academic program in that term.

Part-Time Registration in Fall/Winter: Students are registered in less than ★9 for credit in a term.

Full-Time Registration in Spring/Summer: Students are registered in ★6 or more per term.

Part-Time Registration in Spring/Summer: Students are registered in less than ★6 per term.

M-REG 800 Maintaining Registration: Students who are not registered in any courses in a given term, and are not working on thesis or project research, but still wish to maintain their status as graduate students register in M-REG 800. This results in a part-time registration status. Fees are assessed.

Registration Procedure

Note: Effective September 2011, students who are admitted to thesis-based programs will follow a program-based registration and tuition model. Refer to the Faculty of Graduate Studies and Research website www.gradstudies.ualberta.ca for more information.

Newly-admitted and continuing graduate students in degree programs register using the Bear Tracks web registration system at www.registrarsoffice.ualberta.ca.

For Special and Visiting graduate student registrations refer to the Graduate Program Manual 5.12 Categories of Graduate Students [Admissions] and 6.6 Special and

Visiting Students [further registration]
<https://www.ualberta.ca/graduate-studies/about/graduate-program-manual>.

In order to register at the University of Alberta, graduate students must:

Step 1. Consult and Receive Counselling

[moved up to Registration]

All graduate students in degree programs in the Faculty of Graduate Studies and Research must consult with their department and discuss their program with their supervisor prior to registering.

[7 paragraphs-moved up to Graduate Project Course and Thesis Registration]

Thesis Registration is restricted to students in thesis-based graduate degree programs. Qualifying, Special, and Visiting graduate students may not register in Thesis. The specific thesis registration selected by the student will depend upon the amount of time during the term(s) that the student will devote to work on their program.

Thesis sections are scheduled according to units of course weight equivalency. Students should consult with their department to determine which of the Thesis sections is appropriate. The selection will depend on the amount of time that the student will devote to work on the program. By registering in the appropriate Thesis designation (along with any other courses), the registration status of the student is calculated automatically. Refer to the Course Listings of the University Calendar under Thesis for the appropriate Thesis section for the student to register in.

These Thesis sections are to be used in combination with course registrations in order to achieve the correct units of course weight for registration status (i.e., FT or PT). For example, if a student registers in a ★2 course, then the addition of THES 907 would bring the registration status to full-time (i.e., ★9).

Thesis-Based Programs (Admitted prior to Fall 2011):

To register full-time in a thesis-based program in Fall/Winter Terms, students must register in a combination of course work and/or thesis research comprising a minimum of ★9 each term. Students registered in less than ★9 in Fall/Winter Terms are considered part-time students. There is a special full-time thesis designation (THES 919) which is assessed at a reduced fee. Registration in this section of Thesis will provide the student with full-time student status but at a substantially lower Instructional Fee than the existing ★9 thesis registration (THES 909). Students should consult

with their department to determine if they are eligible to register in the reduced-fee thesis and refer to the Graduate Program Manual section 6.12.

Thesis-Based Programs (Admitted Fall 2011 and thereafter): To remain full-time in a thesis-based program, in the Fall and Winter Terms, students must register in a combination of course work and/or thesis research comprising a minimum of ★9 in each term. In Spring and Summer Terms, students must register in thesis research of a minimum of ★6 in each term. Course work can be taken in Spring/Summer Terms in addition to the ★6 of thesis registration. Additional fees are assessed for course registration during these terms.

[this sentence moved up to Registration Status]

Departments need to notify FGSR when they admit thesis-based students on a part-time basis.

In Fall term and Winter term part-time students are registered in less than ★9 per term. In Spring Term and Summer Term students are registered in ★6 of thesis registration but are assessed part-time fees.

Research Project Registration for students in the course-based master's route normally involves registering in the appropriate 900-level course. Registration in this is restricted to students in a course-based graduate degree program. Consult the department course listings in the University Calendar for the appropriate section. Qualifying graduate students may not register in graduate-level project courses.

Step 2. Register

[this section moved up to Registration Procedure]

Once newly admitted and continuing graduate students in degree programs have determined their program requirements in consultation with their departments, they register using the Bear Tracks web registration system. Students are responsible for the completeness and accuracy of their registration.

Bear Tracks cannot be used for the following:

Audited Courses: All graduate students (excluding special graduate students) who are registered full-time or part-time may seek permission to audit a course. Since permission to audit cannot officially be granted until the number of students registered for credit is known, students will not be allowed to register for audit until after classes close for registration for credit (after the sixth day of class in Fall/Winter).

To add a course for audit students must complete a Course Audit form available from the department;

Have it signed by
The instructor of the course and
The graduate coordinator or department chair; and
Submit the form to Faculty of Graduate Studies and
Research for approval and processing.

Students who wish to change their status in a course from
credit to audit must first consult with their supervisor or
program advisor. If permission is granted, a Course Audit
form must be signed and submitted to the Faculty of
Graduate Studies and Research office. Deadlines for
submitting such a change are found in the Academic
Schedule, Dates, and Deadlines.

Audited courses will not be considered as meeting
prerequisite, admission, or course requirements for any
University of Alberta degree or diploma program. For
further information on auditor status refer to Auditors of
the University Calendar.

Courses Extra to Degree: To designate a course as Extra,
students must

Complete an Extra to Degree form available from the
department;

Have it signed by the graduate coordinator or department
chair; and

Submit the form to the Faculty of Graduate Studies and
Research for approval and processing.

Courses taken toward doctoral program

requirements: Students who are still candidates for a
master's degree cannot use the Bear Tracks web
registration system to register in courses toward their
doctoral program requirements. Such doctoral level
courses may be taken for one Fall/Winter only by
master's degree candidates. Students must

Complete an Extra to Degree form available from the
department;

Have it signed by the graduate coordinator or department
chair; and

Submit the form to the Faculty of Graduate Studies and
Research for approval and processing.

[Moved down to Registration in more than one degree
program]

Registration in more than one degree program: The
Bear Tracks web registration system can only be used to
register in one degree program. Students who have been
approved to register in more than one program (e.g.
PGME students also completing a graduate program)
must contact the Faculty of Graduate Studies and
Research office for approval to register in the graduate
degree program. Registration in more than one program
requires the knowledge and consent of the department(s)
and the Faculty of Graduate Studies and Research.

[moved to Graduate Project Course and Thesis
Registration]

Registration as an off-campus student:

See the Glossary of the University Calendar for a definition of an off-campus student.
To register in an off-campus section of a course not available through Bear Tracks, contact the teaching department offering the course.
Graduate students who live more than 80 kilometers from Edmonton can be registered as off-campus students for thesis research and project courses by contacting the Faculty of Graduate Studies and Research at grad.services@ualberta.ca

[moved to Maintenance of Registration]

All students registered in M REG 800 – Maintaining Registration are off-campus students. To register, contact the Faculty of Graduate Studies and Research at grad.services@ualberta.ca

Step 3. Confirm Registration

[two paragraphs moved up to Registration]

All students who register, including Special and Visiting graduate students; students registered in courses for credit and/or audit; and students registered in thesis, research projects, or M REG 800 only are considered to have confirmed their registration when they register.

Graduate students are not required to pay a tuition deposit.

Reregistration in Courses

See Reregistration In Courses.

Changes to Registration

If students wish to make changes to their registration in any of the following cases, they must first consult the department in which they are registered. Students make changes to their registration for all unrestricted courses through the Bear Tracks web registration system during the period that it is available for a particular term. They can drop courses, add courses, or cancel their entire registration.

Bear Tracks is available for registration until the deadline dates listed in the Academic Schedule, Dates, and Deadlines in

this Calendar. For detailed Bear Tracks registration procedures, see the Registrar's web site www.registrarsoffice.ualberta.ca After the close of Bear Tracks in a particular term, any changes to a graduate student's registration require the approval of the student's department and the Faculty of Graduate Studies and Research. A Course Audit or Withdrawal form must be used for the following registration changes: withdrawal from courses; withdrawal from program; changes from credit to audit; or changes of course section.

Such changes of registration, once approved by the student's department, must be received by the Faculty of Graduate Studies and Research no later than the deadline dates found in the Academic Schedule, Dates, and Deadlines. No credit will be given for any course unless it is included in the student's registration.

Students who drop a course and add Thesis to maintain their full-time status, will be assessed fees for the Thesis registration in addition to any fees assessed for the dropped course.

[Moved up to Registration Procedure]

Faculty of Graduate Studies and Research deadline dates may differ from undergraduate deadline dates (consult the Academic Schedule, Dates, and Deadlines).

There may be academic record and fee implications for withdrawing from courses. Refer to Academic Schedule, Dates, and Deadlines, Fees Payment Guide, and Registration Deadlines Implication for Records.

Cancellation of Registration

Students in the Faculty of Graduate Studies and Research who wish to withdraw from courses should follow the procedure described in Adding or Withdrawing from Courses after the Registration Deadline. Students who wish to withdraw from a term, or from their program should complete a Withdrawal form. This form must then be signed/authorized by their department and submitted to the Faculty of Graduate Studies and Research for approval. Students who do not properly withdraw are not eligible for any refund of fees, nor for exemption from fees that have been assessed.

Refer to Refunds and Withdrawals for fee refund information.

If after withdrawing from a graduate program students wish to apply again for admission, their application will be considered in the current competition for places with all other applicants. See also Refunds and Withdrawals and Registration Deadlines Implication for Records.

****NEW to Calendar****

[text highlighted in green is changed from GPM wording]

Graduate Program Manual 6.23

Students may wish to take courses that are not necessary to or an integral part of their graduate program. Courses **extra to the degree** must be designated **and approved by the Faculty of Graduate Studies and Research (FGSR)** at the time of registration in the courses. The FGSR does not include these courses when calculating the student's GPA for continuation in the graduate program or convocation.

Courses Extra-to-Degree

Students may wish to take courses that are not necessary to or an integral part of their graduate program. Courses must be designated **as extra-to-degree** at the time of registration in the courses. **Designation as extra-to-degree is subject to approval by the Dean, FGSR.**

The FGSR does not include these courses when calculating the student's GPA for continuation in the graduate program or convocation **[see Academic Standing].**

****NEW to Calendar****

[text highlighted in green is changed from GPM wording]

Graduate Program Manual 6.22

A student who has a conditional admission to a doctoral program subject to successful completion of the master's degree, but has not yet completed the master's program, may for one term register in both the doctoral program and the thesis or project required to complete the master's degree. Extensions beyond the first term may only be granted by the Dean, Faculty of Graduate Studies and Research (FGSR), and only if an extraordinarily compelling case is made by the department.

[moved from Registration Procedure]

Courses taken toward doctoral program

requirements: Students who are still candidates for a master's degree cannot use the Bear Tracks web registration system to register in courses toward their doctoral program requirements. Such doctoral level courses may be taken for one Fall/Winter only by master's degree candidates. Students must complete an Extra to Degree form available from the department; have it signed by the graduate coordinator or department chair; and submit the form to the Faculty of Graduate Studies and Research for approval and processing.

Registration in more than one degree program: The Bear Tracks web registration system can only be used to register in one degree program. Students who have been approved to register in more than one program (e.g. PGME students also completing a graduate program) must contact the Faculty of Graduate Studies and Research office for approval to register in the graduate degree program. Registration in more than one program requires the knowledge and consent of the department(s) and the Faculty of Graduate Studies and Research.

****NEW to Calendar****

[text highlighted in green is changed from GPM wording]

Graduate Program Manual 6.20

A student may not register in courses that continue beyond the time of submission of evidence of completion of the program. Once the program is complete, the student's name is placed on the convocation list and the student is no longer considered to be in that program.

Courses extra-to-degree are included in the calculation of registration status (see Registration Status)

Registration in more than one degree program

A student who has a conditional admission to a doctoral program subject to successful completion of the master's degree, but has not yet completed the master's program, may for one term register in both the doctoral program and the thesis or project required to complete the master's degree.

Extensions beyond the first term may only be granted by the Dean, Faculty of Graduate Studies and Research (FGSR), and only if an extraordinarily compelling case is made by the department.

Coursework taken towards the second degree program must be declared as extra-to-degree <link> at the time of registration.

Students who have been approved to register in more than one program (e.g. PGME students also completing a graduate program) must contact the Faculty of Graduate Studies and Research office for approval to register in the graduate degree program. Registration in more than one program requires the knowledge and consent of the department(s) and the Faculty of Graduate Studies and Research.

Registration at the completion of the program

A student may not register in courses that continue beyond the time of submission of evidence of completion of the program. Once the program is complete, the student's name is placed on the convocation list and the student is no longer considered to be in that program.

If students wish to continue taking courses after their program is complete, they should contact the Faculty of Graduate Studies and Research (FGSR) for information about admission as a Special graduate student, or alternative types of registration under which they could take courses.

[...]

Transfer Credit, Course Exemption/Substitution, and Credit by Special Assessment

[...]

7.2 and 7.3 in the grad program manual are procedural.

Graduate Program Manual 7.11 [changes highlighted in green were approved by Policy Review Committee May 1, 2019]

There are four grounds for granting a leave of absence from an academic program: medical, parental, professional (experience or development), and compassionate.

Authority to grant medical and parental leaves resides with the department. A leave of absence for compassionate reasons or professional leave may only be granted by the Dean of the Faculty of Graduate Studies and Research (FGSR).

If students wish to continue taking courses after their program is complete, they should contact the Faculty of Graduate Studies and Research (FGSR) for information about admission as a Special graduate student, or alternative types of registration under which they could take courses.

[...]

Transfer Credit, Course Exemption/Substitution, and Credit by Special Assessment

[...]

Change of Program

Within a graduate program, students may change program category to a different degree or change to a different department(s). All changes of program are subject to recommendation by the Department and approval by the Dean, FGSR.

In the event of a change of program, all applicable coursework, credit granted, residence, fee requirements and time spent from the initial term of admission to the graduate program will apply to the subsequent program.

Coursework that is not applicable must be declared as extra to degree at the time of the change of program category.

A change in program category may result in a change in fee requirements.

Approved Leave of Absence

Leaves of absence are leaves from one's academic studies. The time limit for completion of the degree will be extended by the duration of any approved leave of absence.

There are four grounds for granting a leave of absence from an academic program: medical, parental, professional (experience or development), and compassionate.

Authority to grant medical and parental leaves resides with the department. A leave of absence for compassionate reasons or professional leave may only be granted by the Dean, FGSR

[moved to top]

Leaves of absence are leaves from one’s academic studies.

[...]

The time limit for completion of the degree will be extended by the duration of any approved leave of absence.

[moved down]

A leave of absence is approved/granted for up to one year at a time ~~and the~~ leave periods must coincide with full terms.

[...]

A departmental decision not to grant a medical or parental leave may be appealed to the FGSR. The FGSR will only consider an application for a leave of absence, or an appeal of a negative departmental decision, that is supported by documented compelling reasons. Decisions of FGSR are appealed through the FGSR academic appeals process.

[...]

There can be no registration during the leave of absence.

[...]

A student must return from an approved leave of absence by the specified date indicated on the application form in order to continue in the program of studies. Students in thesis-based programs must register in the term in which they return from the leave. Students in course-based programs must register for at least one term in the academic year following their return from the leave.

The student’s place in the program of studies is maintained during an approved leave of absence. Readmission to the program will not be required.

Students may end a leave of absence early providing the start coincides with the beginning of a term.

(FGSR Council, 2016/11/23; FGSR Council, 2011/12/14)

Residence Requirement

[...]

A departmental decision not to grant a medical or parental leave may be appealed to the FGSR. The FGSR will only consider an application for a leave of absence, or an appeal of a negative departmental decision, that is supported by documented compelling reasons. Decisions of FGSR are appealed through the FGSR academic appeals process.

A medical, compassionate or professional leave of absence is approved/granted for up to one year at a time. A parental leave is approved for up to 20 months. The leave periods must coincide with full terms. There can be no registration during the leave of absence.

A student must return from an approved leave of absence by the specified date indicated on the application form in order to continue in the program of studies. Students in thesis-based programs must register in the term in which they return from the leave. Students in course-based programs must register for at least one term in the academic year following their return from the leave.

The student’s place in the program of studies is maintained during an approved leave of absence. Readmission to the program will not be required.

Students may end a leave of absence early providing the start coincides with the beginning of a term.

For further information on Approved Leave of Absence, see 7.11 of the Graduate Program Manual.

Residence Requirement

[...]

Justification: FGSR Calendar Compliance

The changes to this section of our calendar consist of reformatting and clarification to ensure current practice is stated.

- Repetitive content has been removed. Specific sections that were previously included under more general headings have been parsed out and identified. Registration regulations have been linked to the University Regulations section of the calendar, which applies to all university students. This complies with the current recommendations of the Calendar specialist.
- We have moved regulations on Readmission and Tuition Deposit to the Admissions section of the FGSR Calendar.
- We renamed two existing sections: Minimum Units of Course Weight Registration is now Minimum Registration Requirements, and Registration in Thesis at the End of Programs is now End of Program Deadlines for thesis-based programs, as the previous headings were from previous tuition models and practices.
- We have maintained and clarified all registration information that is unique to graduate programs under our differing program types: Registration Status, Maintenance of Registration, Minimum Registration Requirements, Graduate Project Course and Thesis Registration, and End-of-Program Registration Deadlines for thesis-based students.
- We have imported supplemental regulations from the Graduate Program Manual Chapters 6 & 7 for Registration (consultation), Courses Extra-to-Degree, and Registration in More than One Degree Program.
- Also from the Graduate Program Manual, we have moved/added sections on Registration at the Completion of the Program, Change of Program, and Approved Leaves of Absence.

All changes in this document represent current FGSR practice.

Approved by: FGSR Council October 16 2019

Governance Executive Summary
Action Item

Agenda Title	Proposal from the Faculty of Extension for a Non-credit Certificate in Social Media
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Motion

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the proposed Social Media Certificate as submitted by the Faculty of Extension, as submitted in Attachment 1, to take effect Fall Term 2020.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Dr. Maria Mayan, Interim Dean, Faculty of Extension
Presenter(s)	Gordon Gow, Professor, Faculty of Extension Christie Schultz, Assistant Dean (Academic), Faculty of Extension Megan Bertagnolli, Program Development Lead, Faculty of Extension

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	<p>The proposed Social Media Certificate (non-credit) is designed to provide opportunity for both emerging and established social media professionals to advance their skills and knowledge at the (non-credit) certificate level.</p> <p>The Social Media Certificate examines the rules of this multi-dimensional communication model and explores how individuals and organizations can use social media platforms to actively engage stakeholders in online communities built around their products or services. Through formalized training in social media fundamentals, communications and marketing strategy, the program empowers participants to think about social media in a strategic and innovative manner. This part-time, non-credit, and career-enhancing program benefits professionals in communications and marketing. In particular, the focus is on small business, not-for-profit, and those who want to communicate with target audiences or build relevant social media strategic marketing skills.</p> <p>The Social Media Certificate will replace the existing Social Media Marketing and Communications Citation, which was established in 2016, that blended two previously offered programs: the Social Media Communications Citation and the Social Media Strategic Marketing Citation.</p>

Item No. 15

<p>Executive Summary (<i>outline the specific item – and remember your audience</i>)</p>	<p>The Faculty of Extension has been working closely with industry stakeholders, current program instructors and the Social Media program advisory committee, to ensure that the proposed program will meet the changing needs of professionals working in Social Media.</p> <p>The proposed certificate program will require students to successfully complete three core courses (63 hours) and three elective courses (63 hours).</p> <p>This certificate replaces the Faculty of Extension’s Social Media Marketing and Communications Citation. The language of “citations” as university non-credit credentials, while common historically, has lost its relevance with modern learners. It is critical that we transition this program into a “certificate” while simultaneously updating the program’s curriculum.</p> <p>The new certificate will be formally launched in Fall 2020. Students enrolled in the current citation program will be given the opportunity to choose to complete the citation or transition into the certificate.</p> <p>Costs associated with updating the current courses have been planned for the 2019/20 academic year. These updates are necessary and are underway.</p> <p>Following the program’s approval by ASC, we will:</p> <ul style="list-style-type: none"> • Communicate with stakeholders including: Social Media Marketing and Communications Citation program students; instructors; the program’s advisory committee; and Extension faculty and staff. • Upon approval, communication will be sent electronically advising stakeholders of the newly approved program. • Current students of the Social Media Marketing and Communications Citation program will also receive information about the Certificate program when Fall/Winter courses are released for registration in the Spring and be given the opportunity to complete the current Citation program or transfer to the new Certificate program. <p>It is not anticipated that this item will come forward annually.</p>
<p>Supplementary Notes and context</p>	<p><This section is for use by University Governance only to outline governance process.></p>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance</p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • The Faculty of Extension General Program Policy & Review Committee: September 23, 2019 • The Faculty of Extension Council: October 17, 2019 <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Internal Consultation between Communications & Design and the Management & Leadership teams (as the program historically implicated both): Dec. 5/2018
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Item No. 15

<p>Resources section Student Participation Protocol></p>	<ul style="list-style-type: none"> • Social Media Advisory Committee: March 7, 2019 • External N. Kathleen van Dusen (instructor for Intro courses): March 7 - August 19, 2019 • External Advisor, Adam Rosenhart (re: new course development): August 13 - 30, 2019 • Program Instructors: July - August 2019 <p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Faculty of Extension staff have been informed that the program has been proposed. (Ongoing)
<p>Approval Route (Governance) (including meeting dates)</p>	<ul style="list-style-type: none"> • The Faculty of Extension General Program Policy & Review Committee: September 23, 2019 • The Faculty of Extension Council: October 17, 2019 • ASC Subcommittee on Standards (for discussion): November 7, 2019 • GFC Academic Standards Committee: November 21, 2019

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>In the University of Alberta's institutional strategic plan, <i>For the Public Good</i>, the University establishes the objective to "Expand access to and engagement in the University of Alberta for learners engaging in continuing and professional education programs, experiences, and lifelong learning activities" (Objective 10). This program is one example of the way in which we are creating "a wide range of opportunities, both in-person and virtual, for broad, learning-centered programs for alumni and other communities of learners engaging in continuing and professional education" (Objective 10, Strategy 2).</p>			
<p>Alignment with Core Risk Area</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" data-bbox="570 1192 1541 1402"> <tr> <td data-bbox="570 1192 1089 1402"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1089 1192 1541 1402"> <input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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<p>Legislative Compliance and jurisdiction</p>	<ol style="list-style-type: none"> 1. Post-Secondary Learning Act (PSLA): The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. 2. PSLA: The PSLA gives Faculty Councils power to "provide for the admission of students to the faculty" (29(1)(c)). 3. GFC Academic Standards Committee (ASC) Terms of Reference 			

Attachments (each to be numbered 1 - <>)

1. Attachment 1: Program Approval Template - Non-credit program - Social Media Certificate program proposal

Prepared by: <Megan Bertagnolli, Program Development Lead, Communications & Design, Faculty of Extension. megan.bertagnolli@ualberta.ca>

**Program Approval Template
Non-Credit Program**

This template is to be used for proposals calling for the establishment of new University of Alberta non-credit program. Non-credit programs are offered and administered largely by a Faculty or Department. (Example: Certificate in Human Resources offered by the Faculty of Extension)

Governance: Non-credit programs are reviewed by the appropriate Faculty Council, GFC Academic Standards Committee (ASC) Sub-committee on Standards (SOS) and GFC ASC. Faculties are asked to provide, on an annual basis, a list of updated program changes to the Provost and Vice-President (Academic) by July 1 of each year.

Section A: Basics		
Program Name	Social Media Certificate	
Sponsoring Faculty/ Academic Unit	Faculty of Extension, Communication & Design	
Contact information	Name and Title	Maria Mayan, Interim Dean Christie Schultz, Assistant Dean (Academic) Megan Bertagnolli, Program Development Lead (Communications & Design)
	Phone	780-492-6702 780-492-2408
	Email	christie.schultz@ualberta.ca megan.bertagnolli@ualberta.ca
Program Synopsis Provide a brief description of the non-credit program.	The proposed Social Media Certificate (non-credit) is designed to provide opportunity for both emerging and established social media professionals to advance their skills and knowledge at the (non-credit) certificate level. This program equips students with knowledge of how to make the best use of social media and is designed for students with both professional and personal interests.	

Section B: Rationale, Implications and Impacts	
Rationale for Introduction of Program Outline the rationale for the proposed non-credit program.	<p>Background: Social Media Certificate Program</p> <p>The Social Media Certificate examines the rules of this multi-dimensional communication model and explores how individuals and organizations can use social media platforms to actively engage stakeholders in online communities built around their products or services. Through formalized training in social media fundamentals, communications and marketing strategy, the program empowers participants to think about social media in a strategic and innovative manner. This part-time, non-credit, and career-enhancing program benefits professionals in communications, marketing, and related fields. In particular, the focus is on small business, not-for-profit, and those who want to communicate with target audiences or build relevant social media strategic marketing skills.</p> <p>The Social Media Certificate will replace the existing Social Media Marketing and Communications Citation, which was established in</p>

	<p>2016, which blended two previously offered programs: the Social Media Communications Citation and the Social Media Strategic Marketing Citation.</p> <p>Program Overview Table</p> <table border="1"> <thead> <tr> <th data-bbox="540 394 932 520">Current Social Media Marketing and Communications Citation</th> <th data-bbox="932 394 1466 520">Proposed Social Media Certificate</th> </tr> </thead> <tbody> <tr> <td data-bbox="540 520 932 720"> 120 hours <ul style="list-style-type: none"> ● 2 Required courses ● 2 Core courses ● 2 Elective courses </td> <td data-bbox="932 520 1466 720"> 126 hours <ul style="list-style-type: none"> ● 3 Core courses ● 3 Elective courses </td> </tr> </tbody> </table> <p>Rationale for change The changes proposed will offer students more clarity around program structure, giving all students the same strong foundation in Social Media before choosing their own areas of specialization via the electives.</p> <p>This change is also, in part, designed to shift the credential language from <i>citation</i> to <i>certificate</i>, bringing it into alignment with other Continuing Professional Education (CPE) certificate programs. The term “citation,” as a CPE credential, while historically relevant, has faded from use.</p>	Current Social Media Marketing and Communications Citation	Proposed Social Media Certificate	120 hours <ul style="list-style-type: none"> ● 2 Required courses ● 2 Core courses ● 2 Elective courses 	126 hours <ul style="list-style-type: none"> ● 3 Core courses ● 3 Elective courses
Current Social Media Marketing and Communications Citation	Proposed Social Media Certificate				
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<p>Resource Implications Identify the resource implications of the proposed program. Identify if resources are being re-allocated to or from other areas, and outline the implications of this re-allocation.</p>	<p>Existing resources will be allocated to the development and delivery of this program. No additional resource requirements are anticipated. In the development of this program, the following work will be undertaken by Faculty of Extension staff:</p> <ul style="list-style-type: none"> ● Program development and design: Communications and Design (C&D) Program Development Lead (Megan Bertagnolli); Subject Matter Experts (SMEs) and instructors; Extension’s Learning Engagement Office (LEO) ● Program administration: C&D program team; Extension Student Services Office (ESSO) team ● Program development oversight: Christie Schultz, Assistant Dean (Academic) ● Marketing support: Extension Marketing team 				
<p>Consultation Describe any consultation and/or potential impacts on service units of the University, including the</p>	<p>Existing ongoing community consultation processes will be used to support this program. It is not anticipated that additional resources from University of Alberta central service units will be required.</p> <p>Of note, the Extension Student Services Office (ESSO) will be required to create a new program in Campus Solutions; the ESSO has been</p>				

<p>Office of the Registrar and Student Awards, Academic Information and Communication Technologies (AICT), Library Administration, Facilities and Operations, Student Services, etc.</p>	<p>consulted.</p> <p>Community and external consultations:</p> <ul style="list-style-type: none"> ● Social Media Advisory Committee <ul style="list-style-type: none"> ○ March 7, 2019 ● External N. Kathleen van Dusen (instructor for Intro courses) <ul style="list-style-type: none"> ○ August 19, 2019 ● External Advisor, Adam Rosenhart, ATB Financial <ul style="list-style-type: none"> ○ August 20, 2019 <p>University of Alberta service unit consultations</p> <ul style="list-style-type: none"> ● Internal Consultation between Extension program teams, Communications & Design and Management & Leadership (M&L): Dec. 5/2018 <ul style="list-style-type: none"> ○ Attendance: Christie Schultz, Joy Beveridge, Megan Bertagnolli, Sandra Lacza ● Ongoing with C&D team <p>Faculty of Extension internal consultations:</p> <ul style="list-style-type: none"> ● Communications & Design Program Assistants ● Extension Student Services Office (ESSO) ● Extension Marketing team ● Learning Engagement Office (LEO)
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<p>Appendices</p>	
<p>Include any additional information in support of the proposal including any Calendar content, the Library Impact Statement and letters of support.</p>	<ul style="list-style-type: none"> ● Appendix A: Social Media Certificate course details ● Appendix B: Social Media Advisory Committee Members

APPENDIX A

Program Name: Social Media Certificate

Program Hours: 126

Grading: Graded

Program Format: Blended

Program At A Glance

- 3 Core Courses, 3 Elective Courses
- May normally be completed between 6 months to 2 years of part-time study. Students have up to eight years to complete the program.

The Social Media Certificate is comprised of three core courses, plus three electives. Each course is offered individually and has no prerequisites, but learners who desire a comprehensive social media skill set may complete all to earn a Certificate.

Core Courses (all 3 must be completed)

EXSM5510 - Social Media Foundations (21 hours)

***new title* - blends Fundamentals of SM with Effective SM Communications.**

In this overview of online marketing and social media use, you will explore key concepts used by professionals to help grow your business or personal brand. Designed to increase your knowledge base, specific topics include: social media tools, website development and maintenance, web analytics, search engine utilization, basic content creation, and copyright. These transferable skills and strategies offer you the foundation needed to start engaging audiences across popular social media platforms.

Students are required to have social media accounts set up and ready to use prior to the start of class, and a working knowledge of social media for personal use.

Course Outcomes:

- Identify the characteristics and relationship between traditional and social media marketing
- Investigate appropriate tools for your purpose, audience, and content requirements
- Understand, navigate, and interact on current social media platforms, websites, and blogs
- Make use of available technologies to monitor, position, and measure other social media tools

EXSM5511 - Integrated Social Media Marketing Strategy (21 hours)

Blends Developing an Integrated Social Media Strategy and Social Media Marketing

An introduction to building an online presence through a strong marketing strategy that reflects your organizational culture. Topics covered within this course include best practices for social media and marketing across various platforms, building and strengthening organizational reputation and brand online, strategic planning and development, how to build a social media following, and steps for executing an integrated strategic social media marketing plan.

Course Outcomes:

- Articulate how social media can be used for strategic communication, brand & reputation, and marketing
- Identify your social media persona
- Develop an awareness of the different approaches required for each platform

- Understand the difference between organic, earned, and paid marketing
- Acquire knowledge and skills to integrate social media technologies into your marketing plan
- Apply key concepts and methods related to marketing by using a social media platform for strategic marketing purposes
- Develop an integrated social media marketing plan.

EXSM5512 - Analytics and Reporting for Social Media (21 hours)

***updated version of Analytics. Potential for individualized workshops for deeper dives on specific analytics platforms**

It's important to measure where your web traffic is coming from, how much web traffic you are receiving, which messages are most effective at driving users to your desired destination, and how to report on these measures. There are several ways to use analytics in social media, and this course will explore specific approaches such as: social media analytics, web search optimization, and ROI analysis.

Course Outcomes:

- Develop an understanding of the language of analytics, including a working knowledge of the many acronyms and how to interpret the information these tools provide
- Identify the characteristics of social measures as they apply to traditional and digital media
- Identify metrics that are valid for social media, and describe how they can be analyzed to support business objectives
- Describe the benefits and challenges associated with applying social media analytics to business objectives
- Develop a reporting framework that conveys information acquired from social media analytics

Elective Courses (3 courses of choice must be completed)

EXSM3989 - Digital Storytelling (21 hours)

***Blends Digital Storytelling & Narrative and Writing & Editing in the Digital World**

Online storytelling employs the creative use of digital tools and offers exciting new possibilities for collaboration and sharing. The new ways of creating and experiencing narrative (often nonlinear and increasingly media-rich) that social media can provide will be explored, along with basic concepts of storytelling and its use as an educational and marketing tool in this online environment. Issues related to quality of content, memes, what does it mean to go viral, as well as quality of writing specific to the online environment.

Course Outcomes:

- Apply key concepts and methods related to content creation for social media platforms while developing awareness of the different techniques required for each social media platform
- Use editing, storytelling, and other narrative techniques to demonstrate effective social media content creation
- Apply strong writing, editing, and critiquing skills for social networks and digital media
- Choose social media communications strategies appropriate for the needs of voluntary, public, or private sector contexts
- Critique digital communications including the quality of writing, tone, and messaging for engaging with your audience

EXSM3993 - Visual Communication for Social Media (21 hours)

Social media requires attention to design elements in order to be effective. The emphasis in this course is on understanding why and how decisions are made around visual communications to give you the tools to adapt to the ever-changing landscape of social media. Here you will learn basic design principles that will inform your decisions and help you create an effective and visually-pleasing online presence, as well as how to use these principles to emphasize the message that is being delivered.

Course Outcomes:

- Define design terminology and concepts
- Explore the relationships between legibility, typography, and page layout
- Demonstrate and apply knowledge of the design process and key principles of design
- Acquire skills in how to size and frame images
- Apply an understanding of the importance of composition plays in visual communication
- Apply knowledge of colour theory to branding

EXSM3995 - Intellectual Property & Copyright (21 hours)

For anyone who participates in the online environment, it is important to know and use the etiquette, ethics, and various legal and policy issues that affect how we use social media. Among the topics that will be discussed in this course are: creative commons, copyright, privacy, intellectual property, fair dealing, and the public domain. The differences that exist nationally and internationally will also be discussed, as this has important implications for social media use.

Course Outcomes:

- Develop a working knowledge of ethical and legal issues in the context of social media communication
- Understand the term user generated content and how it applies to both managing and using content online
- Examine and critically think about current rules (legal or societal) and common assumptions of copyright
- Understand the basics of privacy protection as they relate to social media
- Analyze where and how to acquire, use, and repurpose multimedia content in ways that follow etiquette, ethical and legal standards.

EXSM5513 - Online Sales & Mobile Marketing (21 hours)

Learn the skills needed to maximize your online presence and impact across various platforms as a means to help drive sales. In this course, you will delve deeper into internet marketing opportunities, website design, e-commerce, engaging online communities, and best strategies for creating and directing web traffic.

Course Outcomes:

- Understand the basics of online sales and mobile marketing including: web marketing, e-mail marketing, mobile marketing, and affiliate marketing
- Investigate the impact of the mobile platform and cloud computing
- Examine the changing landscape of paid online marketing
- Develop a sales-focused marketing campaign by combining several marketing methods

EXSM3998 - Risk Management & Crisis Response for Social Media (21 hours)

Description

In this course, students will learn how to identify, prepare for and manage the risks inherent to a professional presence on social media, as well as to recognize the signs and impacts of emerging problems elsewhere online. Students will explore best practices for policy, procedures and guidelines for social media within an organization, and draw on learnings from traditional media and public relations concepts to prepare for and respond to emerging issues. This course is aimed at those working in a small- to medium- enterprise, the not-for-profit sector, and/or board-run organizations; however, content also applies to large enterprise and government sector as well.

Outcomes

- Understand and articulate the risks to an organization on social media
- Analyse an organization's preparedness for the issues it might face
- Explain how an issue or crisis may emerge, how to manage it, and how to recover
- Develop online issues management and crisis communications and messages
- Develop organizational policies, procedures and guidelines for social and digital media use

APPENDIX B

2019 Social Media Program Advisory Committee Members

Chair:

- Christie Schultz, Assistant Dean, Academic, Faculty of Extension

Faculty member(s):

- Gordon Gow, PhD, MACT Academic Director and Professor
- JoAnn Kirkland, Assistant Dean, Advancement

Program staff members(s):

- Megan Bertagnolli, Program Development Lead, Communications & Design
- Sandra Lacza, Team Lead, Management and Leadership Programs

Program instructor(s):

- Jessica Laccetti, PhD
- Karen Unland, Alberta Podcast Network
- N. Kathleen van Dusen

Industry or professional representative(s):

- Linda Hoang (now also an instructor): Canadian blogger and social media strategist based in Edmonton, Alberta.

Governance Executive Summary
Action Item

Agenda Title	Proposed Changes to Existing Program Requirements and Entrance Requirements for Medical Laboratory Science Programs, Faculty of Medicine and Dentistry
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Motion I

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to the entrance requirements for the MLS Program, as proposed by the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, as amended, to take effect for Fall 2020

Motion II

THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve the proposed changes to the program requirements for the MLS Program, as proposed by the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, to take effect for Fall 2020.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Dennis Kunimoto, Interim Dean, Faculty of Medicine and Dentistry
Presenter(s)	Lisa Purdy, Director, Medical Laboratory Science Program

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to update and amend the Program of Courses for the BSc in Medical Laboratory Science and BSc in Medical Laboratory Science Post-Professional Certification degree completion programs.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p><i>MLS began strategic planning in 2015. One goal of that process was to overhaul the curriculum. Curriculum 2020 is a multi-year, multi-phase project. These calendar changes outline the changes to the first year of the program (last year pre requisite requirement changes were approved).</i></p> <ul style="list-style-type: none"> • <i>Address need increase the amount of foundational inheritance genetics in order to offer advanced molecular diagnostics (outcome of stakeholder engagement was to ensure the emerging workforce has solid knowledge of emerging technologies)</i> • <i>no financial implications, the current phase 1 (year 2) curriculum was repackaged – for example MLSCI 280 and MLSCI 210 are not new course content but we have packaged the knowledge into different discreet courses rather than leaving this foundational knowledge in discipline specific courses. The curriculum changes are meant to create courses that work for the content / knowledge necessary for medical laboratory technologists.</i> • <i>next steps will be curriculum changes to the calendar for year 4 (to be implemented (2022-23))</i>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u><i>Those who are actively participating:</i></u></p> <ul style="list-style-type: none"> • MLS Strategic Planning committee, September 17, 2016 • MLS Divisional Faculty meeting, Nov 16, 2016.
	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> • MLS External Advisory Committee, April 16, 2019 • FoMD Faculty Learning Committee – approval – August 19, 2019 • FoMD Faculty Council Committee – review/consultation – September 5, 2019 • Office of the Registrar, Calendar Production – consulted/informed • Anna Vocioni, Assistant Registrar
	<p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> • Anna Vocioni was consulted
<p>Approval Route (Governance) (including meeting dates)</p>	<ul style="list-style-type: none"> • 2019-20 MLS Program Prerequisite changes approved via Governance e-Circulation, December 12, 2018 • GFC ASC SOS, November 7, 2019 • GFC ASC, November 21, 2019

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p><i>For the Public Good</i> GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals</p>													
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0"> <tr> <td><input type="checkbox"/> Enrolment Management</td> <td><input checked="" type="checkbox"/> Relationship with Stakeholders</td> </tr> <tr> <td><input checked="" type="checkbox"/> Faculty and Staff</td> <td><input type="checkbox"/> Reputation</td> </tr> <tr> <td><input type="checkbox"/> Funding and Resource Management</td> <td><input type="checkbox"/> Research Enterprise</td> </tr> <tr> <td><input type="checkbox"/> IT Services, Software and Hardware</td> <td><input type="checkbox"/> Safety</td> </tr> <tr> <td><input type="checkbox"/> Leadership and Change</td> <td><input checked="" type="checkbox"/> Student Success</td> </tr> <tr> <td><input type="checkbox"/> Physical Infrastructure</td> <td></td> </tr> </table>		<input type="checkbox"/> Enrolment Management	<input checked="" type="checkbox"/> Relationship with Stakeholders	<input checked="" type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Reputation	<input type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Research Enterprise	<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety	<input type="checkbox"/> Leadership and Change	<input checked="" type="checkbox"/> Student Success	<input type="checkbox"/> Physical Infrastructure	
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<p>Legislative Compliance and jurisdiction</p>	<p><i>Post-Secondary Learning Act</i> GFC Academic Standards Committee Terms of Reference GFC Academic Planning Committee Terms of Reference</p>													

Attachments (each to be numbered 1 - 5)

1. MLS Calendar Changes 2020-2021 (pages 1 - 8)
2. MLS Load Change Proposal (pages 1 - 4)
3. MLS Load Change – Appendix 1 – Course Listings (pages 1 - 8)
4. MLS Load Change – Appendix 2 – Stakeholder Report #1 (pages 1 - 1)
5. MLS Load Change – Appendix 3 – Strategic Initiatives Report #2 (pages 1 - 3)

Item No. 16

Prepared by: Jocelyn Plemel, Executive Assistant to the Vice-Dean, Education, jplemel@ualberta.ca

Document199

Faculty of Medicine & Dentistry
Division of Medical Laboratory Science
Proposed University Calendar Changes

CURRENT	PROPOSED
Degree of BSc in Medical Laboratory Science	
<p>General Information</p> <p>The Faculty of Medicine and Dentistry offers an undergraduate degree program in Medical Laboratory Science. The program is designed to develop competent, critical thinking, reflective medical laboratory technologists who effectively contribute to the care of patients and who are committed to excellence in professional practice.</p> <p>This degree also prepares graduates to pursue post-baccalaureate or graduate programs that may lead to advanced practice opportunities.</p> <p>The preprofessional year and Phases I and III of the program are normal university years. In Phase I foundational concepts are taught. Phase II consists of clinical hospital laboratory training under the direct supervision of the Faculty of Medicine and Dentistry. In Phase III students explore advanced concepts in laboratory medicine. If successful in all competency based objectives, students may write certification examinations with the Canadian Society for Medical Laboratory Science, general certification.</p> <p>Note: Because individuals working in hospital laboratories run some risk of infection from materials they handle, all students in the Medical Laboratory Science program must take a series of immunizations approved by the Office of the Dean of Medicine and Dentistry and the Health Sciences Council before beginning Phase I. See University Infectious Diseases Regulation.</p> <p>Orientation</p> <p>It is mandatory that each student, after acceptance into the program, attend Orientation. This is scheduled immediately before the beginning of the first term.</p>	<p>General Information</p> <p>The Faculty of Medicine and Dentistry offers an undergraduate degree program in Medical Laboratory Science. The program is designed to develop competent, critical thinking, reflective medical laboratory technologists who effectively contribute to the care of patients and who are committed to excellence in professional practice.</p> <p>This degree also prepares graduates to pursue post-baccalaureate or graduate programs that may lead to advanced practice opportunities.</p> <p><u>Students complete a preprofessional year before applying to the program. Years Two and Four of the program are normal university years. Interession following Year Two may be required. In Year Two foundational concepts are taught. Year Three</u> consists of clinical hospital laboratory training under the direct supervision of the Faculty of Medicine and Dentistry. In <u>Year Four</u> students explore advanced concepts in laboratory medicine. If successful in all competency based objectives, students may write <u>the general</u> certification examination with the Canadian Society for Medical Laboratory Science.</p> <p>Note: Because individuals working in hospital laboratories run some risk of infection from materials they handle, all students in the Medical Laboratory Science program must take a series of immunizations approved by the Office of the Dean of Medicine and Dentistry and the Health Sciences Council before beginning <u>Year Two</u>. See University Infectious Diseases Regulation.</p> <p>Orientation</p> <p>It is mandatory that each student, after acceptance into the program, attend Orientation. This is scheduled immediately before the beginning of the first term.</p>

Program of Courses

Phase I

MLSCI 200 - Transition to Clinical Practice
MLSCI 230 - Hematology
~~MLSCI 235 - Hemostasis~~
MLSCI 242 - Pathogenic Microbiology I
~~MLSCI 243 - Pathogenic Microbiology II~~
MLSCI 250 - Human Histology and Histotechnology
MLSCI 262 - Clinical Biochemistry
MLSCI 263 - Clinical Biochemistry
MLSCI 270 - Transfusion Science
MLSCI 290 - Foundations of Indigenous Health I
PHYSL (★6)
~~Arts Option (★3)~~

Phase II – Clinical Rotation (See Note 1)

~~BIOCH 200 – Introductory Biochemistry~~
~~BIOCH 330 – Nucleic Acids and Molecular Biology~~
MLSCI 320 - Analysis and Communication of Biomedical Information
MLSCI 330 - Clinical Hematology
MLSCI 340 - Clinical Microbiology
MLSCI 350 - Histopathology
MLSCI 360 - Clinical Biochemistry
MLSCI 370 - Transfusion Science
~~MLSCI 390 – Foundations of Indigenous Health II~~

Phase III (See Note 2)

~~MLSCI 295 – Foundations of Interprofessional Collaborative Practice~~
~~MLSCI 480 – Molecular Genetic Approaches to the Study and Diagnosis of Disease~~
~~MLSCI 410 – Introduction to Clinical Laboratory Management~~
Arts option (★3)
★12 chosen from
MLSCI 420 - Emerging Trends in Medical Laboratory Science
MLSCI 430 - Advanced Hematology
MLSCI 460 - Clinical Biochemistry
MLSCI 466 - Applied Toxicology
MLSCI 475 - Clinical Immunology
MLSCI 481 - Techniques in Molecular Biology

Program of Courses

Year 2

MLSCI 200 - Transition to Clinical Practice
~~MLSCI 210 – Foundations of Instrumentation & Analysis~~
~~MLSCI 230 – Hematology & Hemostasis~~
MLSCI 242 - Pathogenic Microbiology I
MLSCI 250 - Human Histology and Histotechnology
MLSCI 262 - Clinical Biochemistry
MLSCI 263 - Clinical Biochemistry
MLSCI 270 - Transfusion Science
~~MLSCI 280 - Introduction to Immunology~~
MLSCI 290 - Foundations of Indigenous Health I
~~MLSCI 295 - Foundations of Interprofessional Collaborative Practice~~
PHYSL (★6)

Spring Intersession

~~BIOCH 200 - Introductory Biochemistry~~

Year 3 – Clinical Rotation (See Note 1)

~~MLSCI 300 – Professional Practice~~
MLSCI 320 - Analysis and Communication of Biomedical Information
MLSCI 330 - Clinical Hematology
MLSCI 340 - Clinical Microbiology
MLSCI 350 - Histopathology
MLSCI 360 - Clinical Biochemistry
MLSCI 370 - Transfusion Science

Year 4 (See Note 2)

~~MLSCI 410 - Introduction to Clinical Laboratory Management~~
~~MLSCI 480 - Molecular Genetic Approaches to the Study and Diagnosis of Disease~~
Arts option (★3)
~~Approved MLS option (★3)~~
★12 chosen from
MLSCI 420 - Emerging Trends in Medical Laboratory Science
MLSCI 430 - Advanced Hematology
MLSCI 460 - Clinical Biochemistry
MLSCI 466 - Applied Toxicology
MLSCI 475 - Clinical Immunology
MLSCI 481 - Techniques in Molecular Biology
MMI 405 - Advanced Microbial Pathogenicity OR
MMI 415 - Advanced Viral Pathogenesis OR

<p>MMI 405 - Advanced Microbial Pathogenicity OR MMI 415 - Advanced Viral Pathogenesis OR MMI 426 - Medical Parasitology Project course: MLSCI 491 - Research Project OR MLSCI 409 - Research Project AND Science option (★3)</p> <p>Notes During the Phase II clinical rotation, students are assigned to hospital laboratories approved for this purpose by the Council of the Faculty of Medicine and Dentistry. ★3 in a Science option are required if a ★3 project is completed. ★0 in a science option are required if a ★6 project is attempted.</p>	<p>MMI 426 - Medical Parasitology Project course: MLSCI 491 - Research Project OR MLSCI 409 - Research Project AND Science option (★3)</p> <p>Notes 1. During the Year Three clinical rotation, students are assigned to hospital laboratories approved for this purpose by the Council of the Faculty of Medicine and Dentistry. 2. ★3 in a Science option are required if a ★3 project is completed. ★0 in a science option are required if a ★6 project is attempted.</p>
<p>Rationale: Update program map to reflect changes to curriculum. Name change to years (from phases) to differentiate new curriculum from old. See Curriculum 2020 justification at the end of this document. Course changes are in a separate document.</p>	

CURRENT	PROPOSED
BSc in Medical Laboratory Science Post-Professional Certification degree completion	
<p>General Information</p> <p>The Faculty of Medicine and Dentistry offers a program for degree completion for Canadian Society for Medical Laboratory Science general certificate holders. Because of the changing nature of the field, there is a practise requirement that must be met (see Admission).</p> <p>The program requires ★75 additional study post-diploma and ★60 must be completed through the University of Alberta.</p> <p>Program of Courses</p> <p>Year 1</p> <p>BIOL 107 - Introduction to Cell Biology CHEM 101 - Introductory University Chemistry I CHEM 102 - Introductory University Chemistry II</p> <p>CHEM 164 - Organic Chemistry I OR CHEM 261 - Organic Chemistry I</p> <p>CHEM 263 - Organic Chemistry II MLSCI 244 - Pathogenic Microbiology I MLSCI 245 - Pathogenic Microbiology II</p>	<p>General Information</p> <p>The Faculty of Medicine and Dentistry offers a program for degree completion for Canadian Society for Medical Laboratory Science general certificate holders. Because of the changing nature of the field, there is a practise requirement that must be met (see Admission).</p> <p>The program requires ★72 additional study post-diploma and ★60 must be completed through the University of Alberta.</p> <p>Program of Courses</p> <p>Year 1</p> <p>BIOL 107 - Introduction to Cell Biology BIOL 207 - Molecular Genetics and Heredity CHEM 101 - Introductory University Chemistry I CHEM 102 - Introductory University Chemistry II</p> <p>CHEM 164 - Organic Chemistry I OR CHEM 261 - Organic Chemistry I</p> <p>MLSCI 280 - Introduction to Immunology MLSCI 290 - Foundations of Indigenous Health I</p>

<p>MLSCI 320 - Analysis and Communication of Biomedical Information</p> <p>STAT 141 OR STAT 151 – Introduction to Applied Statistics I OR STAT 337 – Biostatistics</p> <p>Approved MLS options (★6) Spring/Summer BIOCH 200 - Introductory Biochemistry BIOCH 330 – Nucleic Acids and Molecular Biology Arts options (★6)</p> <p>Year 2</p> <p>MLSCI 295 – Foundations of Interprofessional Collaborative Practice MLSCI 410 - Introduction to Clinical Laboratory Management MLSCI 480 - Molecular Genetic Approaches to the Study and Diagnosis of Disease Arts option (★3) Project course MLSCI 491 - Research Project OR MLSCI 409 - Research Project AND Science option (★3) ★12 chosen from MLSCI 420 - Emerging Trends in Medical Laboratory Science MLSCI 430 - Advanced Hematology MLSCI 460 - Clinical Biochemistry MLSCI 466 - Applied Toxicology MLSCI 475 - Clinical Immunology MLSCI 481 - Techniques in Molecular Biology MMI 405 - Advanced Microbial Pathogenicity OR MMI 415 - Advanced Viral Pathogenesis OR MMI 426 - Medical Parasitology</p>	<p><u>MLSCI 295 - Foundations of Interprofessional Collaborative Practice</u></p> <p>MLSCI 320 - Analysis and Communication of Biomedical Information</p> <p><u>Approved Statistics (★3) Approved MLS option (★3)</u></p> <p><u>Spring/Summer</u></p> <p>BIOCH 200 - Introductory Biochemistry</p> <p><u>English options (★6)</u></p> <p>Year 2</p> <p>MLSCI 410 - Introduction to Clinical Laboratory Management MLSCI 480 - Molecular Genetic Approaches to the Study and Diagnosis of Disease <u>Approved MLS option (★9)</u> Project course MLSCI 491 - Research Project OR MLSCI 409 - Research Project AND Science option (★3) ★12 chosen from MLSCI 420 - Emerging Trends in Medical Laboratory Science MLSCI 430 - Advanced Hematology MLSCI 460 - Clinical Biochemistry MLSCI 466 - Applied Toxicology MLSCI 475 - Clinical Immunology MLSCI 481 - Techniques in Molecular Biology MMI 405 - Advanced Microbial Pathogenicity OR MMI 415 - Advanced Viral Pathogenesis OR MMI 426 - Medical Parasitology</p>
<p>Rationale: del</p>	

CURRENT	PROPOSED
BSc in Medical Laboratory Science Post- Professional Certification degree completion	
<p>All students enrolled in the BSc MLS program are bound by and shall comply with the Professional Code of Ethics governing the profession. The Professional Code of Ethics refers to all relevant</p>	<p>Academic Standings and Graduation</p> <p>All students enrolled in the BSc MLS program are bound by and shall comply with the Professional Code of Ethics governing the profession. The Professional Code of Ethics refers to all relevant</p>

<p>professional codes and practice standards for medical laboratory technology including:</p> <ul style="list-style-type: none"> • Code of Applicant Behaviour • Code of Student Behaviour • College of Medical Laboratory Technologists of Alberta Code of Ethics • College of Medical Laboratory Technologists of Alberta Standards of Practice • Canadian Society for Medical Laboratory Science Code of Ethics • Professional Standards for Students in the Faculty of Medicine and Dentistry <p>Academic Standings</p> <p>[...]</p>	<p>professional codes and practice standards for medical laboratory technology including:</p> <ul style="list-style-type: none"> • Code of Applicant Behaviour • Code of Student Behaviour • College of Medical Laboratory Technologists of Alberta Code of Ethics • College of Medical Laboratory Technologists of Alberta Standards of Practice • Canadian Society for Medical Laboratory Science Code of Ethics • Professional Standards for Students in the Faculty of Medicine and Dentistry
<p>Rationale: Format error – title was in the wrong spot</p>	

CURRENT	PROPOSED
BSc in Medical Laboratory Science	
<p>Admission Requirements</p> <p>The current quota for Phase I students is 29.</p> <p>I. Preprofessional Year</p> <p>Those wishing to enrol in the BSc Medical Laboratory Science program must complete a preprofessional year before applying for admission to the Faculty. The required courses or their transfer equivalents are available at various postsecondary institutions in Alberta. Students should where possible take these courses (equivalent to ★30 at the University of Alberta) as one year of full-time study.</p> <p>II. Academic Requirements</p> <p>The following ★30 are required: English ★6 General Chemistry ★6 Organic Chemistry ★6 Biology ★3 (cell biology) ★3 from Biology, Genetics, Microbiology, or Zoology</p>	<p>Admission Requirements</p> <p>The current quota for Year Two students is 29.</p> <p>I. Preprofessional Year</p> <p>Those wishing to enrol in the BSc Medical Laboratory Science program must complete a preprofessional year before applying for admission to the Faculty. The required courses or their transfer equivalents are available at various postsecondary institutions in Alberta. Students should where possible take these courses (equivalent to ★30 at the University of Alberta) as one year of full-time study.</p>

Statistics ★3

★3 options (any Faculty)

NOTE EFFECTIVE FOR SEPTEMBER 2020

ADMISSION the Academic Requirements will be:

The following ★30 of preprofessional course work are required.

English ★6

General Chemistry ★6

Organic Chemistry ★3

Biology ★3 (cell biology)

Biology ★3 (molecular genetics and inheritance)

★3 from Biology, Genetics, Microbiology, or Zoology

Statistics ★3

★3 options (any Faculty)

III. Other Requirements

[...]

I. Aboriginal Applicants

The Division of Medical Laboratory Science will provide admission to the BSc MLS program to all qualified Aboriginal applicants not to exceed the current quota for **Phase 1** students (see above). Students of Aboriginal identity within the meaning of the Constitution Act, 1982, Section 35, Part 2, or a person accepted by one of the Aboriginal peoples of Canada as a member of their community, will be considered in this category.

Candidates will be subject to normal minimum admission requirements as outlined in BSc in Medical Laboratory Science and approval by the Divisional Admissions Committee.

II. For More Information

Individuals considering entering the preprofessional year should contact the Division of Medical Laboratory Science, 5-411 Edmonton Clinic Health Academy, University of Alberta, Edmonton, AB T6G 1C9.

II. Academic Requirements

The following ★30 of preprofessional course work are required.

English ★6

General Chemistry ★6

Organic Chemistry ★3

Biology ★3 (cell biology)

Biology ★3 (molecular genetics and inheritance)

★3 from Biology, Genetics, Microbiology, or Zoology

Statistics ★3

★3 options (any Faculty)

III. Other Requirements

[...]

IV. Aboriginal Applicants

The Division of Medical Laboratory Science will provide admission to the BSc MLS program to all qualified Aboriginal applicants not to exceed the current quota for **Year Two** students (see above). Students of Aboriginal identity within the meaning of the Constitution Act, 1982, Section 35, Part 2, or a person accepted by one of the Aboriginal peoples of Canada as a member of their community, will be considered in this category.

Candidates will be subject to normal minimum admission requirements as outlined in **the** BSc in Medical Laboratory Science **above** and approval by the Divisional Admissions Committee.

V. For More Information

Rationale:

MLS new curriculum begins in September 2020. Old prerequisite requirements deleted from calendar.

Formatting error with numbering system

CURRENT	PROPOSED
<p align="center">BSc in Medical Laboratory Science Post-Professional Certification completion</p>	<p align="center">BSc in Medical Laboratory Science Post-Professional Certification <u>degree</u> completion</p>
<p align="center">I. Admission Requirements</p>	<p align="center">I. Admission Requirements</p>
<p>In order to be eligible for admission to the Post-Professional <u>Certificate</u> degree completion program applicants must have:</p>	<p>In order to be eligible for admission to the Post-Professional <u>Certification</u> degree completion program applicants must have:</p>
<ol style="list-style-type: none"> 1. Successfully completed the Canadian Society for Medical Laboratory Science (CSMLS) General Certification. 2. Within the last five years either completed the CSMLS general certification or have related work experience. 	<ol style="list-style-type: none"> 1. Successfully completed the Canadian Society for Medical Laboratory Science (CSMLS) General Certification. 2. Within the last five years either completed the CSMLS general certification or have related work experience.
<p align="center">II. Other Requirements</p> <ol style="list-style-type: none"> 1. Official transcripts from technical institutes and clinical training sites, CSMLS certification, and other postsecondary institutions, 2. Resumé, 3. Letter indicating history of employment as a medical laboratory technologist with particular attention paid to the description of the type of work in which the applicant was involved. In this letter a statement of career goals and reasons for seeking admission to the BSc in Medical Laboratory Science program should be included. 	<p align="center">II. Other Requirements</p> <ol style="list-style-type: none"> 1. Official transcripts from technical institutes and clinical training sites, CSMLS certification, and other postsecondary institutions, 2. Resumé, 3. <u>Language Proficiency Requirements: All applicants must meet the English Language Proficiency and Spoken English requirements (see Language Proficiency Requirements).</u> 4. <u>A minimum GPA of 2.0 is required on all post secondary coursework completed after CSMLS General Certification.</u>
<p align="center">III. For More Information</p>	<p align="center">III. For More Information</p>
<p>Individuals considering entrance to the Post-Professional Certification degree completion program should contact the Division of Medical Laboratory Science, 5-411 Edmonton Clinic Health Academy, University of Alberta, Edmonton, AB T6G</p>	<p>Individuals considering entrance to the Post-Professional Certification degree completion program should contact the Division of Medical Laboratory Science, 5-411 Edmonton Clinic Health</p>

1C9 or by e-mail medlabsc@ualberta.ca. Paper application is required after March 1.	Academy, University of Alberta, Edmonton, AB T6G 1C9 or by e-mail medlabsc@ualberta.ca.
<p>Rationale: Ensuring students have proper university admission requirements, clarifying UAlberta requirements. With the implementation of the new admissions system (Slate) paper applications for the post-professional certification degree completion program will no longer be required.</p>	

Curriculum 2020 justification MLS curriculum renewal looked at content and sequencing of curriculum. The philosophical approach was to deliver the didactic information the students need for the national certification examination in year 2. Year 3 is the clinical practicum meant to practice the techniques and skills learned in year 2. Year 4 is an advanced training year.

Currently MLSCI 242 is fall and MLSCI 243 is winter term. Most of the content of MLSCI 243 is not relevant to the national certification exam so 243 will no longer be offered in year 2. A new course MLSCI 440 is under development and will cover some of the 243 content to be delivered in the final year of the program. The timing of this content makes more sense in the final year of the MLS program.

MLSCI 242 credit load is increased and offered as a variable term as some of the content from 243 needs to be delivered in this year of the program. It will be offered over 15 weeks (final 2 weeks of term in fall and all of winter). Credit load was determined using a standard 3 (3-0-3) credit science lab course as a benchmark.

MLSCI 230 and 235 are being combined into one course. In the mid 1990's a large 6 credit full year course was dismantled into separate 3 (230), 2 (270), and 1 (235) credit courses; this decision was to fit the courses in a university term but doesn't fit the content of the courses. The topics of hemostasis (235) and hematology (230) go together and are delivered together in MLSCI 330 and MLSCI 430. The clinical laboratory does not differentiate these 2 areas as separate (hemostasis is –part of hematology). Credit load as adjusted to reflect 3-0-6 over 17 weeks of instruction. credit load of MLSCI 270 increasing from 2 to 3 to reflect the instructional time.

MLSCI 210 and MLSCI 280 – new courses for the MLS curriculum. Other changes to course determined by sequencing of curriculum to teach national professional competencies required of medical laboratory technologists.

Program Credit load:

Old Curriculum	Curriculum 2020
Phase 1 – 34.5	Year 2 - 37
Phase 2 - 30	Year 3 - 30
Phase 3 - 28	Year 4 - 30

FoMD Approvals:

Faculty Learning Committee – August 19, 2019

Faculty Council Committee (for review only) – September 5, 2019

Proposal Template: Load Change

This template is for the presentation of proposals for changes in specialization load characteristics, including Program Length, Terms, Instructional Credits/Hours and Practicum Credits/Hours.

For degree programs, substantive changes to curriculum resulting in load changes may require referral to the Campus Alberta Quality Council.

Basic Information

Institution	University of Alberta
Program/specialization title	Medical Laboratory Science
Credential awarded	Bachelor of Science
Proposed Implementation Date	July 1, 2020

1. *Specify the change(s) to load characteristics being proposed. In cases where load changes reflect changes to existing curriculum, please attach revised course lists including calendar-level information (course titles, descriptions, weights).*

The increase in course load is mainly due to changing the credit weighting of some courses. Traditionally MLS courses were structured around the university 13 week/term system but this often does not fit the content we are required to teach as a professional program. The program's new curriculum described in detail in this document has made courses that fit the content and not necessarily the university term. This has changed the credit load of some courses. For example MLSCI 230 was a 3-0-6 one term course that was 3 credits. It will now be a 3-0-6 course that is 17 weeks long and is MLSCI 230 combined with MLSCI 235. Using a ratio of instructional time and duration this course should be 6 credits, there has been no change in the amount of content added.

MLSCI 242 is now 15 weeks in duration and will run from mid-October until the end of March. It is longer to add in required competencies from MLSCI 243 (243 will no longer be offered). MLSCI 280 content was removed from MLSCI 242 to create a standalone immunology course that teaches immunology from the framework of all the MLS disciplines.

MLSCI 210 is content pulled from other MLS first year courses to highlight technology in a multi-disciplinary format rather than related to one discipline only as was previously taught.

Program Credit load:

Old Curriculum	Curriculum 2020
Phase 1 – 34.5	Year 2 - 37
Phase 2 - 30	Year 3 - 30

See appendix 1 for the calendar information for each course.

2. *Describe the institution's approval process for the proposed change(s).*

The institutional approval process for the proposed changes is as follows:

- Departmental/Divisional Planning Committee Meeting(s)
- Departmental/Divisional Faculty Meeting(s)
- Divisional External Advisory Committee: consultation
- Faculty of Medicine & Dentistry Faculty Learning Committee (FLC)
- Faculty of Medicine & Dentistry Faculty Council Committee: review and consultation
- University of Alberta Academic Standards Committee Subcommittee on Standards (SOS)
- University of Alberta Academic Standards Committee (ASC)

3. *Provide a rationale for the proposed change(s). (Factors may include, but need not be limited to changes in the relevant body of knowledge and/or technology, changes in regulatory and/or professional standards, feedback from students or employers, or alignment with similar/related programs at other institutions.)*

Any major curriculum changes are informed by: UAlberta expectations and policies through the Faculty of Medicine & Dentistry, the Canadian Society for Medical Laboratory Science and College of Medical Laboratory Technology of Alberta competency profiles, feedback from students, graduates, alumni and employers, CSMLS examination results, outcomes from the MLS Advisory Committee meetings, and MLS strategic initiatives.

CSMLS competency profile was updated for 2019.

Proposed changes were the outcome of strategic planning described in #5 below.

4. *Describe anticipated impacts on students, and plans to ameliorate any such impacts.*

Impact on students will be financial as extra tuition will be assessed. Having the course load changes in the UAlberta calendar will allow Alberta Student Aid to reflect these increases in loan amounts students are eligible for. There is a MLS student bursary and a new bursary program for first year Indigenous students in the Faculty of Medicine & Dentistry.

5. *Where appropriate, provide evidence of consultation with external stakeholders (e.g. employers, professional/ regulatory organizations) and describe any anticipated impacts on those stakeholders.*

External stakeholders - Annual MLS Advisory meeting allows external stakeholders to provide input and feedback on program improvement, clinical laboratory developments and educational initiatives. Committee membership includes:

- College of Medical Laboratory Technology of Alberta (regulatory organization),
- Director, Division of MLS
- Chair of the Dept of Lab Medicine & Pathology
- Coordinator - MLS Program
- Vice Dean Education Faculty of Medicine & Dentistry
- Chair of the Education Committee, Dept of MMI
- Alberta Public Laboratories Representative
- DynaLIFEDX Representative
- Academic Staff of MLS
- MLS Students
- MLS Recent Graduate
- NAIT MLT Program Representative
- SAIT MLT Program Representative
- Industry Representative
- Grad Studies Coordinator, LMP
- AHS Clinical Coordinator
- Advanced Education Representative
- APL Zone Clinical Department Head

There will be no impact of course load changes on stakeholders as the program duration will not change. Curriculum 2020 changes were driven by stakeholder input and will change the entry level medical laboratory technologist's skill set so graduates will be positioned to better integrate into a quickly evolving clinical laboratory setting.

Strategic Planning 2015-2020

The last restructuring of the Bachelor of Science in Medical Laboratory Science (MLS) program was done in the mid 1990s. In 2015, the MLS Division developed a new strategic plan. As the Division goes forth with the implementation of the plan, we continue to draw on the ideas and feedback from program stakeholders. In 2015 program stakeholders help set the strategic goals. To begin a survey was developed and sent out to all program stakeholders – 189 individuals responded (32%). **See Appendix 2 and 3.**

The strategic plan identified 3 goals:

1. Informed redesign of the curriculum
2. Create a network of new clinical experiences
3. Develop post-certification training

At each phase of implementation the program has solicited feedback from stakeholders in the form of surveys, focus groups and updates requesting comments.

Employers are surveyed annually to explore the level of preparedness of new graduates (called Employer Survey). The responses of employers has given the program valuable data on the addition of new senior level courses.

Alumni survey and total program survey are a venue for recent and current graduates to give impact into the program.

6. *Discuss any anticipated impacts of the proposed change(s) on institutional operations and resources (e.g. operating budget, staffing, student services, information technology, library, classroom and lab space).*

Changes to junior MLS courses are repackaging existing curriculum and will not impact university operations. New senior (year 4) courses will be blended learning. They will be offered concurrently with the Faculty of Extension (non-credit option for current health professionals wishing continuing education). The didactic components will be offered on e-class through on-line modules and the laboratory components will be “wet labs” done as a residency (most likely over a weekend) at the University of Alberta. Equipment exists within the Faculty of Medicine & Dentistry CORE lab facilities for researchers and within Alberta Public Labs clinical laboratories. No lab or classroom space will be required.

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<p>MLSCI 460 - Clinical Biochemistry MLSCI 466 - Applied Toxicology MLSCI 475 - Clinical Immunology MLSCI 481 - Techniques in Molecular Biology MMI 405 - Advanced Microbial Pathogenicity OR MMI 415 - Advanced Viral Pathogenesis OR MMI 426 - Medical Parasitology</p> <p>Project course: MLSCI 491 - Research Project OR MLSCI 409 - Research Project AND Science option (★3)</p> <p>Notes During the Phase II clinical rotation, students are assigned to hospital laboratories approved for this purpose by the Council of the Faculty of Medicine and Dentistry. ★3 in a Science option are required if a ★3 project is completed. ★0 in a science option are required if a ★6 project is attempted.</p>	<p>MLSCI 481 - Techniques in Molecular Biology MMI 405 - Advanced Microbial Pathogenicity OR MMI 415 - Advanced Viral Pathogenesis OR MMI 426 - Medical Parasitology</p> <p>Project course: MLSCI 491 - Research Project OR MLSCI 409 - Research Project AND Science option (★3)</p> <p>Notes 1. During the Year Three clinical rotation, students are assigned to hospital laboratories approved for this purpose by the Council of the Faculty of Medicine and Dentistry. 2. ★3 in a Science option are required if a ★3 project is completed. ★0 in a science option are required if a ★6 project is attempted.</p>
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MLSCI Course Listings 2020-2021	
Current	Proposed
<p>MLSCI 230 - Hematology ★3 (fi 6) (first term, 3-0-6) An introduction to the theory and practise of hematology, this course will include the morphology, structure, and function of red cells, white cells, and platelets, malignant and benign conditions that affect each cell type, and tests to distinguish among disease states including anemia and leukemia. Restricted to Medical Laboratory Science students</p>	<p>MLSCI 230 – Hematology & Hemostasis ★6 (fi 12) (variable term, 3-0-6) An introduction to the theory and practice of hematology and hemostasis. Topics include the morphology, structure, and function of red cells, white cells, and platelets, malignant and benign conditions that affect each cell type, and tests to distinguish among disease states including anemia, leukemia, and coagulation disorders. Restricted to Medical Laboratory Science students.</p>
<p>MLSCI 231 - Hematology ★3 (fi 6) (first term, 3-0-0) This course is designed for students who are excused from the laboratory component of the normal MLSCI course. An introduction to the theory and practice of hematology, this course will include the morphology, structure, and function of red cells, white cells, and platelets, malignant and benign conditions that affect each cell type, and tests to distinguish among disease states</p>	<p>MLSCI 231 – Hematology & Hemostasis ★4 (fi 8) (variable term, 3-0-0). An introduction to the theory and practice of hematology and hemostasis. This course will include the morphology, structure, and function of red cells, white cells, and platelets, malignant and benign conditions that affect each cell type, and tests to distinguish among disease states including anemia, leukemia, and coagulation disorders. This course is designed for students</p>

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<p>including anemia and leukaemia. Prerequisite: CSMLS general certification or consent of the department. Credit granted for only one of MLSCI 230 or 231.</p>	<p>who are excused from the laboratory component of the normal MLSCI course. Prerequisite: CSMLS general certification or consent of the department. Credit granted for only one of MLSCI 230 or 231.</p>
<p>MLSCI 235 – Hemostasis ★ 1 (fi 2) (second term, 3-0-6 in 4 weeks) Four weeks. This course will present the theory and practice of hemostasis. Topics include the vascular, platelet, clotting factor, fibrinolytic, and inhibitor systems: coagulation disorders; tests that identify factor deficiencies, monitor anticoagulant therapy, and assess thrombolytic states; disorders of hemostasis. Prerequisite: MLSCI 230 or consent of Department. Restricted to Medical Laboratory Science students.</p>	<p>Enveloped into MLSCI 230</p>
<p>MLSCI 236 – Hemostasis ★ 1 (fi 2) (second term, 3-0-0 in 4 weeks) Four weeks. This course is designed for students who are excused from the laboratory component of the normal MLSCI course. This course will present the theory and practice of hemostasis. Topics include the vascular, platelet, clotting factor, fibrinolytic and inhibitor systems: coagulation disorders; tests that identify factor deficiencies, monitor anticoagulant therapy, and assess thrombolytic states; disorders of hemostasis. Prerequisite: MLSCI 230 or MLSCI 231 or consent of Department. Restricted to Medical Laboratory Science students.</p>	<p>Enveloped into MLSCI 231</p>
	<p>MLSCI 210 – Foundations of Instrumentation ★ 2 (fi 4) (either term, 1-0-4 in 10 weeks) Introduction to principles and techniques that form the basis of both automated and manual analytical measurement in the clinical laboratory. Students will perform various methods including, but not limited to: microscopy, spectrophotometry, electrophoresis, immunoassay and chromatography. Various components of the analytical process such as the use of routine laboratory equipment, laboratory mathematics and reagent preparation will be emphasized. Students will analyze and interpret laboratory generated data for conformance with quality standards. Restricted to Medical Laboratory Science students. Content moved from MLSCI 200, 230, 262</p>

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<p>MLSCI 242 - Pathogenic Microbiology I ★ 3 (fi 6) (first term, 3-0-4) As an introduction to clinical immunology and bacteriology, this course considers the most common and notorious pathogenic bacteria and the fundamentals of the human immune response that are critical to our health. The lecture portion of the course will focus on microbial pathogenic mechanisms and ways these pathogens get established and avoid destruction by the immune response. The laboratory portion of the course will focus on diagnostic procedures, such as isolation and characterization of these pathogenic microorganisms. Restricted to Medical Laboratory Science students. May not be taken for credit if credit already received in MMID 240 or MMI 240 or MLSCI 240.</p>	<p>MLSCI 242 - Pathogenic Microbiology I ★ 4.5 (fi 9) (variable term, 3-0-5) As an introduction to clinical bacteriology, this course considers the most common and notorious pathogenic bacteria and the fundamentals of the human immune response that are critical to our health. The lecture portion of the course will focus on microbial pathogenic mechanisms and ways these pathogens get established and avoid destruction by the immune response. The laboratory portion of the course will focus on diagnostic procedures, such as isolation and characterization of these pathogenic microorganisms. Restricted to Medical Laboratory Science students. May not be taken for credit if credit already received in MLSCI 240.</p>
<p>MLSCI 243 – Pathogenic Microbiology II ★ 3 (fi 6) (second term, 3-0-4) Continuation to the introduction to Pathogenic Microbiology I, this course considers the most common and notorious pathogenic anaerobic bacteria, viruses, fungi, and parasites in human disease. The lecture portion of the course will focus on pathogenic mechanisms and ways these pathogens get established and avoid destruction by the immune response. The course will also cover the mechanisms of antimicrobial action. The laboratory portion of the course will focus on diagnostic procedures, such as isolation and characterization of these pathogens. Prerequisite: MLSCI 242. Restricted to Medical Laboratory Science students. May not be taken for credit if credit already received in MMID 240 or MMI 240 or MLSCI 240.</p>	<p>Mandatory competencies moved to MLSCI 242 – remaining content will be included in MLSCI 440 to be offered fall 2022.</p>
<p>MLSCI 244 - Pathogenic Microbiology I ★ 3 (fi 6) (first term, 3-0-0) As an introduction to clinical immunology and bacteriology, this course considers the most common and notorious pathogenic bacteria and the fundamentals of the human immune response that are critical to our health. The lecture portion of the course will focus on microbial pathogenic mechanisms and ways these pathogens get established and avoid</p>	<p>MLSCI 244 - Pathogenic Microbiology I ★ 3 (fi 6) (variable term, 3-0-0) As an introduction to clinical bacteriology, this course considers the most common and notorious pathogenic bacteria and the fundamentals of the human immune response that are critical to our health. The lecture portion of the course will focus on microbial pathogenic mechanisms and ways these pathogens get established and avoid</p>

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<p>destruction by the immune response. Prerequisite: CSMLS general certification or consent of the department. May not be taken for credit if credit already obtained in MMID 241 or MMI 241 or MLSCI 241.</p>	<p>destruction by the immune response. Prerequisite: CSMLS general certification or consent of the department. May not be taken for credit if credit already obtained in MLSCI 241.</p>
<p>MLSCI 245 – Pathogenic Microbiology II ★ 3 (fi 6) (second term, 3-0-0) Continuation to the introduction to Pathogenic Microbiology I, this course considers the most common and notorious pathogenic anaerobic bacteria, viruses, fungi, and parasites in human disease. The lecture portion of the course will focus on pathogenic mechanisms and ways these pathogens get established and avoid destruction by the immune response. The course will also cover the mechanisms of antimicrobial action. Prerequisite: MLSCI 244 and CSMLS general certification or consent of the department. May not be taken for credit if credit already received in MMID 241 or MMI 241 or MLSCI 241.</p>	<p>Mandatory competencies moved to MLSCI 242 – remaining content will be included in MLSCI 440 to be offered fall 2022.</p>
<p>MLSCI 250 - Human Histology and Histotechnology ★ 3 (fi 6) (either term, 3-0-4) This course is primarily designed to provide an understanding of human histology and of the techniques used in its study. It will also include, in part, basic pathology (including the nature of malignant disease) and the application of histological and histochemical techniques to demonstrate the diagnostic features of human disease processes. The goal of the course is for students to understand the structure and functions of the cell, and the components and functions of organ systems. The course will also teach students to recognize human tissues at the light and electron microscopical levels. Lectures will be used to illustrate basic principles, and the ability to recognize tissues and organ systems will be acquired in the laboratory. Students will be expected to acquire a detailed knowledge of the subject both from a theoretical and practical level. Restricted to Medical Laboratory Science students or consent of Department.</p>	<p>MLSCI 250 - Human Histology and Histotechnology ★ 3 (fi 6) (either term, 2-0-4) This course is primarily designed to provide an understanding of human histology and of the techniques used in its study. The goal of the course is for students to understand the structure and functions of the cell, and the components and functions of organ systems. The course will also teach students to recognize human tissues at the light microscope level. Lectures will be used to illustrate basic principles, and the ability to recognize tissues and organ systems will be acquired in the laboratory. Students will be expected to acquire a foundational knowledge of the subject both from a theoretical and practical level. Restricted to Medical Laboratory Science students or consent of Department.</p>
<p>MLSCI 262 - Clinical Biochemistry ★ 3 (fi 6) (first term, 3-0-3) This course considers how the analysis of samples from the body for</p>	<p>MLSCI 262 - Clinical Biochemistry ★ 3 (fi 6) (first term, 3-0-0) This course considers how the analysis of samples from the body for</p>

Appendix One

<p>various constituents can give insight into pathological processes. Included are the principles for tests routinely carried out in a clinical biochemistry laboratory, and the biological understanding of test results. Specific subjects considered are carbohydrates, renal function, blood proteins and electrolytes, and acid-base balance. Restricted to Medical Laboratory Science students.</p>	<p>various constituents can give insight into pathological processes. Included are the principles for tests routinely carried out in a clinical biochemistry laboratory, and the biological understanding of test results. Specific subjects considered are carbohydrates, renal function, blood proteins and electrolytes, and acid-base balance. Restricted to Medical Laboratory Science students.</p> <p>*Lab content moved to MLSCI 210</p>
<p>MLSCI 270 - Transfusion Science ★ 2 (fi 4) (second term, 3-0-6 in 9 weeks) Nine weeks. This course will present the theory and practice of transfusion science. Topics covered include the genetics of blood groups pretransfusion testing, blood donation and component therapy, adverse effects of transfusion, hemolytic disease of the newborn, and autoimmune hemolytic anemia Prerequisite: MLSCI 230 or consent of Department. Restricted to Medical Laboratory Science students.</p>	<p>MLSCI 270 - Transfusion Science ★ 3 (fi 6) (second term, 3-0-6 in 9 weeks) Nine weeks. This course will present the theory and practice of transfusion science. Topics covered include the genetics of blood groups pretransfusion testing, blood donation and component therapy, adverse effects of transfusion, hemolytic disease of the newborn, and autoimmune hemolytic anemia Prerequisite: MLSCI 230 or consent of Department. Restricted to Medical Laboratory Science students</p>
	<p>MLSCI 280 – Introduction to Immunology ★ 1 (fi 2) (either term, 1-0-0) Overview of the immune system and function: cells, molecules and mechanisms of innate and adaptive immunity. Topics include antigens and antibodies, lymphocytes, granulocytes, NK cells, antigen presenting cells, Toll-like receptors and complement. Restricted to MLS students. May not be taken for credit if credit already received in MLSCI 242.</p> <p>*Content moved from MLSCI 242</p>
<p>MLSCI 290 – Foundations of Indigenous Health I ★ 1.5 (fi 3) (either term, variable) Introduction to Aboriginal peoples' histories, experiences and knowledge systems. Students will explore the connections between these concepts and health professional practice. Aboriginal educators, faculty members, professional practitioners and Elders will be engaged in the learning process.</p>	<p>MLSCI 290 – Foundations of Indigenous Health I ★ 1.5 (fi 3) (either term, variable) Introduction to Aboriginal peoples' histories, experiences and knowledge systems. Students will explore the connections between these concepts and health professional practice. Aboriginal educators, faculty members, professional practitioners and Elders will be engaged in the learning process.</p>
<p>MLSCI 295 - Foundations of Interprofessional Collaborative Practice ★ 1 (fi 2) (either term, variable) This course provides foundational knowledge, skills and</p>	<p>MLSCI 295 - Foundations of Interprofessional Collaborative Practice ★ 1 (fi 2) (either term, variable) This course provides foundational knowledge, skills and</p>

Appendix One

<p>experience in interprofessional health care competencies, including collaborative teamwork development. May not be taken for credit if credit already received in INT D 410.</p>	<p>experience in interprofessional health care competencies, including collaborative teamwork development. May not be taken for credit if credit already received in INT D 410.</p>
	<p>MLSCI 300 – Professional Practice ★3(fi6) (two term, clinical rotation) <u>Self development of requisite skills and abilities for medical laboratory professionals. There will be emphasis on reflective professional practice, sample procurement, and other laboratory skills.</u></p>
<p>MLSCI 320 - Analysis and Communication of Biomedical Information ★ 3 (fi 6) (two term, 1-0-2) Lectures, seminars, and assignments address the following components of writing a literature review: library searches, critical analysis, organizing, writing and editing. Speaking skills are developed through oral presentation of case studies. Prerequisite: consent of Division.</p>	<p>MLSCI 320 - Analysis and Communication of Biomedical Information ★ 6 (fi 12) (two term, 1-2-0) Seminars, online learning, and assignments address understanding the research process and preparing a literature review to support a research proposal. Topics include types of literature, experimental design, data management, library searches, critical analysis, extracting information, writing and editing. Prerequisite: consent of Division</p> <p>*Expanded to give students increased biostatistics</p>

MLS curriculum renewal looked at content and sequencing of curriculum. The philosophical approach was to deliver the didactic information the students need for the national certification examination in year 2. Year 3 is the clinical practicum meant to practice the techniques and skill learned in year 2. Year 4 is an advanced year; all information that is “value added or applicable more to the BSc “.

Currently MLSCI 242 is fall and MLSCI 243 is winter term. Most of the content of MLSCI 243 is not relevant to the national certification exam so 243 will no longer be offered in year 2. A new course MLSCI 440 is under development and will cover some of the 243 content to be delivered in the final year of the program. The timing of this content makes more sense in the final year of the MLS program.

MSLCI 242 credit load is increased and offered as a variable term as some of the content from 243 needs to be delivered in this year of the program. It will be offered over 15 weeks (final 2 weeks of term in fall and all of winter). Credit load was determined using a standard 3 (3-0-3) credit science lab course as a benchmark.

MLSCI 230 and 235 are being combined into one coursed. In the mid 1990’s a large 6 credit full year course was dismantled into separate 3 (230),2 (270), and 1 (235) credit courses; this decision was to fit in a university term but doesn’t fit the content of the courses. The topics of hemostasis (235) and hematology (230) go together and are delivered together in MLSCI 330 and MLSCI 430. The clinical laboratory does not differentiate these 2 areas as separate (hemostasis is –part of hematology). Credit load as adjusted to reflect 3-0-6 over 17 weeks of instruction). Credit load of MLSCI 270 increasing from 2 to 3 to reflect the instructional time.

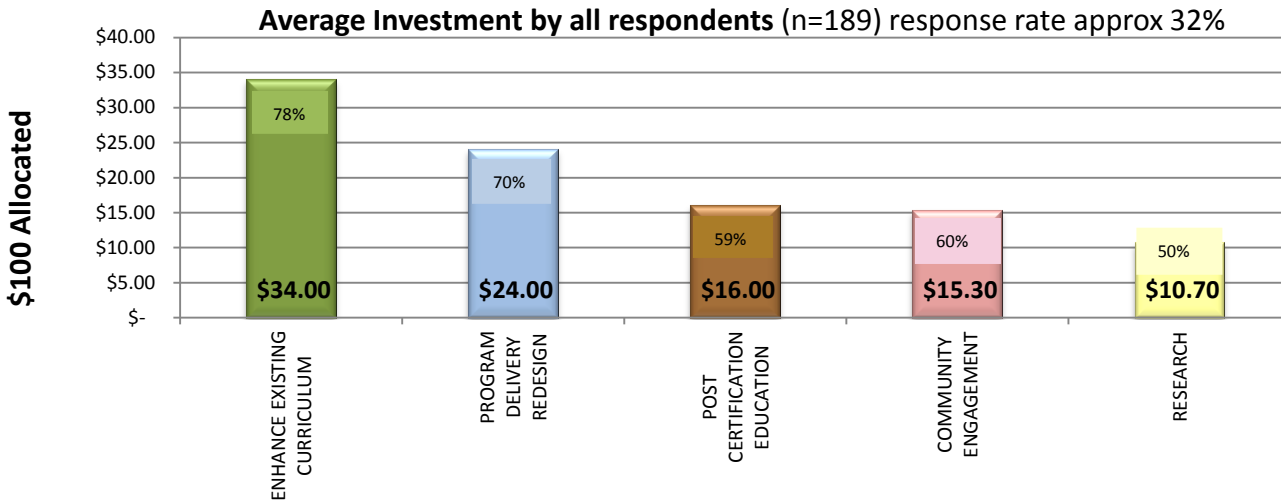
Appendix One

MLSCI 210 and MLSCI 280 – new courses for the MLS curriculum. Other changes to course determined by sequencing of curriculum to teach national professional competencies required of medical laboratory technologists.

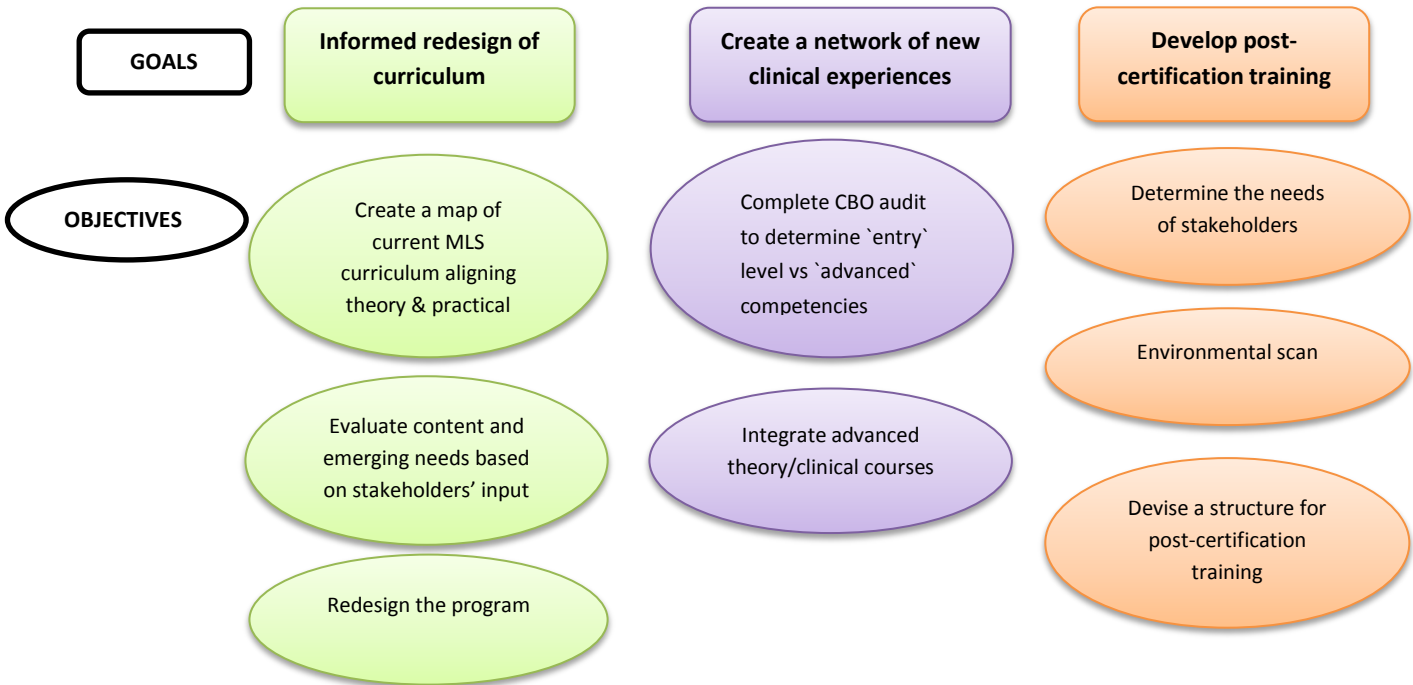
Appendix Two
Division of Medical Laboratory Science Strategic Planning Report #1 Winter 2016

In September the Division requested input from stakeholders to guide the beginning of a strategic planning exercise. We asked, ``If you were given \$100 to invest in Medical Laboratory Science where would you invest?``

Results:



These results have guided the first 4 months of planning. The Division has identified 3 goals for the next 5 years that align well with responses to the survey.


Next Steps:

- Mapping our curriculum and auditing the competencies used in clinical training.
- Soliciting feedback from stakeholders throughout the process. We will ask you what advanced training or clinical experiences we should create and get your advice on post-certification training.

Thanks to everyone for your energy, support and contributions.

Appendix Three

Strategic Initiatives Report #2 Winter 2017

Explanation of Changes to Medical Laboratory Science Program Map

Design guiding principles:

- Essential transferable skills and professionalism are core foundational elements of the MLS program.
- Teach the information when it is required and provide opportunities to practice and apply information immediately. Curriculum is based on building and advancing knowledge rather than re-teaching and reviewing.
- Make explicit entry level CSMLS competences vs BSc advanced requirements.

Preprofessional year

The second organic chemistry requirement will be removed and Biology 207 added.

The organic chemistry is a prerequisite for Biochem 330 which will be deleted from the program. Biol 207 includes more genetics and is better aligned with our program goals and the foreseeable workforce needs. Biol 207 is a prerequisite for bioinformatics.

Phase 1 →Year 2

Many concepts are common across all the disciplines in laboratory medicine; however, students are not transporting learning across the program. The proposal is to re-bundle the curriculum to teach foundational concepts in three introductory courses and each discipline specific course will build on this foundational knowledge.

1. MLSCI 210 Introduction to Laboratory Instrumentation: This maps well to the CSMLS competency profile as competencies are not discipline specific. The majority of MLSCI 262 introductory clinical biochemistry labs will move to this course.
2. MLSCI 280 Introductory Immunology: currently each discipline teaches relevant aspects of immunology; however, students are not able to utilize the information across disciplines.
3. MLSCI 200 Foundations of Laboratory Practice: This course will begin with how clinical labs function. The course maintains essential transferable skill development currently taught in 200 and will also encompass foundational aspects of laboratory medicine as the underpinning of professional practice. Phlebotomy will remain as an integral component as patient care experiences are important for early learners.

Other changes to Phase 1 include removing the laboratory sessions from introductory clinical biochemistry MLSCI 262 as most of these labs will be covered in Instrumentation.

MLSCI 243 Pathogenic Microbiology is deleted. Antimicrobials and anaerobes will move into MLSCI 242. The rest of the content is to be taught in an advanced microbiology course in phase 3.



INTD 410 will move from Phase 3 to Phase 1. INTD 410 is designed for health professional students to learn intraprofessional competencies (role clarification, communication, collaboration, reflection) at the beginning of their practice. These are also part of the CSMLS 2015 competency profile.

The arts option will be deleted in order to balance the credits in this year.

Phase 2 → Year 3

MLSCI 300 Professional Practice in Laboratory Medicine: This course will be a continuation of learning essential transferable skills and professional practice. It will allow students to continue working on a professional eportfolio and communication competencies.

MLSCI 320 will expand to include biostatistics, the pathway to publication and proposal writing. Students will learn the fundamentals of scientific communication and complete the CSMLS research competencies in this course.

With changes to clinical laboratory services in the Edmonton Zone it is probable that more changes will be required to Year 3. These changes are not reflected in this program map.

Phase 3 → Year 4

Students will write CSMLS exam in October of their last year. Year 4 will be a specialization year. The expanded course menu is to increase flexibility and the ability to specialize.

All specialization courses will be 400/500 level to allow for graduate student enrollment. The advanced concepts will be taught in a practical and applied manner. Class sizes will be limited to ensure quality instruction.

Current Model				Pre-Professional												Phase 1												Phase 2												Phase 3												June												
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June																			
CHEM 101 (3) - Introductory University Chemistry I																MLSCI 200 (3) - Transition												BIOCH 200 (3) - Intro Biochem												MLSCI 480(3) - Molecular Genetic Approaches																								
OPTION (3)																MLSCI 230 (3) - Hematology												BIOCH 330 (3) - Molec Bio																																				
BIOL 107 (3) - Introduction to Cell Biology																MLSCI 242 (3) - Pathogenic Microbiology												MLSCI 320 (3) - Analysis and Communication of Biomedical Information																																				
ENGL (3)																MLSCI 250 (3) - Human Histology and Histotechnology												MLSCI 330 (5) - Clinical Hematology																																				
STAT 141, 151 or 337																MLSCI 262 (3) - Clinical Biochemistry												MLSCI 340 (5) - Clinical Microbiology												MLSCI 491 (3) - Research project plus Science option (3)																								
CHEM 102 (3) - Introductory University Chemistry I																MLSCI 200 (3) - Transition to Clinical Practice												MLSCI 350 (3) - Histopathology												AND 12 credits chosen from:																								
CHEM 164 OR 261 (3) - Organic Chemistry I																MLSCI 243 (3) - Pathogenic Microbiology												MLSCI 360 (5) - Clinical Biochemistry												MLSCI 430 (3) - Advanced Hematology												MLSCI 420 (3) - Emerging Trends in Medical Laboratory Science												
BIOL, GENET, ZOOL or MICRB (3)																MLSCI 263 (3) - Clinical Biochemistry												MLSCI 370 (3) - Transfusion Science												MLSCI 466 (3) - Applied Toxicology												MLSCI 460 (3) - Clinical Biochemistry												
ENGL (3)																MLSCI 235 (1) - Hemostasi												MLSCI 270 (2) - Transfusion Science												MLSCI 481 (3) - Techniques in Molecular Biology												MLSCI 475 (3) - Clinical Immunology												
																PHYSL (6) - Physiology																								MMI 405 (3) - Mechanisms of Pathogenicity												MMI 415 (3) - Mechanisms of Pathogenicity												
CHEM 263 (3) - Organic																Arts Option (3)																								MMI 426 (3) - Medical Parasitology																								
																																								Arts option (3)																								

Proposed Model

Year One Pre-Professional - 30 credits												Year 2 - 31 credits												Year Three - 30 credits												Year Four - 30 credits																																																																																							
CHEM 101 (3) - Introductory University Chemistry I																MLSCI 280 Immunology (1) Lecture Only												MLSCI 300 (3) -Essential transferable skills, Professionalism,continuing competence + Blood Collection												MLSCI 480(3) - Molecular Genetic Approaches [revamp to include BIOCH 330 loss]																																																																																			
ARTS OPTION (3)																MLSCI 210 (2) - Instrumentation Lecture and Lab												MLSCI 320 (6) - Analysis and Communication of Biomedical Information [biomedical statistics, research pathway, proposal]												MLSCI 410 (3) - Introduction to Clinical Laboratory Management																																																																																			
BIOL 107 (3) - Introduction to Cell Biology																MLSCI 200 (2) - Foundations of Lab Practice Lecture & Lab & Clinical												MLSCI 330 (5) - Clinical Hematology												MLSCI 409 (3) - Research project plus Science option (3)																																																																																			
ENGL (3)																MLSCI 230 (3) - Hematology												MLSCI 340 (5) - Clinical Microbiology												Arts option (3)																																																																																			
STAT 141, 151 or 337 (3)																MLSCI 250 (3) - Human Histology and Histotechnology												MLSCI 350 (3) - Histopathology												MLSCI 491 (3) - Research project plus Science option (3)																																																																																			
CHEM 102 (3) - Introductory University Chemistry II																MLSCI 262 (2) - Clinical Biochemistry (Labs move to MLSCI 210)												MLSCI 360 (5) - Clinical Biochemistry												AND minimum of 15 credits chosen from:																																																																																			
CHEM 164 OR 261 (3) - Organic Chemistry I																MLSCI 242 (3) - Clinical Bacteriology + antimicrobials and anaerobes												MLSCI 370 (3) - Transfusion Science												MLSCI 430 (3) - Advanced Hematology												MLSCI 420 (3) - Emerging Trends in Medical Laboratory Science																																																																							
BIOL, GENET, ZOOL or MICRB (3)																MLSCI 263 (3) - Clinical Biochemistry												Option for Rural Rotation												MLSCI 466 (3) - Applied Toxicology												MLSCI 460 (3) - Clinical Biochemistry																																																																							
ENGL (3)																MLSCI 235 (1) - Hemostasi												MLSCI 270 (2) - Transfusion Science												MLSCI 481 (3) - Techniques in Molecular Biology												MLSCI 475 (2 or 3) - Clinical Immunology / Transplantation																																																																							
BIOL 207 (3) - Pre req = BIOL 107 or SCI 100																INT D 410 (3) - Interdisciplinary Health Team Environment																								MMI 405 (3) - Mechanisms of Pathogenicity												MMI 415 (3) - Mechanisms of Pathogenicity																																																																							
																PHYSL (6) - Physiology online preferred																								MMI 426 (3) - Medical Parasitology																																																																																			
																												Spring Session BIOCH 200 (3) - Intro Biochem																																																																																															
Legend - blue is an addition of substantive change																																																																																																																											

Governance Executive Summary
Action Item

Agenda Title	Proposed Changes to Program Requirements for the Doctor of Dental Surgery (DDS) Advanced Placement Program, Faculty of Medicine and Dentistry
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Motion

THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve the proposed changes to the DDS Advanced Placement program requirements, as proposed by the Faculty of Medicine and Dentistry, as set forth in Attachments 1-2, to take effect in Fall 2020.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Dennis Kunimoto, Interim Dean, Faculty of Medicine and Dentistry
Presenter(s)	Steven Patterson, Associate Chair, Academic, School of Dentistry

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	This proposal is before the committee to obtain approval for the attached changes to the program duration, course requirements and academic regulations for the Advanced Placement DDS program curriculum.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The proposed changes for the AP program entail the following:</p> <ol style="list-style-type: none"> 1) The removal of DDS 829 – Introduction to DDS Advanced Placement, as a part of the admission review, and the gap training program. 2) Students accepted into the program would enter the newly designed DDS curriculum at the beginning of second year as fully registered students at the U of A. This allows students to be eligible for student loans, and would make the program a three year program. 3) The academic regulations that have been accepted for the new DDS curriculum will also be applied to the new AP program including amendments and additions to the wording around re-examinations and reassessment, newly proposed conditional standing and probation categories of academic standing, and updates regarding the eligibility for repeat years or a continuation of the 4th and final year of the Advanced Placement DDS program. <p>The benefits of these proposed changes are perceived to be as follows:</p> <ul style="list-style-type: none"> • Students would be officially registered as DDS students in September of Year 2 and could apply for student loans. • Students would benefit from the extra time to develop competencies in all areas expected of a beginning dental practitioner. This will include better accommodation to the university, the dental program and culture. It will also support better integration with the other students in their class.

Item No. 17

	<ul style="list-style-type: none"> • With the early integration of fundamental concepts within the curriculum, the AP students would be able to participate in the foundational materials not previously available to AP students and which are needed to build success throughout their program of study. • Students will benefit from the new academic regulations, including the addition of clarity related to reassessment and reexaminations. Also, if a student is in need of additional time, a probationary year, or the continuation of the 4th year would be available. • Students would benefit during the additional year from extra training in a number of areas such as clinic software management, Radiology, Removable Prosthodontics, Periodontics, Operative and Fixed Prosthodontics. • The application process timeline will also align now with the DDS program, with a deadline of Nov. 1 prior to the year of acceptance into the program, reducing the application timeline from the current 18 months to 10 months. <p>Financial implications for students: Currently AP students are spending approximately 15 weeks on the U of A campus during their admissions process (gap training and DDS 829). This is the equivalent of a half-year of the DDS curriculum. The cost of the various activities required for admission total approximately \$23500, with additional travel, accommodation and living expenses for those 15 weeks.</p> <p>The financial implications of increasing the program to three full years would be an additional tuition/fees payment of approximately \$64015 (based on our current fee structure). The overall increase would be \$40515 over the financial commitments currently being required of the existing admissions process. Students will also be eligible for student loans for all of this as opposed to none of the \$23500 plus that they currently have to spend.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Director, Advanced Placement Course • Admissions Officer • Associate Chair, Academic, School of Dentistry • School of Dentistry faculty members <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Approval by Dentistry Curriculum Committee - July 4, 2019 <ul style="list-style-type: none"> ○ Includes Alberta Dental Association representation ○ Includes Dentistry Student Association representation • Review by Dentistry Executive Committee - July 8 & 22, 2019 • FoMD Faculty Learning Committee – approval – July 22, 2019 • FoMD Faculty Council Committee – review/consultation – August 9, 2019
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Item No. 17

	<ul style="list-style-type: none"> • Office of the Registrar, Calendar Production – consulted/informed • Current Advanced Placement Students - consultation - June 2019 • Recent Graduate Advanced Placement Students - consultation - June 2019
	<p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> • School of Dentistry faculty, staff, students
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> • GFC ASC SOS, November 7, 2019 • GFC ASC, November 21, 2019 • GFC APC, December 11, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>The proposed changes to the Advanced Placement program align with the <i>For the Public Good</i> addressing key strategic goals and objectives:</p> <p><i>Objective 7</i> <i>Objective 14</i> <i>Objective 19</i> <i>Objective 21</i></p>													
Alignment with Institutional Risk Indicator	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Enrolment Management</td> <td><input type="checkbox"/> Relationship with Stakeholders</td> </tr> <tr> <td><input type="checkbox"/> Faculty and Staff</td> <td><input type="checkbox"/> Reputation</td> </tr> <tr> <td><input type="checkbox"/> Funding and Resource Management</td> <td><input type="checkbox"/> Research Enterprise</td> </tr> <tr> <td><input type="checkbox"/> IT Services, Software and Hardware</td> <td><input type="checkbox"/> Safety</td> </tr> <tr> <td><input type="checkbox"/> Leadership and Change</td> <td><input checked="" type="checkbox"/> Student Success</td> </tr> <tr> <td><input type="checkbox"/> Physical Infrastructure</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> Enrolment Management	<input type="checkbox"/> Relationship with Stakeholders	<input type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Reputation	<input type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Research Enterprise	<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety	<input type="checkbox"/> Leadership and Change	<input checked="" type="checkbox"/> Student Success	<input type="checkbox"/> Physical Infrastructure	
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<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety													
<input type="checkbox"/> Leadership and Change	<input checked="" type="checkbox"/> Student Success													
<input type="checkbox"/> Physical Infrastructure														
Legislative Compliance and jurisdiction	<p><i>Post-Secondary Learning Act</i> GFC Academic Standards Committee Terms of Reference GFC Academic Planning Committee Terms of Reference</p>													

Attachments (each to be numbered 1 - 2)

1. DDS AP Program Changes 2020-2021 (page(s) 1 - 3)
2. DDS AP Program Changes – Background Information (page(s) 1 – 3)

Prepared by: Jocelyn Plemel, Executive Assistant to the Vice-Dean, Education, jplemel@ualberta.ca

Comparison Table – Dentistry Calendar Changes 12JULY2019

CURRENT	PROPOSED
<p data-bbox="224 352 545 384">DDS Advanced Placement Program</p> <hr/> <p data-bbox="203 464 431 489">General Information</p> <p data-bbox="203 531 760 884">The Department of Dentistry offers an advanced placement DDS degree to a selected number of students who already possess a dental degree from a dental program recognized by the World Health Organization. After admission into the program, these students will enter the third year of the program and will be fully integrated with the third year students. The purpose of the program is to enable these students to write the National Dental Examining Board examinations for certification to practice dentistry in Canada.</p> <p data-bbox="203 995 708 1020">Curriculum for Advanced Placement Students</p> <p data-bbox="203 1062 764 1318">Prior to entry into the program, students will be required to participate in and complete DDS 829 – Introduction to DDS Advanced Placement. Upon completion of DDS 829, students will follow the third year DDS curriculum, including assignments to treat patients in the University’s Department of Dentistry clinics under the supervision of the clinical faculty.</p> <p data-bbox="203 1360 764 1581">The curriculum for second year Advanced Placement students will follow the fourth year-DDS curriculum which will include assignments to the Satellite Dental Clinic in northern Alberta and external hospitals. Thus students are able to relate their field of health service to the science and art of preventing, treating, and alleviating disease.</p> <p data-bbox="203 1623 427 1648">Technical Standards</p> <p data-bbox="203 1690 773 1845">The School of Dentistry Technical Standards Policy defines the necessary knowledge, skills, professional behaviors, and attitudes expected of students. Please see the School of Dentistry website for further information.</p>	<p data-bbox="820 352 1141 384">DDS Advanced Placement Program</p> <hr/> <p data-bbox="799 464 1027 489">General Information</p> <p data-bbox="799 531 1378 852">The Department of Dentistry offers an advanced placement DDS degree to a selected number of students who already possess a dental degree from a dental program recognized by the World Health Organization. After admission into the program, these students will enter the <u>second</u> year of the <u>DDS</u> program. The purpose of the program is to enable these students to write the National Dental Examining Board examinations for certification to practice dentistry in Canada.</p> <p data-bbox="799 894 1304 919">Curriculum for Advanced Placement Students</p> <p data-bbox="799 961 1308 1020"><u>The curriculum for the three-year Advanced Placement (AP) Program students is as follows:</u></p> <p data-bbox="799 1062 1382 1220"><u>Year 1- . AP students will be participating with DDS year two students in the second year DDS curriculum, along with additional necessary foundational courses encompassing content not available in DDS program year two courses.</u></p> <p data-bbox="799 1262 1385 1581"><u>Years 2 and 3- The Advanced Placement Program, students will be enrolled in the same courses as the DDS students, and will follow the <u>third and fourth</u> year DDS curriculum, which will include <u>all the same rotation</u> assignments <u>available to the DDS students, including</u> the Satellite Dental Clinic in northern Alberta and external hospitals. Thus students are able to relate their field of health service to the science and art of preventing, treating, and alleviating disease.</u></p> <p data-bbox="799 1623 1023 1648">Technical Standards</p> <p data-bbox="799 1690 1382 1845">The School of Dentistry Technical Standards Policy defines the necessary knowledge, skills, professional behaviors, and attitudes expected of students. Please see the School of Dentistry website for further information.</p>

Course Requirements

CURRENT	
Year 1	Year 1
<ul style="list-style-type: none"> • DDS 541 – Dental Pharmacology • DDS 545 – Clinical Practice I • DDS 547 – Geriatrics • DDS 555 – Practice Management 	<ul style="list-style-type: none"> • DDS 501 – Oral Health Foundations • DDS 502 – Diagnosing and Managing Oral Disease • DDS 504 – Diagnosing and Managing Advanced Conditions I • DDS 505 – Diagnosing and Managing Advanced Conditions II • DDS 527 – Clinical Practice I
Year 2	Year 2
<ul style="list-style-type: none"> • DDS 565 – Clinical Practice II 	<ul style="list-style-type: none"> • DDS 530 – Clinical Practice II • DDS 531 – Clinical Treatment Skills
	Year 3
	<ul style="list-style-type: none"> • DDS 540 – Clinical Practice III • DDS 542 – Advanced Elective Experiences

New Course Additions:

	Year 1
NEW	<p>DDS 501 Oral Health Foundations ★9 (fi18) (either term, 6 weeks) Oral Health delves into the physiology and biochemistry of the mouth. A progressive focus on patient assessment and direct restorative treatment skills is introduced. Open only to students registered in the DDS-AP program</p>
NEW	<p>DDS 502 Diagnosing and Managing Oral Disease ★13 (fi26) (either term, 10 weeks) Diagnosing and Managing Oral Disease provides a deeper understanding of oral diseases. Strategies and methods to assess and maintain health of the periodontium are introduced as well as methods for indirect restoration of teeth. Skill development progresses to include administration of Anesthesia and direct restorations for pediatric patients. Open only to students registered in the DDS-AP program</p>
NEW	<p>DDS 504 Diagnosing and Managing Advanced Conditions I ★10 (fi20) (either term, 7 weeks) Diagnosing and Managing Advanced Conditions I continues to develop knowledge of oral conditions and diseases. Treatment skill</p>

	development extends to introduce treatments for more urgent and advanced conditions. Open only to students registered in the DDS-AP program
NEW	<p>DDS 505 Diagnosing and Managing Advanced Conditions II</p> <p>★12 (fi24) (either term, 7 weeks)</p> <p>Diagnosing and Managing Advanced Conditions II continues to develop knowledge of oral conditions and diseases. Treatment skill development extends to introduce treatments for more urgent and advanced conditions. Open only to students registered in the DDS-AP program</p>
NEW	<p>DDS 527 Clinical Practice I</p> <p>★12 (fi24) (either term, 9 weeks)</p> <p>Clinical Practice I is designed to develop simulated skill in preparation for clinical experiences. This course prepares students to navigate common patient assessment and treatment requirements. Open only to students registered in the DDS-AP program</p>

FoMD Approval:

Faculty Learning Committee – July 22, 2019

Faculty Council Committee (for review only) – August 9, 2019

WHY?

The proposed calendar changes for a revised Advanced Placement (AP) dental undergraduate program structure, courses, and the accompanying academic regulations better suited to these program changes, are a result of a review of the AP program and identification of three key factors:

1) A curriculum renewal process undertaken by the School of Dentistry (SoD) initiated in spring of 2015 with intent to begin implementation in the fall of 2019 for the Doctor of Dental Surgery (DDS) program's 2019-2020 academic year. A newly revised DDS program has been approved by GFC and implementation has begun this Fall of 2019. The AP program has been aligned with the previous DDS curriculum as follows:

- a) AP applicants, as part of their admission process, participated in DDS 829 which was the intersession semester (May-July) of the DDS second year.
- b) AP students, accepted into the program, participated fully in the DDS third and fourth years for completion of their degree.

As a result of the revision to the DDS curriculum, the current AP program, which was previously aligned with the previous DDS second-fourth year curriculum, will as of May 2021, when AP students would normally join with second year students in their DDS 829 course, no longer align as the new second year of the DDS curriculum will be in full implementation. Consequently, changes are required to the Advanced Placement curriculum to properly align with a new DDS curriculum.

2) The increased enrolment of AP students that has occurred (originally 4 students, increasing to 8 in 2014 and as of 2018 now 12 students per year), and the experience gained teaching these students over the past 18 years has identified a changing need related to their curriculum. It has become more apparent that many of the AP students, even with the two-year program have struggled to meet all expectations to become competent in the full range of expected competencies for a beginning dental practitioner in Canada (Association of Canadian Faculties of Dentistry Educational Framework for the Development of Competency in Dental Education- 2016). Many of the AP programs across Canada have identified similar needs and have increased the curriculum to meet those needs and ensure their achievement of the full range of competencies and success in the National Dental Board Examinations.

3) Students applying for the AP program are required to participate in a variety of admission activities prior to being fully accepted, all of which bear a cost and time factor, and none of which allow the student to apply for student loans as they are technically applicants and not students until they enter into the third year of the DDS program. This has been a financial and family burden that is often difficult for many students. The following activities were required during the 18 months prior to their admission into the program (none of which qualified them as students and eligibility for student loans):

- a. Clinical selection examination- 1 week, cost approximately \$2000 (not including travel, accommodation, living expenses)
- b. Gap training course- 6 weeks, cost approximately \$9789 (not including travel, accommodation, living expenses)
- c. DDS 829- 9 weeks, cost approximately \$11696 (not including travel, accommodation, living expenses)

HOW?

In alignment with the DDS program curriculum review, and the newly sequenced dental content, the SoD determined the best timing for the AP program students to receive the required experience to allow them to properly achieve the necessary educational outcomes to successfully complete their dental degree. This was a review process that involved SoD leadership, including those who oversee the AP program, faculty, students and staff. Special interaction occurred with those who teach AP students directly and observe their progress as clinicians in patient-care settings. The detailed

calendar change document highlights the extensive curriculum review process for the new DDS curriculum and the changes that will also affect the AP program with a greater involvement in that curriculum.

Additionally, given the potential for change, a survey was conducted that reached out to the other AP programs in Canada. The findings show that two newly approved AP programs are three years in length (University of Western Ontario and Dalhousie), one AP program is 2.5 years (University of Toronto), and one AP program has an 8 week course prior to the students beginning the two-year program (University of Manitoba). The trend across Canada is toward longer programs providing a more robust and comprehensive education and allowing students to be eligible for student loans.

Recent AP graduates and current AP students were also surveyed regarding proposed changes to the program. The consensus of these groups supported the rationale and the potential shift to a longer program.

The proposed changes for the AP program entail the following:

- 1) The removal of DDS 829 – Introduction to DDS Advanced Placement, as a part of the admission review, and the gap training program.
- 2) Students accepted into the program would enter the newly designed DDS curriculum at the beginning of second year as fully registered students at the U of A. This allows students to be eligible for student loans, and would make the program a three year program.
- 3) The academic regulations that have been accepted for the new DDS curriculum will also be applied to the new AP program including amendments and additions to the wording around re-examinations and reassessment, newly proposed conditional standing and probation categories of academic standing, and updates regarding the eligibility for repeat years or a continuation of the 4th and final year of the Advanced Placement DDS program.

The benefits of these proposed changes are perceived to be as follows:

- Students would be officially registered as DDS students in September of Year 2 and could apply for student loans.
- Students would benefit from the extra time to develop competencies in all areas expected of a beginning dental practitioner. This will include better accommodation to the university, the dental program and culture. It will also support better integration with the other students in their class.
- With the early integration of fundamental concepts within the curriculum, the AP students would be able to participate in the foundational materials not previously available to AP students and which are needed to build success throughout their program of study.
- Students will benefit from the new academic regulations, including the addition of clarity related to reassessment and reexaminations. Also, if a student is in need of additional time, a probationary year, or the continuation of the 4th year would be available.
- Students would benefit during the additional year from extra training in a number of areas such as clinic software management, Radiology, Removable Prosthodontics, Periodontics, Operative and Fixed Prosthodontics.
- The application process timeline will also align now with the DDS program, with a deadline of Nov. 1 prior to the year of acceptance into the program, reducing the application timeline from the current 18 months to 10 months.

Financial implications for students:

Currently AP students are spending approximately 15 weeks on the U of A campus during their admissions process (gap training and DDS 829). This is the equivalent of a half-year of the DDS curriculum. The cost of the various activities required for admission total approximately \$23500, with additional travel, accommodation and living expenses for those 15 weeks.

FoMD – Dentistry Advanced Placement Program Calendar Change – Background Information

The financial implications of increasing the program to three full years would be an additional tuition/fees payment of approximately \$64015 (based on our current fee structure). The overall increase would be \$40515 over the financial commitments currently being required of the existing admissions process. Students will also be eligible for student loans for all of this as opposed to none of the \$23500 plus that they currently have to spend.

Governance Executive Summary
Action Item

Agenda Title	Proposed Changes to Existing Entrance Requirements for the Bachelor of Science (Dental Hygiene) and Doctor of Dental Surgery (DDS) Programs, Faculty of Medicine and Dentistry
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Motion

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to the DDS and Dental Hygiene program entrance requirements, as proposed by the Faculty of Medicine and Dentistry, as set forth in Attachments 1-3, to take effect for Fall 2022 Admissions.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Dennis Kunimoto, Interim Dean, Faculty of Medicine and Dentistry
Presenter(s)	Steven Patterson, Associate Chair, Academic, School of Dentistry Sharon Compton, Director, Dental Hygiene Program

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to request approval for the proposed changes to the Admissions section of the University Calendar for the programs: Doctor of Dental Surgery and Bachelor of Science (Dental Hygiene).
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Overview of proposed changes in admissions criteria</p> <p><u>Applicants to Dentistry (DDS)</u></p> <p>Applicants will now have to complete 2 years of full-time study (30 ucw per year) to allow better preparation for the heavy credit load of the DDS program (previously minimum 60 ucw required with at least 1 year full-time). Pre-requisite credits in physics are no longer required and credits in biology, chemistry and organic chemistry have been reduced to 3 from 6 credits. New requirement added for 6 credits of human physiology and 3 credits in microbiology. Total pre-requisite requirement reduced from 36 to 30 credits. The pre-requisite courses support the academic preparation of applicants to successfully complete the rigorous dentistry program and are designed to reduce the prescription of pre-requisite credits and allow a more diverse choice of pre-dentistry education. Requiring physiology and microbiology was determined to be of more value in preparing students for the program than having extra credits in chemistry and physics.</p> <p>The change in GPA indicates that a minimum 3.50 will be required for eligibility and that GPA will not be used further for determining offers of admission. Reducing the excessive weight of GPA in the decision process provides opportunity for a holistic review and influence of other</p>

non-cognitive measures. This change reduces the heavy weighting and unduly powerful influence of grades in the decision making process.

The manual dexterity test will no longer be required; however, the natural sciences test will be included in the scoring for the Dental Admissions Test (DAT). The DAT is a standardized test and as such helps reduce impact of variability of student experiences and grading from different institutions. Evidence has not supported the validity of the manual dexterity test. With a reduction in some science pre-requisite credits, inclusion of the natural sciences content will be of value as a standardized measure of pre-requisite knowledge.

The situational judgement test (CASPer) is used to help assess applicants for non-cognitive skills. Use of this test data will help increase the potential diversity of admitted students as additional non-cognitive information is used.

Personal experiences will provide detail as to the background preparation and experience of students in the areas of leadership, volunteerism, employment, and diversity of life experience.

A personal statement will provide a combination of non-cognitive, personal preparation, and biographical information towards a more holistic review of applicants. The questions asked for a personal statement will allow for assessment of diversity, and preparation for and understanding of the dental profession.

Enrolment & Indigenous Applicants: The total number of students admitted each year does not change; however, the quota seats have been reallocated to increase Indigenous applicant seats to be consistent with census population data percentages in Alberta. Indigenous applicants who are competitive in the selection process are included in the regular quota seats. Including two above quota seats represent doubling of Indigenous seats.

Applicants to Dental Hygiene (DH)

Required pre-professional credits completed in a fall/winter will be increased to 27ucw from 24ucw to identify applicants who are best prepared to perform academically when carrying a heavy course load that is representative of the DH curriculum.

The situational judgement test (CASPer) is used to help assess applicants for non-cognitive skills. Use of this test data will help increase the potential diversity of admitted students as additional non-cognitive information is used.

Personal experiences will provide detail as to the background preparation and experience of applicants in the areas of leadership, volunteerism, employment, and diversity of life experience.

Enrolment & Indigenous Applicants: Indigenous applicants have two mechanisms to be admitted to the program. All competitive applicants

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	<p>will be admitted within the regular quota of students and other Indigenous applicants will be considered in the above 2 quota positions.</p> <p>Timeline & Next Steps: The anticipated implementation of the new processes will be for the 2021 application intake for admission/entry of students in the 2022-23 school year. This would allow for sufficient time for students currently in the process of preparing applications or still anticipating beginning that process, to achieve all of the requirements as outlined in the new application criteria.</p> <p>The following steps have been outlined to prepare fully for the implementation of the proposed changes to our admission process, once finalized:</p> <ol style="list-style-type: none"> 1) Refining Admissions Processes with our Admissions Committee 2) Develop the specific process for holistic review of applicants by the Admissions Committee using the data that will be collected 3) Notify Canadian Dental Association about changes for DAT requirements 4) Document the scoring/ranking processes using new tools 5) Finalize agreements with Altus Assessments for applicants to complete CASPer 6) Collaborate with FoMD, Undergraduate Medicine Admissions, based on their existing protocols and processes, to prepare our own process for checking personal experiences, recruitment of volunteer evaluators, training/calibration of evaluators 7) Collaborate with FoMD, Undergraduate Medicine Admissions, based on their existing protocols and processes, to prepare our own process for creating/grading personal statement, recruitment of volunteer evaluators, training/calibration of evaluators
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • School of Dentistry Admissions Task Force <ul style="list-style-type: none"> ○ Includes students, Professional Association representatives, Public members, Faculty, Dentistry Admissions office staff • School of Dentistry faculty members
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • School of Dentistry Admissions Task Force <ul style="list-style-type: none"> ○ Includes students, Professional Association representatives, Public members, Faculty, Dentistry Admissions office staff • School of Dentistry, Executive Committee – approval – April 8, 2019

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	<ul style="list-style-type: none"> School of Dentistry, Department Council (including Dental Student Association representatives) – approval – May 2, 2019 FoMD Faculty Learning Committee – approval – July 22, 2019 FoMD Faculty Council Committee – review/consultation – August 9, 2019 Office of the Registrar, Calendar Production – consulted/informed Office of the Provost
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> School of Dentistry: Faculty, Staff, Students Alberta Dental Association & College (ADA & C) College of Registered Dental Hygienists of Alberta (CRDHA)
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> GFC ASC SOS, November 7, 2019 GFC ASC, November 21, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>The proposed changes to the Admissions criteria for the programs of Doctor of Dental Surgery (DDS) and Bachelor of Science (Dental Hygiene) aligns with <i>For the Public Good</i> by addressing the key strategic goal <i>Build</i>.</p> <p><i>Objective 1</i> under <i>Build</i> states that the University of Alberta will “build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada, and the world”.</p>			
Alignment with Institutional Risk Indicator	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="1"> <tr> <td> <input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td> <input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>		<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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Legislative Compliance and jurisdiction	<p>Post-Secondary Learning Act GFC Academic Standards Committee Terms of Reference Admissions Policy and Procedures, UAPPOL</p>			

Attachments (each to be numbered 1 - 3)

- Attachment 1 – DDS Admissions Calendar Change (page(s) 1 – 9)
- Attachment 2 – DH Admissions Calendar Change (page(s) 1 - 6)
- Attachment 3 – DDS/DH Admissions Calendar Change Background Information (pages(s) 1 – 4)
- Attachment 4 – Deadlines Chart

Prepared by: Jocelyn Plemel, Executive Assistant to the Vice-Dean, Education, jplemel@ualberta.ca

Admission Calendar Change Request

CURRENT	PROPOSED
<p>Doctor of Dental Surgery (DDS) Application for Admission and Application for Readmission</p>	<p>Doctor of Dental Surgery (DDS) Application for Admission and Application for Readmission</p>
<p>Only electronic applications will be accepted. To access the online application for the University of Alberta go to www.admissions.ualberta.ca.</p>	<p>Only electronic applications will be accepted. To access the online application for the University of Alberta go to www.admissions.ualberta.ca.</p>
<p>For detailed application and program information please visit www.dentistry.ualberta.ca.</p>	<p>For detailed application and program information please visit www.dentistry.ualberta.ca.</p>
<p>Note: Applicants who have been Required to Withdraw, or equivalent, from any postsecondary program will not be considered for admission.</p>	<p>Note: Applicants who have been Required to Withdraw, or equivalent, from any postsecondary program will not be considered for admission.</p>
<p>Enrolment: Enrolment is limited to an annual quota of 34 students. Of the 34 positions available 85% are reserved for Alberta residents, 10% for Non-Alberta residents and 5% for International students (see Residence Requirements).</p>	<p>Enrolment: Enrolment is limited to an annual quota of 30 students. Of the 30 positions available 27 are reserved for Alberta residents, and up to 3 are available for non-Alberta residents. No non-resident shall be admitted to the DDS Program who is less qualified than any Alberta resident who is denied admission to that Program (see Residence Requirements).</p>
<p><i>("IV. Aboriginal Applicants..." paragraph moved from below in the document to this location and renamed Indigenous applicants)</i></p>	<p>Indigenous Applicants: Besides the regular quota positions, an additional two (2) positions per year are available in the DDS program for qualified students of Aboriginal identity, within the meaning of the Constitution Act of 1982, Section 35, Part 2. Applicants interested in this program should contact the Administrator, Indigenous Health Initiatives, Faculty of Medicine and Dentistry. See also Admission of Aboriginal Applicants.</p>
<p>Because the number of candidates who meet the minimum requirements for admission far exceeds the quota, it should be understood that eligibility does not guarantee admission. Admission is determined on a competitive basis.</p>	<p>Because the number of candidates who meet the minimum requirements for admission far exceeds the quota, it should be understood that eligibility does not guarantee admission. Admission is determined on a competitive basis.</p>

I. Admission Requirements

Academic Requirements: The minimum requirement for admission to the DDS Program is the satisfactory completion of ★60 of transferable postsecondary work, of which ★30 must be taken during one Fall/Winter.

The preprofessional requirements are:

1. General Chemistry (★6)
2. Organic Chemistry (★6)
3. Biology (★6)
4. Physics (★6)
5. English (★6)
6. Statistics (★3)
7. Introductory Biochemistry (★3)

The requirements can be met in various patterns in different faculties. Students are urged to take the program that they find most interesting and that will still give them these prerequisites.

Applicants having sequential high school background courses in English Language Arts 30-1, Biology 30, Chemistry 30, Mathematics 30-1, and Physics 30 will best be prepared to succeed in the two-year pre dental program.

("In order to be competitive, applicants should strive for a minimum GPA of 3.5..." paragraph moved from below in the document and renamed 3. GPA)

("For applicants..." paragraph moved from below and placed here under Eligibility- 3. GPA. No changes made to the text)

I. Eligibility Criteria for Admission

1. Academic Requirements: The minimum requirement for admission to the DDS Program is the satisfactory completion of ★60 of transferable postsecondary work.

The pre-professional requirements are:

1. General Chemistry (★3)
2. Organic Chemistry (★3)
3. Biology (★3) (Biology 107 or equivalent required)
4. Microbiology (★3)
5. English (★6)
6. Statistics (★3)
7. Introductory Biochemistry (★3)
8. Human Physiology (★6) (Physl 210 or equivalent required)

The requirements can be met in various patterns in different faculties. Students are urged to take the program that they find most interesting and that will still give them these prerequisites.

2. Course Load: The minimum requirement for admission is two (2) academic years of Fall/Winter semesters with a full course load of ★30 in each year.

3. GPA: A minimum GPA of 3.5 is required for admission.

For applicants who have completed four or more years of transferable postsecondary work, the cumulative (overall) GPA is calculated with the deletion of the lowest Fall/Winter GPA, provided it is not the most recent Fall/Winter or one of the two Fall/Winter academic year when a full course load of ★30 was taken.

Applicants who meet these eligibility criteria will be required to complete additional admission requirements (see II. Admission Requirements and III. Other Requirements).

Dental Aptitude Test: Each applicant will be required to take the Canadian Dental Association Dental Aptitude Test. The dental aptitude test is an important component in the selection process and must have been written within the last five years.

The latest the test may be written is the autumn prior to admission. If the test is taken more than once the best set of scores will be used. It is up to each applicant to decide whether or not the test should be retaken. Information and application forms are available at www.cda-adc.ca.

The deadline date for submitting Dental Aptitude Test results to the Admissions Office is January 15 of the year admission is sought.

II. **Admission Requirements**

1. Dental Aptitude Test (DAT): Each eligible applicant will be required to take the Canadian Dental Association Dental Aptitude Test. Only the Survey of Natural Sciences [SNS], Perceptual Ability Test [PAT], and Reading Comprehension Test [RCT] are required. The dental aptitude test is an important component in the selection process and must have been written within the last five years.

The latest the test may be written is the autumn prior to admission. If the test is taken more than once the best set of scores will be used. It is up to each applicant to decide whether or not the test should be retaken. Information and application forms are available at www.cda-adc.ca.

The deadline date for submitting Dental Aptitude Test results to the Admissions Office is January 15 of the year admission is sought.

2. Situational Judgment Test (SJT): Each eligible applicant will be required to take an online SJT assessment.

SJT results must be submitted to the Admissions Office by January 15 of the year admission is sought.

3. Personal Experiences: As part of the application process, each applicant will be required to complete the Personal Experiences section found in the application form. This gives applicants the opportunity to highlight life experiences that they feel will demonstrate their suitability for the program. The Personal Experiences section is comprised of five subsections:

- Employment
- Leadership Roles
- Volunteer Work

Personal Interview: Interview selection is based on interim transcripts, postsecondary academic record and DAT scores. The interim document deadline is February 1. Competitive applicants will be interviewed by a team to determine if they have the personal qualities necessary for the profession. The interview evaluates an applicant's maturity, motivation, initiative, ability to communicate, personal qualities and interests. The interview schedule differs every year; shortlisted applicants will be advised of the interview dates by letter.

II. Other Requirements

1. **Language Proficiency Requirements:** All applicants must meet the English Language Proficiency and Spoken English requirements (see [Language Proficiency Requirements](#)).
2. **Medical Testing and Immunization Requirements:** See [University Infectious Diseases Regulation](#).
3. **Proof of Residency Status:** Because residency status determines the competitive pool in which an applicant is ranked, applicants may be required to

- Life Experience & Achievements
- Personal Highlights

The deadline date for submission of the Personal Experiences application form is November 1.

4. Personal Interview: Interview selection is based on DAT scores, SJT results and Personal Experiences. Competitive applicants will be interviewed by a team to determine if they have the personal qualities necessary for the profession. The interview evaluates an applicant's maturity, motivation, initiative, ability to communicate, personal qualities and interests. The interview schedule differs every year; shortlisted applicants will be advised of the interview dates by email.

5. Personal Statement: Applicants who participate in the personal interview, will also be scheduled for an allotted time that same day to complete a written, personal statement. This statement will allow applicants to respond to specific questions and provide personal information regarding their preparation for and understanding of the dental profession and demonstrate written communication skills.

III. Other Requirements

1. **Language Proficiency Requirements:** All applicants must meet the English Language Proficiency and Spoken English requirements (see [Language Proficiency Requirements](#)).
2. **Medical Testing and Immunization Requirements:** Immunization records are due at the time admission is confirmed. See [University Infectious Diseases Regulation](#).
3. **Proof of Residency Status:** Because residency status determines the competitive pool in which an applicant is ranked, applicants may be required to

present proof of residency status. See [Residence Requirements](#).

4. **Police Information Checks:** Applicants should be aware that a clear Police Information Check (PIC) is required as a condition of admission and that any criminal charges pending must be declared.

Under the *Protection for Persons in Care Act*, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement.

Police Information Checks are due at the time admission is confirmed. Applicants should plan to have their PIC completed prior to an offer of admission.

Students who have concerns related to their ability to provide a clear Police Information Check should consult with the Department of Dentistry. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. See [Requirement for Police Information Checks](#) and [Protection for Persons in Care](#) for more information on the general requirements concerning Police Information Checks and the fees associated with them.

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Under the *Protection for Persons in Care Act*, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement.

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III. Final Selection

Applicant profiles are made primarily up of the following:

1. Overall GPA achieved on all transferable postsecondary work completed as a full-time student taken during Fall/Winter or Spring/Summer Terms. For overall GPA calculation full-time study is equivalent to a minimum of ★18 taken during Fall/Winter Terms or ★12 taken during Spring/Summer Terms.
2. Dental aptitude test scores
3. Interview score

In order to be competitive, applicants should strive for a minimum GPA of 3.5 in their university studies. Students with a GPA of less than 3.0 will not be considered for admission.

For applicants who have completed four or more years of transferable postsecondary work, the cumulative (overall) GPA is calculated with the deletion of the lowest Fall/Winter GPA, provided it is not the most recent Fall/Winter or the only Fall/Winter where ★30 was taken.

Applicants who do not meet the minimum criteria will not be considered for admission.

As admission into the program is limited to a quota of 31 students, the Admissions Committee has the responsibility of selecting those applicants who demonstrate promise to successfully complete the program. The Admissions Committee reserves the right to use its judgment with respect to individual cases.

Applicants who have extenuating circumstances may submit a letter requesting special consideration to the Admissions Committee with supporting documentation. Such applicants must have completed the

IV. Final Selection

As admission into the program is limited to a quota of 32 students, the Admissions Committee has the responsibility of selecting those applicants who demonstrate promise to successfully complete the program.

Special Consideration:

Applicants who have extenuating circumstances may submit a letter requesting special consideration to the Admissions Committee with supporting documentation. Such applicants must have met the eligibility

~~pre-professional~~ requirements. Applicants seeking special consideration must contact the School of Dentistry Admissions Office prior to submitting their request for a *Request for Special Consideration* form. Special consideration requests must be received by the Admissions Office by January ~~31~~ of the year admission is sought.

Deposit: Upon notification of acceptance, applicants will be required to confirm their intention to register by submitting a nonrefundable tuition deposit within a specified time. The deposit will be credited toward payment of tuition upon completion of registration.

IV. Aboriginal Applicants

Besides the regular quota positions, an additional position per year is available in the DDS program for a qualified student of Aboriginal identity, within the meaning of the Constitution Act of 1982, Section 35, Part 2. Applicants interested in this program should contact the Administrator, Indigenous Health Initiatives, Faculty of Medicine and Dentistry. See also [Admission of Aboriginal Applicants](#).

~~criteria, and all admission deadlines and have~~ completed the ~~pre-professional~~ requirements. Applicants seeking special consideration must contact the School of Dentistry Admissions Office prior to submitting their request for a *Request for Special Consideration* form. Special consideration requests must be received by the Admissions Office by January ~~31~~ of the year admission is sought.

Deposit: Upon notification of acceptance, applicants will be required to confirm their intention to register by submitting a nonrefundable tuition deposit within a specified time. The deposit will be credited toward payment of tuition upon completion of registration.

Rationale for specific changes noted in document:

Enrolment & Indigenous Applicants:

The total number of students admitted each year does not change. It has been 32 and remains at that number. The quota seats have simply been reallocated. The only difference is due to the increase in indigenous applicant seats to be consistent with census population data percentages in Alberta for indigenous populations. Indigenous applicants who are competitive in the selection process are included in the regular quota seats. The two indigenous above quota seats are for indigenous applicants who meet the requirements for admission, but are not competitive in the quota seat selection. These numbers represent a doubling of the indigenous above quota seats from 1 to 2.

I. Eligibility Criteria for Admissions:

1. Academic requirements

Pre-requisite credits in physics are no longer required. Reduction of 3 credits each for biology, chemistry and organic chemistry. Biology credit is specified as Biology 107 or equivalent. New requirement for 6 credits of human physiology and 3 credits in microbiology. Total pre-requisite requirement is reduced from 36 credits to 30 credits. The minimum requirement of 60 credits transferable postsecondary credit remains in place. The requirement of specific pre-requisite

courses supports the academic preparation of applicants to be able to successfully complete the rigorous dentistry program. These changes are designed to reduce the prescription of pre-requisite credits and allow a more diverse choice of pre-dentistry education. Requiring physiology was also determined to be of more value in preparing students for the dentistry program than the extra credits in chemistry and physics. This array of pre-requisite credits relates consistently with other dental schools across Canada. All of the required pre-requisite courses can still be completed within a two-year pre-dental program if desired, although the majority of students being accepted into the dentistry program in recent years have more than two years of pre-professional post-secondary education.

2. Course load

This recommendation increases the full course load requirement from a single year to two academic years with 30 credits in each year. The requirement of two years of full course load supports the academic preparation of applicants to be able to successfully complete the rigorous dentistry program. This is a longer-term measure of student performance and preparation over time. The goal of this change is to identify applicants who are better prepared to perform academically at a high level when carrying a full course load that is more representative of the DDS curriculum. The vast majority of academic difficulties for students within the DDS program over the last number of years, exhibit a lack of capacity to manage a heavy academic load over a sustained period of time. Students with two years of experience in performing well while managing a heavier load of courses will be better prepared for the DDS program.

3. GPA

Current language in the calendar indicates that students should strive for a GPA of 3.50 and that students with a GPA lower than 3.0 will not be considered. GPA has currently been weighted as 50% of the decision process for determining offers of admission as well as being used in determining eligibility for the interview. This change indicates that a minimum GPA of 3.50 will be required for eligibility and that GPA will not be used further in the admissions process for determining offers of admission. Reducing the excessive weight of GPA in the decision process provides more opportunity for a holistic review and influence of other non-cognitive measures. This change reduces the heavy weighting and unduly powerful influence of grades in the decision process. Due to the heavy weighting of GPA in the current process, the primary decision-making factor in an offer of admission is GPA and thus we have been admitting a group of students who have extremely high grades and other factors do not have much influence in the decision process. Using data from past students who have been accepted, it was determined that setting a minimum standard for GPA at 3.50 demonstrates that all eligible students in the admissions process will have the necessary academic preparation and will allow for a more holistic approach to selection, bringing other non-cognitive measures into play.

II. Admission Requirements

1. DAT

The manual dexterity test will no longer be required. The natural sciences test will be included in the scoring for the DAT. The DAT examination supports the academic preparation of applicants to be able to successfully complete the rigorous dentistry program. This is a standardized test and as such helps reduce impact of variability of student experiences and grading in different institutions and courses. Evidence over the past number of years has not supported the validity of the manual dexterity examination in predicting performance in dental school. With a reduction in pre-requisite credits in some science areas, the inclusion of the

natural sciences examination will be of value as a standardized measure of pre-requisite knowledge. This test is utilized by virtually every dental school in Canada.

2. CASPer

This is an entirely new addition to the admissions process. The situational judgement test is used to help assess applicants for non-cognitive skills. Use of this kind of test data will help increase the potential diversity of the admitted students as additional non-cognitive information is used. There is a reasonable body of evidence to support use of the SJT and it will increase the holistic nature of the review of each applicant. This test is being used by many health professional education programs, including Medicine at the U of A, and will support diversity and students admitted who demonstrate important non-cognitive skills.

3. Personal Experiences

This is an entirely new addition to the admissions process. The personal experiences documentation will support an increase in a holistic approach of the review of applicants and will provide biographical information related to students' background and experience. The use of personal experiences will provide opportunity to increase diversity of background in the applicant pool. Personal experiences provides more information about applicants that has been available before and will be used in a manner so as to not unduly weight any given category. Currently very little information is available to admissions committees about students applying other than academic performance. Personal experiences will provide detail as to the background preparation and experience of students in the areas of leadership, volunteerism, employment, and diversity of life experience.

5. Personal Statement

This is an entirely new addition to the admissions process. A personal statement will provide a combination of non-cognitive, personal preparation, and biographical information towards a more holistic review of applicants. The questions asked for a personal statement will allow for assessment of diversity, and preparation for and understanding of the dental profession. This test will provide additional information that has not been available before and gives students a chance to highlight who they are and what they bring to the profession. Completing the personal statement on site in a controlled environment will help overcome concerns regarding integrity of the statement. Questions will allow for students to provide information regarding their understanding of and preparation for the dental profession. Additionally, written communication skills can be determined.

FoMD Approvals:

Faculty Learning Committee – July 22, 2019

Faculty Council Committee (for review only) – August 9, 2019

Dental Hygiene Admissions Change Request

CURRENT	PROPOSED
<p>Bachelor of Science (Dental Hygiene) Application for Admission and Application for Readmission</p>	<p>Bachelor of Science (Dental Hygiene) Application for Admission and Application for Readmission</p>
<p>Only electronic applications will be accepted. To access the online application for the University of Alberta please visit www.admissions.ualberta.ca.</p>	<p>Only electronic applications will be accepted. To access the online application for the University of Alberta please visit www.admissions.ualberta.ca.</p>
<p>For detailed application and program information please visit www.dentistry.ualberta.ca.</p>	<p>For detailed application and program information please visit www.dentistry.ualberta.ca.</p>
<p>Enrolment: Enrolment is limited to an annual quota of 40 students. Of the 40 positions available 85% are reserved for Alberta residents, 10% for Non-Alberta residents and 5% for International students (see Residence Requirements).</p>	<p>Enrolment: Enrolment is limited to an annual quota of 40 students. Of the 40 positions available 36 are reserved for Alberta residents, and up to 4 available for Non-Alberta residents. No non-resident shall be admitted to the Dental Hygiene Program who is less qualified than any Alberta resident who is denied admission to that Program (see Residence Requirements).</p>
<p><i>("IV. Aboriginal Applicants..." paragraph moved from below in the document to this location and renamed Indigenous applicants)</i></p>	<p>Indigenous Applicants:</p> <p>Besides the regular quota positions, an additional two (2) positions per year are available in the Dental Hygiene program for qualified applicants of Aboriginal identity, within the meaning of the Constitution Act of 1982, Section 35(2). Applicants interested in this program should contact the Administrator, Indigenous Health Initiatives, Faculty of Medicine and Dentistry. See also Admission of Aboriginal Applicants.</p>
<p>I. Admission Requirements Academic Requirements: The minimum requirement for admission to the Dental Hygiene Program is completion of ★30 transferable, of which ★24 must be taken during one Fall/Winter.</p> <p>The required courses or their equivalents are available at various universities and colleges, including the University of Alberta.</p>	<p>I. Admission Requirements Academic Requirements: The minimum requirement for admission to the Dental Hygiene Program is completion of ★30 transferable, of which ★27 must be taken during one Fall/Winter.</p> <p>The required courses or their equivalents are available at various universities and colleges, including the University of Alberta.</p>

The **preprofessional** requirements are:

1. English (★6)
2. Organic Chemistry (★3)
3. General Chemistry (★3)
4. Biology (★3) (BIOL 107 or equivalent required)
5. Sociology (★3)
6. Psychology (★3)
7. Statistics (★3)
8. Option any Faculty (★6)

Applicants having sequential high school background courses in English Language Arts 30-1, Mathematics 30-1, Chemistry 30, Biology 30, and a 30 level Subject from Group A or C will be best prepared to succeed in the **preprofessional** year (see [General Admission Requirements](#)).

The **pre-professional** requirements are:

1. English (★6)
2. Organic Chemistry (★3)
3. General Chemistry (★3)
4. Biology (★3) (BIOL 107 or equivalent required)
5. Sociology (★3)
6. Psychology (★3)
7. Statistics (★3)
8. Option any Faculty (★6)

Applicants having sequential high school background courses in English Language Arts 30-1, Mathematics 30-1, Chemistry 30, Biology 30, and a 30 level Subject from Group A or C will be best prepared to succeed in the **pre-professional** year (see [General Admission Requirements](#)).

Situational Judgment Test (SJT): Each eligible applicant will be required to take an online SJT assessment.

SJT test results must be submitted to the Admissions Office by January 15 of the year admission is sought.

Personal Experiences: As part of the application process, each applicant will be required to complete the Personal Experiences section found in the application form. This gives applicants the opportunity to highlight life experiences that they feel will demonstrate their suitability for the program. The Personal Experiences section is comprised of five subsections:

- Employment
- Leadership Roles
- Volunteer Work
- Life Experience & Achievements
- Personal Highlights

The deadline date for submission of the Personal Experiences application form is November 1.

Personal Interview: Interview selection is based on interim transcripts **and** postsecondary academic record. The interim document deadline is February 1. Competitive applicants will be interviewed by a team to determine if they have the personal qualities necessary for the profession. The interview evaluates an applicant's maturity, motivation, initiative, ability to communicate, personal qualities and interests. The interview schedule differs every year; short-listed applicants will be advised of the interview dates by **letter**.

Personal Interview: Interview selection is based on interim transcripts, postsecondary academic record **and SJT results**. The interim document deadline is February 1. Competitive applicants will be interviewed by a team to determine if they have the personal qualities necessary for the profession. The interview evaluates an applicant's maturity, motivation, initiative, ability to communicate, personal qualities and interests. The interview schedule differs every year; short-listed applicants will be advised of the interview dates by **email**.

II. Other Requirements

1. **Language Proficiency Requirements:** All applicants must meet the English Language Proficiency and Spoken English requirements (see [Language Proficiency Requirements](#)).
2. **Medical Testing and Immunization Requirements:** Please see [University Infectious Diseases Regulation](#).
3. **Proof of Residency Status:** Because residency status determines the competitive pool in which an applicant is ranked, applicants may be required to present proof of residency status. See [Residence Requirements](#).
4. **Police Information Checks:** Applicants should be aware that a clear Police Information Check (PIC) is required as a condition of admission and that any criminal charges pending must be declared.

II. Other Requirements

1. **Language Proficiency Requirements:** All applicants must meet the English Language Proficiency and Spoken English requirements (see [Language Proficiency Requirements](#)).
2. **Medical Testing and Immunization Requirements:** **Immunization records are due at the time admission is confirmed.** Please see [University Infectious Diseases Regulation](#).
3. **Proof of Residency Status:** Because residency status determines the competitive pool in which an applicant is ranked, applicants may be required to present proof of residency status. See [Residence Requirements](#).
4. **Police Information Checks:** Applicants should be aware that a clear Police Information Check (PIC) is required as a condition of admission and that any criminal charges pending must be declared.

Under the *Protection for Persons in Care Act*, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement.

Police Information Checks are due at the time admission is confirmed. Applicants should plan to have their PIC completed prior to an offer of admission. Failure to submit a clear and complete PIC by the date noted in the offer of admission will result in the offer of admission being revoked.

Students who have concerns related to their ability to provide a clear Police Information Check should consult with the Department of Dentistry. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. See [Requirement for Police Information Checks](#) and [Protection for Persons in Care](#) for more information on the general requirements concerning Police Information Checks and the fees associated with them.

III. Final Selection:

Applicant profiles are made up of the following:

1. Overall GPA achieved on all transferable postsecondary work completed as a full-time student taken during Fall/Winter or Spring/Summer Terms. For overall GPA calculation full-time study is equivalent to a minimum of ★18 taken during Fall/Winter Terms or ★12 taken during Spring/Summer Terms.

Under the *Protection for Persons in Care Act*, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement.

Police Information Checks are due at the time admission is confirmed. Applicants should plan to have their PIC completed prior to an offer of admission. Failure to submit a clear and complete PIC by the date noted in the offer of admission will result in the offer of admission being revoked.

Students who have concerns related to their ability to provide a clear Police Information Check should consult with the Department of Dentistry. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. See [Requirement for Police Information Checks](#) and [Protection for Persons in Care](#) for more information on the general requirements concerning Police Information Checks and the fees associated with them.

III. Final Selection:

Applicant profiles are made up of the following:

1. Overall GPA achieved on all transferable postsecondary work completed as a full-time student taken during Fall/Winter or Spring/Summer Terms. For overall GPA calculation full-time study is equivalent to a minimum of ★18 taken during Fall/Winter Terms or ★12 taken during Spring/Summer Terms.

2. Interview score.

In order to be competitive, applicants should strive for a minimum GPA of 3.0. Students with a GPA of less than 2.7 will not be considered for admission.

For applicants who have completed four or more years of transferable postsecondary work, the cumulative (overall) GPA is calculated with the deletion of the lowest Fall/Winter GPA, provided it is not the most recent Fall/Winter or the only Fall/Winter where ★24 was taken.

The Admissions Committee reserves the right to use its judgment with respect to individual cases.

Applicants who have extenuating circumstances may submit a letter requesting special consideration to the Admissions Committee with supporting documentation. Such applicants must have completed the preprofessional requirements. Applicants seeking special consideration must contact the School of Dentistry Admissions Office prior to submitting their request for a Request for Special Consideration form. Special consideration requests must be received by the Admissions Office by January 31 of the year admission is sought.

Deposit: Upon notification of acceptance, applicants will be required to confirm their admission and intention to register by submitting a nonrefundable tuition deposit within the time specified in the letter of acceptance. The deposit will be credited toward payment of tuition upon completion of registration. (See [Program Specific Deposits on Confirmation of Admission](#)).

IV. Aboriginal Applicants

In order to be competitive, applicants should strive for a minimum GPA of 3.0. Students with a GPA of less than 2.7 will not be considered for admission.

For applicants who have completed four or more years of transferable postsecondary work, the cumulative (overall) GPA is calculated with the deletion of the lowest Fall/Winter GPA, provided it is not the most recent Fall/Winter or the only Fall/Winter where ★27 was taken.

2. Personal Experiences

3. Interview score

Special Considerations

Applicants who have extenuating circumstances may submit a letter requesting special consideration to the Admissions Committee with supporting documentation. Such applicants must have met all admission deadlines and have completed the pre-professional requirements. Applicants seeking special consideration must contact the School of Dentistry Admissions Office prior to submitting their request for a Request for Special Consideration form. Special consideration requests must be received by the Admissions Office by January 2 of the year admission is sought.

Deposit: Upon notification of acceptance, applicants will be required to confirm their admission and intention to register by submitting a nonrefundable tuition deposit within the time specified in the letter of acceptance. The deposit will be credited toward payment of tuition upon completion of registration. (See [Program Specific Deposits on Confirmation of Admission](#)).

Besides the regular quota positions, additional position(s) per year are available in the Dental Hygiene program for qualified applicants of Aboriginal identity, within the meaning of the Constitution Act of 1982, Section 35(2). Applicants interested in this program should contact the Administrator, Indigenous Health Initiatives, Faculty of Medicine and Dentistry. See also [Admission of Aboriginal Applicants](#).

Rationale for specific changes noted in document:

Enrolment & Indigenous Applicants:

Indigenous applicants have two mechanisms to be admitted to the program. All competitive applicants will be admitted within the regular quota of students and other indigenous applicants will be considered in the above 2 quota positions.

I. Admission Requirements

Academic Requirements:

The change in pre-professional credits to require 27ucw from the previous requirement of 24ucw is needed to identify applicants who are best prepared to perform academically at a high level when carrying a heavy course load that is representative of the DH curriculum.

Situational Judgement Test (SJT):

The Situational Judgement Test (SJT) is a new addition to the admissions process and is being used as there is evidence to support use of the SJT as a tool to select students in health professional programs. The SJT will increase the holistic nature in reviewing each applicant. This test is being used by many health professional education programs and will support diversity and admission of students who demonstrate important non-cognitive skills.

Personal Experiences:

The category of “personal experience” is a new addition to the admissions process and is being implemented in order to increase the depth of information about applicants. Currently, very little information is known about applicants beyond academic grades. Personal experiences will provide detail as to the background preparation and experience of applicants in the areas of leadership, volunteerism, employment, and diversity of life experience.

FoMD Approvals:

Faculty Learning Committee – July 22, 2019

Faculty Council Committee (for review only) – August 9, 2019

Why? The purpose of the proposed changes to the Admissions criteria for both programs is to best ensure that the admissions processes attract and admit a diverse group of exceptional students, prepared sufficiently to be successful in rigorous professional programs with a passion for learning and service, who can reach the full range of competencies of a beginning dentist or dental hygienist in Canada. These changes align our admissions processes with best practices and published evidence as demonstrated in other health professional programs.

How? The School of Dentistry undertook a comprehensive review of the admissions process for the undergraduate Doctor of Dental Surgery (DDS) and BSc (Dental Hygiene) programs in 2018-19. The Admissions Task Force (ATF) committee was comprised of sixteen members and included representation from the community, current students, faculty members with varying roles, and representatives from the Alberta Dental Association & College and the College of Registered Dental Hygienists of Alberta.

The ATF committee conducted an extensive review from published literature, Commission on Dental Accreditation of Canada accreditation requirements, current Canadian Dental Schools admission processes and current best practices in admissions to health professional programs to determine what new approaches may be adopted for our admissions process. An analysis was also conducted on data from our current admissions process over the past ten or more years, linking admissions data with student performance. The committee reviewed information to determine limitations and potential unintended or systemic barriers to admission for individual groups. Consultations were conducted with FoMD Undergraduate Medicine Admissions program to glean learnings from their recent review and changes to their Admissions process.

Generally, our current admissions criteria are heavily based on academic performance with some limited information gathered through an interview process; however, the ATF aimed to assess and recommend how other factors could be included that would decrease the emphasis on academic performance and allow for consideration of personal factors and experiences. To guide the process and decision making of the ATF, the review process helped in the identification of key outcome factors that led to the creation of three guiding principles which informed this work as follows:

1. *Develop a holistic admissions process that is evidence-based/informed and which considers non-cognitive measures and biographical information.*
2. *Maintain CDAC accreditation standards of diversity, and academic preparation by evaluating admissions tools/processes in terms of reducing inequities.*
3. *Create a selection process for admissions that maximizes use of data/information available for applicants and does not unduly weight any specific criteria.*

Current Environment:

Dentistry and Dental Hygiene continue to be demanding professions and have correspondingly challenging educational programs. The demands of becoming a professional require students who are capable of meeting the rigour of the educational process as well as developing skills, attitudes and values that support the role of a dental professional. In recent years, significant effort towards furthering the evidence-base underpinning the Dental and Dental Hygiene school admissions processes has been put forth across Canada. Many national organizations, as well as individual dental and dental hygiene schools have and are giving concerted consideration to current admission processes. The goal being to ensure best practices are used in identifying those applicants who will be able to both be successful in dental and dental hygiene programs, as well as in their future professions. Additionally, there is an effort to identify the applicants to these

programs who bring and will be able to develop the needed qualities and values that will support these professions.

Accreditation standards from the Commission on Dental Accreditation of Canada (CDAC) for dentistry and dental hygiene programs in Canada identify the importance of admissions in terms of the quality of the graduates who are eligible to enter these professions upon completion of their programs. The requirements for Dental and Dental Hygiene programs in Canada are as follows:

Dentistry:

- 2.1.1 Admission must be based on specific selection criteria. The admissions process must employ valid assessments and measurements to select students who have the capacity to succeed in the program and the dental profession. These assessments and measurements must be established and published prior to the consideration of applicants. The criteria must be readily available to advisors and applicants, and be applied equitably during the selection process. The program must be involved in establishing these criteria. Selection criteria should encourage recruitment of a **diverse student population** with **appropriate academic preparation and aptitude**.

Dental Hygiene:

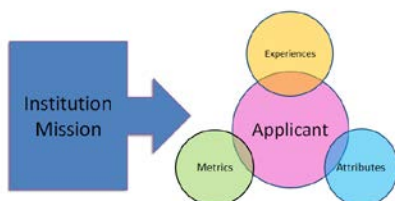
- 2.1.1 Admission must be based on specific published criteria, readily available to advisors and applicants. Criteria for admission must include academic preparation with completion of a high school program or equivalent, being the minimum standard assessed. For applicants whose primary language is not the language of instruction in the institution, the results of a language proficiency examination must be considered in the admissions process. A candidate's **previous academic performance should not be the sole criterion for admission**. Selection criteria should encourage recruitment of a **diverse student population** with **appropriate academic preparation** to be successful in the program. Faculty members must have mechanisms to provide input in the program admission and selection process.

Traditionally, the admissions process at the University of Alberta, School of Dentistry, has focused on selection criteria related to academic performance and some limited information gathered through an interview process. Dentistry has also used the national Dental Aptitude Test. There has been limited scope of the information available regarding a given applicant and to provide a more holistic approach, a number of changes to the admissions process were deemed necessary.

Holistic Admissions Review:

Many health professions are addressing the challenges regarding the complex and wide ranging competencies required of health professionals by using a holistic admissions process. This involves core principles used throughout the admissions process, giving individualized consideration to each applicant. This allows for identification of students that align with the mission of the institution/profession, ensures diversity and academic preparation, by using criteria and processes that are evidence-based and balance experiences, attributes and academic metrics.

The Holistic Perspective



Review of School of Dentistry Admissions: Task Force 2018-2019

In response to the identified need to move to a more holistic admissions process, the School of Dentistry Admissions Task Force (ATF) was struck at the request of the Chair and Executive Committee, School of Dentistry, to conduct a comprehensive review of the Admissions and Application process for entry into the dentistry and dental hygiene undergraduate programs. The purpose of this review was to ensure that the admissions processes attract and admit a diverse group of exceptional students, prepared sufficiently to be successful in rigorous professional programs with a passion for learning and service, who can reach the full range of competencies of a beginning dentist or dental hygienist in Canada. This review, of the School of Dentistry undergraduate admissions processes, is to ensure that they reflect current best practice in the admission of students to health professional programs and align with CDAC accreditation requirements. The last comprehensive admissions process review was conducted in 2009.

The ATF was established with a Terms of Reference document approved by the School's executive committee. The timeline for completion of the admissions review was from August, 2018 - March, 2019, with proposed changes to the admissions process being submitted to the University calendar in 2019. The sixteen-member ATF met seven times between September 20, 2018 and March 6, 2019. The ATF included membership from the community, current undergraduate students, faculty members from dental hygiene and dentistry, program directors, student affairs, admission committee members, and representatives from both professional bodies, the Alberta Dental Association & College and the College of Registered Dental Hygienists of Alberta.

The Task Force committee reviewed current admissions criteria and the historical admissions standards set for each academic year. The committee also reviewed information from the students who have been part of the programs over the past decade to determine limitations and potential unintended or systemic barriers to admission for individual groups. The published educational literature on admissions from a number of health professions, the CDAC accreditation requirements and current best practices in admissions and hiring practices were also reviewed to determine new approaches for Admissions.

The ATF established the following guidelines for this admissions review:

1. Develop a holistic admissions process* that is evidence-based/informed and which considers non-cognitive† measures and biographical information.

*AAMC definition:

"a flexible, highly-individualized process by which balanced consideration is given to the multiple ways in which applicants may prepare for and demonstrate suitability as [dental and dental hygiene] students and future [practitioners]. Under a holistic review framework, candidates are evaluated by criteria that are institution-specific, broad-based, and mission-driven and that are applied equitably across the entire candidate pool."

† Non-cognitive skills may be broadly defined as personality traits or "patterns of thought, feelings, and behavior." (Borghans et al., 2008) "...there are a number of different skills, both affective...and also behavioral..., that fall within the broad category known as non-cognitive skills." (Bjorklund-Young, 2016)

2. Maintain CDAC accreditation standards of diversity, and academic preparation by evaluating admissions tools/processes in terms of reducing inequities.

3. Create a selection process for admissions that maximizes use of data/information available for applicants and does not unduly weight any specific criteria.

FoMD – Dentistry/Dental Hygiene Calendar Change – Background Information

The ATF completed their admissions review in March 2019, providing 18 key recommendations to guide the admissions changes for Dentistry and Dental Hygiene at the University of Alberta, School of Dentistry. These recommendations provide the basis for the proposed calendar changes. These proposed calendar changes align the admissions processes with holistic approaches. They also address the need for additional information regarding applicants to be available to the admissions committee for selecting students based on a better balance of experiences, attributes and academic metrics.

**FACULTY OF MEDICINE AND DENTISTRY
CALENDAR ENTRY**

Effective Fall Session 2020-2021

Dated: July 11, 2019

CURRENT						PROPOSED					
Admission and Readmission Deadlines						Admission and Readmission Deadlines					
Medicine and Dentistry						Medicine and Dentistry					
			Readmission	Other Requirements			Admission	Readmission	Other Requirements		
	Application	Admission	Application	Documents		Application	Documents	Application	Documents		
DDS						DDS					
Fall Term	November 1	November 1 (See Note 1) February 1 (See Note 2) June 15 (See Note 3)	November 1	November 1 (See Note 1) February 1 (See Note 2) June 15 (See Note 3)	DAT, interview [see <u>Doctor of Dental Surgery (DDS)</u>]	Fall Term	November 1	November 1 (See Note 1) February 1 (See Note 2) June 15 (See Note 3)	November 1	November 1 (See Note 1) February 1 (See Note 2) June 15 (See Note 3)	DAT, SJT , interview [see <u>Doctor of Dental Surgery (DDS)</u>]
Winter, Spring, and Summer Terms: No admission or readmission						Winter, Spring, and Summer Terms: No admission or readmission					
BSc (Dental Hygiene)						BSc (Dental Hygiene)					
Fall Term	November 1	November 1	November 1	November 1	[see Bachelor of Science (Dental Hygiene)]	Fall Term	November 1	November 1	November 1	November 1	SJT [see Bachelor of Science (Dental Hygiene)]
Winter and Summer Terms: No admission or readmission						Winter and Summer Terms: No admission or readmission					
Notes						Notes					
<ol style="list-style-type: none"> All previously completed course work and course registration of current year. Fall Term final grades and Winter Term registration of current year. Final results of current year. 						<ol style="list-style-type: none"> All previously completed course work and course registration of current year. Fall Term final grades and Winter Term registration of current year. Final results of current year. 					

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Changes to Existing Entrance Requirements for Undergraduate Programs in the Faculty of Science
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Motion I

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to admission and readmission requirements for undergraduate programs in the Faculty of Science, as submitted by the Faculty of Science and set forth in Attachment 1, to be published in the 2020-2021 Calendar and to take effect fall 2021.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Matina Kalcounis-Rueppell, Dean, Faculty of Science
Presenter(s)	Gerda de Vries, Associate Dean (Undergraduate), Faculty of Science

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To seek approval for the proposed changes to the BSc General regulations in regards to admission requirements.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p><u>Removing admission with an AGPA of 2.7 on ★18:</u></p> <p>Our competitive AGPA for postsecondary transfer students (without a prior Required To Withdraw) was 2.8 on at least ★24 last year and likely will be similar this year and for the foreseeable future.</p> <p>In fairness to those students, we should not admit students with a prior Required To Withdraw and who now present an AGPA of 2.7 on ★18.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • GFC ASC SOS • GFC ASC
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Martin Pasev, VP Academic, Interdepartmental Science • Chairs' Council • Science Faculty Council • Students' Society
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> •
Approval Route (Governance) (including meeting dates)	<p>Chairs' Council: May 16, 2019 Science Faculty Council: May 23, 2019</p>

Item No. 19

	GFC ASC Subcommittee on Standards, October 3, 2019 GFC Academic Standards Committee, October 17, 2019 GFC Academic Standards Committee, November 21, 2019
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Strategic Alignment

Alignment with <i>For the Public Good</i>	GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all. Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> GFC Academic Standing Committee Terms of Reference	

Attachments (each to be numbered 1 - <>)

- Attachment 1 - 2019-05-17 Calendar Changes (pages 1 - 6)

Prepared by: Nicolette Anderson, Executive Secretary, Faculty of Science, Dean's Office,
nicolette.anderson@ualberta.ca



CALENDAR CHANGE REQUEST FORM

Highlight type of change request below:

- | | | | |
|---|---|---------------------------------|--------------------------|
| 1. Course Change
(new course, change to existing course, course deletion) | 2. Editorial Change
(basic editing) | 3. Admission Requirement | 4. Program Change |
|---|---|---------------------------------|--------------------------|

5. Faculty Regulations

CURRENT	PROPOSED
<p>https://calendar.ualberta.ca/content.php?catoid=29&navoid=7378#postsecondary-transfer-students</p> <p>Undergraduate Admission > Admission Requirements by Faculty > Faculty of Science > Postsecondary Transfer Students</p>	<p>https://calendar.ualberta.ca/content.php?catoid=29&navoid=7378#postsecondary-transfer-students</p> <p>Undergraduate Admission > Admission Requirements by Faculty > Faculty of Science > Postsecondary Transfer Students</p>
<p>Strike through and highlight deletions</p> <p>Postsecondary Transfer Students</p> <p>1. All postsecondary transfer applicants must meet the admission subject requirements as outlined in Required Grade 12 Admission Subjects to be eligible for consideration. They must be in satisfactory standing by the standards of the Faculty of Science (see Academic Standing) and present a competitive Admission Grade Point Average (AGPA). Applicants who have been required to withdraw from the Faculty of Science at the University of Alberta and have discontinued studies as outlined in Academic Standing are also eligible for consideration.</p> <p>In determining the AGPA of any applicant, all attempted courses are deemed 'transferable' if they are transferable to the University of Alberta. If an applicant has</p>	<p>Underline and highlight additions</p> <p>Postsecondary Transfer Students</p> <p>1. All postsecondary transfer applicants must meet the admission subject requirements as outlined in Required Grade 12 Admission Subjects to be eligible for consideration. They must be in satisfactory standing by the standards of the Faculty of Science (see Academic Standing) and present a competitive Admission Grade Point Average (AGPA). Applicants who have been required to withdraw from the Faculty of Science at the University of Alberta and have discontinued studies as outlined in Academic Standing are also eligible for consideration.</p> <p>In determining the AGPA of any applicant, all attempted courses are deemed 'transferable' if they are transferable to the University of Alberta. If an applicant has</p>

repeated a course in which they previously obtained a passing grade at any institution, the repeated instance is not considered transferable and its grade will not be used in determining the AGPA.

Transfer credit will be given for university transferable coursework with a minimum grade of C- as applicable to the applicant's degree program in the Faculty of Science.

- a. **Applicants who have never been required to withdraw** (or equivalent by the standards of the Faculty of Science) in their postsecondary education and who have successfully completed ★24 or more transferable to the University of Alberta may be considered for admission or readmission on the basis of their AGPA and any other admission requirements applicable to the program that they are seeking.
- b. **Applicants who have never been required to withdraw** (or equivalent by the standards of the Faculty of Science) in their postsecondary education and who have successfully completed between ★9 and ★23.9 transferable to the University of Alberta may be considered for admission on the basis of both their high school average on the five required courses and their postsecondary AGPA. In order to be considered, both the high school average and the postsecondary AGPA must meet the competitive averages required for the program. Applicants with less than ★9 of transferable postsecondary work may be considered for admission using only their high school average on the five required courses.
- c. **Applicants with one previous requirement to withdraw** (or equivalent by the standards of the Faculty of Science) in their postsecondary education and who have chosen to requalify for admission by taking further postsecondary work may be considered for admission or

repeated a course in which they previously obtained a passing grade at any institution, the repeated instance is not considered transferable and its grade will not be used in determining the AGPA.

Transfer credit will be given for university transferable coursework with a minimum grade of C- as applicable to the applicant's degree program in the Faculty of Science.

- a. **Applicants who have never been required to withdraw** (or equivalent by the standards of the Faculty of Science) in their postsecondary education and who have successfully completed ★24 or more transferable to the University of Alberta may be considered for admission or readmission on the basis of their AGPA and any other admission requirements applicable to the program that they are seeking.
- b. **Applicants who have never been required to withdraw** (or equivalent by the standards of the Faculty of Science) in their postsecondary education and who have successfully completed between ★9 and ★23.9 transferable to the University of Alberta may be considered for admission on the basis of both their high school average on the five required courses and their postsecondary AGPA. In order to be considered, both the high school average and the postsecondary AGPA must meet the competitive averages required for the program. Applicants with less than ★9 of transferable postsecondary work may be considered for admission using only their high school average on the five required courses.
- c. **Applicants with one previous requirement to withdraw** (or equivalent by the standards of the Faculty of Science) in their postsecondary education and who have chosen to requalify for admission by taking further postsecondary work may be considered for admission or

readmission as follows: Subsequent to having been required to withdraw, such applicants must present ★18 transferable to the University of Alberta with a minimum AGPA of at least 2.7 or ★24 transferable to the University of Alberta with a competitive AGPA.

- d. **Applicants with one previous requirement to withdraw from the Faculty of Science who have discontinued studies for at least one year** may be considered for Fall readmission to the BSc General program on probation, subject to terms specified by the Associate Dean, Undergraduate. For students who have chosen to discontinue studies, if any coursework was attempted at any institution during this period, the grades may be taken into consideration for readmission purposes, but transfer credit will not be granted.
- e. **Applicants who have failed Probation in the Faculty of Science or have been twice required to withdraw** (or equivalent by the standards of the Faculty of Science) in their postsecondary education may seek consideration for readmission after a minimum five year period by submitting a written petition for readmission to the Associate Dean, Undergraduate. A formal application for readmission to the University of Alberta must be made by the appropriate deadline. If admission is offered, it will be on probation, subject to conditions specified by the Associate Dean, Undergraduate. Applicants who have been required to withdraw three times (or the equivalent by the standards of the Faculty of Science) are ineligible for readmission to the Faculty of Science. Applicants who have been expelled from any postsecondary institution are ineligible for admission to the

readmission. Subsequent to having been required to withdraw, such applicants must present ★24 transferable to the University of Alberta with a competitive AGPA.

- d. **Applicants with one previous requirement to withdraw from the Faculty of Science who have discontinued studies for at least one year** may be considered for Fall readmission to the BSc General program on probation, subject to terms specified by the Associate Dean, Undergraduate. For students who have chosen to discontinue studies, if any coursework was attempted at any institution during this period, the grades may be taken into consideration for readmission purposes, but transfer credit will not be granted.
- e. **Applicants who have failed Probation in the Faculty of Science or have been twice required to withdraw** (or equivalent by the standards of the Faculty of Science) in their postsecondary education may seek consideration for readmission after a minimum five year period by submitting a written petition for readmission to the Associate Dean, Undergraduate. A formal application for readmission to the University of Alberta must be made by the appropriate deadline. If admission is offered, it will be on probation, subject to conditions specified by the Associate Dean, Undergraduate. Applicants who have been required to withdraw three times (or the equivalent by the standards of the Faculty of Science) are ineligible for readmission to the Faculty of Science. Applicants who have been expelled from any postsecondary institution are ineligible for admission to the Faculty of Science.

Faculty of Science.	
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CURRENT	PROPOSED
https://calendar.ualberta.ca/content.php?catoid=29&navoid=7266#academic-standing	https://calendar.ualberta.ca/content.php?catoid=29&navoid=7266#academic-standing
The Faculties > Faculty of Science > Faculty Regulations > Academic Standing	The Faculties > Faculty of Science > Faculty Regulations > Academic Standing

<p>Strike through and highlight deletions</p> <h2>Academic Standing</h2> <ol style="list-style-type: none"> 1. 2. ... 3. Requirement to Withdraw and Readmission Students who are required to withdraw cannot continue or register in subsequent terms beyond Spring. If they wish to continue studies in the Faculty of Science, they must choose one of the following mutually exclusive options. Admission to the Faculty of Science is competitive. The number of readmissions to the Faculty is limited. Presentation of the minimum admissions requirements does not assure admission. <ol style="list-style-type: none"> a. Fresh Start Program: is available by recommendation of the Faculty to students whose GPA is between 1.3 and 1.6 and have taken less than ★60 of postsecondary work. Students who been on probation or have more than one requirement to withdraw or their equivalents, or who have been sanctioned for any academic-related disciplinary offence at this University or elsewhere are not eligible for the Fresh Start program. A minimum of ★18 with a minimum GPA of 2.7 or a minimum of ★24 with a minimum GPA of 2.0 must be successfully completed in the Fresh Start program to be considered for readmission to the Faculty of Science. The Faculty may also specify course requirements to be fulfilled. Students 	<p><u>Underline and highlight</u> additions</p> <h2>Academic Standing</h2> <ol style="list-style-type: none"> 1. 2. ... 3. Requirement to Withdraw and Readmission Students who are required to withdraw cannot continue or register in subsequent terms beyond Spring. If they wish to continue studies in the Faculty of Science, they must choose one of the following mutually exclusive options. Admission to the Faculty of Science is competitive. The number of readmissions to the Faculty is limited. Presentation of the minimum admissions requirements does not assure admission. <ol style="list-style-type: none"> a. Fresh Start Program: is available by recommendation of the Faculty to students whose GPA is between 1.3 and 1.6 and have taken less than ★60 of postsecondary work. Students who been on probation or have more than one requirement to withdraw or their equivalents, or who have been sanctioned for any academic-related disciplinary offence at this University or elsewhere are not eligible for the Fresh Start program. A minimum of ★24 with a competitive AGPA must be successfully completed in the Fresh Start program to be considered for readmission to the Faculty of Science. The Faculty may also specify course requirements to be fulfilled. Students who successfully complete the Fresh
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who successfully complete the Fresh Start program may apply for readmission as transfer students (see [Postsecondary Transfer Students](#)).

- b. **Discontinue Studies and Apply for Fall Readmission:** Students in the Faculty of Science *who are being required to withdraw for the first time* in their academic record may elect to discontinue studies for a minimum period of one year and then apply for Fall readmission. Should any coursework be attempted at any institution during this period, the grades may be taken into consideration for readmission purposes, but transfer credit will not be granted.

Students in the Faculty of Science who have failed probation or been twice required to withdraw or equivalent by Faculty of Science standards may discontinue their studies for a period of five years from the date of last attendance and seek consideration for Fall readmission by writing a letter of petition to the Associate Dean, Undergraduate. Readmission, if offered, will be on probation, subject to conditions specified by the Associate Dean, Undergraduate.

Students who have been required to withdraw three times or equivalent are ineligible for readmission to the Faculty of Science.

- c. **Requalify:** Students *who are being required to withdraw for the first time* in their academic record may elect to requalify by successfully completing at another postsecondary institution:
- i. ★18 of postsecondary courses transferable to the University of Alberta with a minimum GPA of 2.7, or
 - ii. ★24 of postsecondary courses transferable to the University of Alberta with the minimum competitive GPA.

4. ...

Start program may apply for readmission as transfer students (see [Postsecondary Transfer Students](#)).

- b. **Discontinue Studies and Apply for Fall Readmission:** Students in the Faculty of Science *who are being required to withdraw for the first time* in their academic record may elect to discontinue studies for a minimum period of one year and then apply for Fall readmission. Should any coursework be attempted at any institution during this period, the grades may be taken into consideration for readmission purposes, but transfer credit will not be granted.

Students in the Faculty of Science who have failed probation or been twice required to withdraw or equivalent by Faculty of Science standards may discontinue their studies for a period of five years from the date of last attendance and seek consideration for Fall readmission by writing a letter of petition to the Associate Dean, Undergraduate. Readmission, if offered, will be on probation, subject to conditions specified by the Associate Dean, Undergraduate.

Students who have been required to withdraw three times or equivalent are ineligible for readmission to the Faculty of Science.

- c. **Requalify:** Students *who are being required to withdraw for the first time* in their academic record may elect to requalify by taking further postsecondary work. Subsequent to having been required to withdraw, such applicants must present ★24 transferable to the University of Alberta with a competitive AGPA to be considered for admission or readmission.

4. ...

Rationale for change: (Not required for course deletion or editorial changes)

Our competitive AGPA for postsecondary transfer students (without a prior Required To Withdraw) was 2.8 on at least ★24 last year and likely will be similar this year and for the foreseeable future.

In fairness to those students, we should not admit students with a prior Required To Withdraw and who now present an AGPA of 2.7 on ★18.

Governance Executive Summary
Action Item

Agenda Title	Proposed Changes to Existing Admission Requirements for Exceptional Student Athlete Applicants, Faculty of Kinesiology, Sport, and Recreation
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Motion

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to admission requirements for exceptional student athlete applicants as set forth in attachment 1, as amended, to be published in the 2020-2021 Calendar.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Kerry Mummery, Dean, Faculty of Kinesiology, Sport, and Recreation (KSR)
Presenter(s)	Angela Bayduza, Associate Dean (Undergraduate Programs), KSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To seek approval for the proposed changes to admission processes and procedures for exceptional student athlete applicants.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Rationale for the Change: A revised admission process for Exceptional Student Athlete (ESA) applicants has been developed in collaboration between Athletics and Open Studies. These changes propose two distinct pathways for prospective students who do not meet the normal admission requirements for entrance to degree programs:</p> <ol style="list-style-type: none"> 1. Apply to Open Studies 2. Apply for direct entry into the Faculty of KSR degree programs through the ESA Admission Committee (ESAAC). <p>Applicants who are interested in programs outside of the Faculty of KSR will apply to Open Studies. Applicants interested in programs within the faculty of KSR will apply directly to the KSR program of choice and meet the eligibility requirements of the chosen program.</p> <p>Each ESAAC applicant must communicate and work with Athletics to develop an application package for the ESAAC. Athletics will determine exceptional athlete status on a case by case basis for each applicant and recommend applicants to the ESAAC for consideration.</p> <p>Submission deadlines and committee meeting dates have been adjusted to allow for consideration of final high school grades.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Angela Bayduza, Associate Dean (Undergraduate Programs), KSR
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Item No. 20

(parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> • Kerry Mummery, KSR, Dean • John Spence, KSR, Former Vice Dean • Ian Read, KSR, Director of Athletics • Tom Hidson, Office of the Registrar • KSR Student Services Office • KSR Undergraduate Programs Committee • KSR Faculty Executive • KSR Faculty Council
	<u>Those who have been informed:</u> <ul style="list-style-type: none"> • Office of the Registrar – Open Studies (Tom Hidson) • Athletics (Vang Ioannides, Katy Spriggs)
Approval Route (Governance) (including meeting dates)	KSR Undergraduate Programs Committee (April 3, 2019) KSR Faculty Council (May 29, 2019) KSR Faculty Executive (May 15, 2019) GFC ASC Subcommittee on Standards (November 7, 2019) GFC Academic Standards Committee (November 21, 2019)

Strategic Alignment

Alignment with <i>For the Public Good</i>	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> GFC ASC Subcommittee on Standards Terms of Reference GFC Academic Standards Committee Terms of Reference	

Attachments (each to be numbered 1 - <>)

1. Calendar Change Proposal Form – Exceptional Student Athlete Applicants (page(s) 1 - 3)

Prepared by: Angela Bayduza, Associate Dean (Undergraduate Programs), Faculty of Kinesiology, Sport, and Recreation; email - ksradu@ualberta.ca

CALENDAR CHANGE PROPOSAL FORM

Faculty of Kinesiology, Sport, and Recreation

The following is a calendar change proposal:

- Course Prefix or Number
- Course Title
- Hours (weight, term, or hours of instruction)
- Course Description
- Prerequisite(s)
- Other Information or Notes

Calendar Description

as it appears in the current Calendar (including prefix, number, title, hours, description, prerequisites, etc.):

Exceptional Student Athlete Applicants

A limited number of spaces are available to students who have demonstrated excellent athletic talent and ability and have applied significant time in the pursuit of sport and athletic excellence. Students wishing to be considered for admission under this category would complete the following procedures:

1. Eligibility: All student-athletes (high school or transfer) who
 - a. Meet the minimum 70% or AGPA of 2.0 and subject requirements for application; and
 - b. Display a level of sport performance that
 - c. Can be documented objectively by an independent external source (i.e., league commissioner, national team coaching staff) and possess athletic prowess that would be acceptable to any **CIS** participating institution.
 - d. Requires a minimum annual average of 15 training/competition hours per week in the year immediately before the application.

2. Application Procedure

- a. In addition to submitting the application for admission form to the Office of the Registrar, all exceptional student athlete applicants must file additional documentation with the Exceptional Student Athlete Admissions Committee of the Faculty of Kinesiology, Sport, and

Proposed Description

as it should appear in the Calendar (including prefix, number, title, hours, description, prerequisites, etc.):

Exceptional Student Athlete Applicants

A limited number of spaces are available to students who have demonstrated excellent athletic talent and ability and have applied significant time in the pursuit of sport and athletic excellence. **Presentation of the minimum eligibility requirements does not guarantee admission.** Students wishing to be considered for admission under this category would complete the following procedures:

1. Eligibility: All student-athletes (high school or transfer) who
 - a. Meet the **University** minimum **high school admission average** 70% or **transfer** AGPA of 2.0;
 - b. **Have completed appropriate subject requirements of the specified degree program they are applying for; and**
 - c. Display a level of sport performance that
 1. Can be documented objectively by independent external sources (i.e., league commissioner, national and/or provincial team coaching staff) and possess athletic prowess that would be acceptable to any participating institution.
2. Requires a minimum annual average of 15 training/competition hours per week in the year immediately before the application.

2. Application Procedure:

- a. In addition to submitting the application

Recreation. These materials shall include objective documentation by an independent external source of exceptional athletic prowess; documentation of participation in a minimum annual average of 15 competition training hours per week; and external references documenting potential of the applicant to the field of Physical Education and Recreation. This documentation is then screened by the Exceptional Student Athlete Admissions Committee to insure the above eligibility criteria. Applications from non-CIS sports are considered equally with student athletes from current University of Alberta program offerings.

- b. All relevant material must be submitted by May 1. Decisions of the Exceptional Student Athlete Admissions Committee will then be conveyed to the applicant and to the Faculty Admissions Committee. Following its meeting in late June, the Faculty Admissions Committee will formally notify applicants of the decisions made in their case.
- c. All exceptional student athlete applicants who wish to commence their respective programs in January must be approved during the previous year's application and selection process.

for admission form to the Office of the Registrar, all exceptional student athlete applicants must file additional documentation with the Exceptional Student Athlete Admissions Committee of the Faculty of Kinesiology, Sport, and Recreation. An application package shall be developed in consultation with Athletics in the Faculty of KSR and include objective documentation by an independent external source of exceptional athletic prowess; documentation of participation in a minimum annual average of 15 competition training hours per week; and external references documenting potential of the applicant to the field of Kinesiology, Sport, and Recreation. This documentation is then screened by the Exceptional Student Athlete Admissions Committee to ensure the above eligibility criteria.

- b. All relevant material must be submitted by July 15. Decisions of the Exceptional Student Athlete Admissions Committee will then be conveyed to the applicant and to the Faculty Admissions Committee. Following its meeting in late July, the Associate Dean (Undergraduate Program) on behalf of the Faculty Exceptional Student Athlete Admissions Committee will formally notify applicants of the decisions made in their case.
- c. All exceptional student athlete applicants who wish to commence their respective programs in January must be approved during the previous year's application and selection process.

Rationale for the Change:

A revised and updated admission program for the Exceptional Student Athlete (ESA) has been developed, in collaboration between Athletics and Open Studies. These changes propose that there will now be two distinct pathways for prospective students who do not meet the normal admission requirements for entrance to degree programs. There is the possible admission through the Registrar Office and the Open Studies pathway. And secondly, there is the ESA Admission Committee (ESAAC) Faculty direct entry pathway within KSR that provides possible entry for prospective student athletes who do not meet the normal admission requirements for entrance to KSR degree programs.

Direct entry into a faculty such as KSR through the ESAAC however, has presented significant challenges. The Faculty of KSR is currently a highly subscribed and prescribed Faculty that has experienced a significant shift in competitive averages for admission. With limited spots available and more and more students attempting to gain entry into KSR, the result has been a significant rise in the admission averages across all KSR degree programs. As a result, exceptional student athletes admitted through the ESAAC pathway have been historically limited to degree programs in the Faculty of KSR, to which these applicants can be placed, because

of the low competitive admission averages they present. Consequently, student athletes admitted through the KSR ESA pathway have been typically admitted into a degree program that is not of interest to them. As well, student athletes admitted through the ESA pathway and considered academically 'at risk', have been faced with performing in undergraduate courses where they must compete academically with much higher academically achieving peers, as well as meet the athletic demands of their sport. As a result, students admitted through the ESAAC pathway have struggled to thrive academically and complete their programs within KSR. Applicants will now apply directly to a KSR program of choice and meet the eligibility requirements of the program of choice.

The sentence "An application package shall be developed in consultation with Athletics in the Faculty of KSR" has been added to calendar language to reflect the requirement that each ESAAC applicant must communicate and work with Athletics to develop the application package to the ESAAC, as well as establish that Athletics will establish exceptional athlete status. For a similar reason, the phrase "Applications from non-CIS sports are considered equally with student athletes from current University of Alberta program offerings." has been removed from calendar language as Athletics will determine exceptional athlete status on a case by case basis for each applicant and then recommend applicants to the ESAAC for consideration.

And lastly, because high school transcripts and final records are not typically available to the applicant in development of the application package, and as a result for consideration by the ESAAC, the submission date of May 15 has been changed to July 15. As a result, the committee meeting of late June has been changed to late July to reflect this timing as well.

Approval: Undergraduate Programs Committee: April 3, 2019
Faculty Executive: May 15, 2019
Proposed by: Angela Bayduza, PhD

Faculty Council: May 29, 2019

Governance Executive Summary
Advice, Discussion, Information Item

Agenda Title	Proposed Changes to Admission Decision Processes for Undergraduate Admissions, Office of the Registrar
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Motion

THAT GFC Academic Standards Committee, with delegated authority from General Faculties Council, approve the proposed changes to the admission decision processes for undergraduate admissions, as submitted by the Office of the Registrar and as set forth in attachment 2, to take effect for Fall 2021 admissions.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Melissa Padfield, Interim Vice-Provost & University Registrar
Presenter(s)	Amy Dambrowitz, Associate Registrar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The Office of the Registrar is proposing changes to the University Calendar that will inform applicants that they must maintain the level of academic performance upon which their offer was made in order to retain offers of admission to undergraduate programs.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Initiated as part of the Office of the Registrar Ten Point Enrolment Management Plan - Undergraduate (2015), direct entry admissions have moved to a model where applicants are evaluated earlier in the cycle based on the information available at the time of the decision, and a single offer is made, with a statement of the conditions required to retain an offer.</p> <p>This plan has now been in place for 4 cycles, and we have identified the need to address cases where students do not maintain their academic performance throughout the Grade 12 (or the equivalent) year. The goal of this change is to inform applicants that the university can revoke an offer of admission when an applicant's final transcript shows clear evidence of a change in academic performance compared to the academic profile presented at the time of their offer of admission.</p> <p>Occasionally, applicants admitted based on Grade 11 grades, or a combination of Grade 11 and partial Grade 12 results, will present with much lower final grades on their final transcripts. Students who do not maintain their averages throughout the Grade 12 (or equivalent) year, have not demonstrated consistent academic performance. The Office of the Registrar and the Faculties would like to be clear with applicants that we will revoke these admissions, in cases of a significant change in performance.</p> <p>Similar situations can arise for post-secondary applicants, again demonstrating inconsistent academic performance.</p>

Item No. 21

	The recommended calendar change and supporting admission letter change would inform applicants that presenting a significantly different final calculated average may result in their offer of admission being revoked.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> All faculties that offer undergraduate programs
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> The Advisory Committee on Enrolment Management (ACEM); August 23, 2019 University Counsel (Jaxine Oltean); DATE Students' Union; September 17, 2019
	<u>Those who have been informed:</u> <ul style="list-style-type: none"> Office of the Provost & Vice-President (Academic); August 30, 2019
Approval Route (Governance) (including meeting dates)	GFC ASC Subcommittee on Standards – October 3, 2019 and November 7, 2019 GFC Academic Standards Committee – October 17, 2019 (for discussion) November 21, 2019 (for approval)

Strategic Alignment

Alignment with <i>For the Public Good</i>	<i>For the Public Good</i> Values We value excellence in teaching, research, and creative activity that enriches learning experiences, advances knowledge, inspires engaged citizenship, and promotes the public good. We value learners at all stages of life and strive to provide an intellectually rewarding educational environment for all. Build GOAL: Build a diverse, inclusive community of exceptional students, faculty and staff from Alberta, Canada, and the world.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act (PSLA)</i> GFC Academic Standards Committee Terms of Reference	

	GFC ASC Subcommittee on Standards Terms of Reference
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Attachment 1 (page(s) 1): Case for Action: Significantly Different Performance

Attachment 2 (page(s) 3): Proposed calendar change

Attachment 3 (page(s) 1): Significantly Different Performance Communications Strategy

Prepared by: Amy Dambrowitz, Associate Registrar, kdambrow@ualberta.ca; Judith Odhuno-Were, Manager, Applicant Services, judith.odhuno-were@ualberta.ca >

Significantly Different Performance Proposal Case for Action Fall 2019

Context:

Initiated as part of the Office of the Registrar Ten Point Enrolment Management Plan- Undergraduate (2015), direct entry admissions have moved to a new model where applicants are evaluated earlier in the cycle based on the information available at the time of the decision, and a single offer is made, with a statement of the conditions required to retain an offer. The intent of the model is to revoke offers only where there is evidence to suggest a student will not succeed.

This plan has now been in place for 4 cycles, and we have identified the need to address cases where students do not maintain their academic performance throughout the Grade 12 (or the equivalent) year. Each year, a small number of applicants who have been admitted based on Grade 11 standing, or a combination of Grade 11 and partial Grade 12 results, present much lower final grades on their final transcripts. Students who do not maintain their academic standing throughout the Grade 12 (or equivalent) year have not demonstrated consistent academic performance, or overall high-school performance equivalent to the other students admitted to their programs. Currently, these students' offers are only revoked in the case that their performance is below the university or faculty minimum entry average.

The Office of the Registrar, with the support of the direct-entry faculties, is seeking to update the language in the university calendar and our admission letters to inform applicants that we will revoke admissions in cases of a significant change in performance. The recommended calendar change and admission letter language seeks to clarify to applicants that presenting a significantly different final calculated average will result in their offer of admission being revoked.

This proposal addresses:

- Applicants whose averages drop significantly in their final year or term.

This proposal does not address:

- Students who have misrepresented their grades: these applicants will be managed through the CoAB or CoSB as appropriate
- Raising the university minimum entrance average
- Posting a numerical definition of significant difference, as this may vary by faculty and year

Key Issues to solve and support:

- Student success
- Building the class of top students from diverse communities

Analysis:

- Applications flagged each year for >10% difference: 2017-18 intake: less than 20; 2018-19 intake: 52 applications flagged (10 investigated for CoAB); 2019/20 intake (current year) 55 applications flagged (4 investigated for CoAB)
- Selected institutions with similar practices: University of Calgary ([calendar](#)), UBC ([website/policy](#)), University of Toronto ([website](#))

Future state:

- Applicants' final results will be compared to results at the time of admission; the RO (on direction from the faculty) will revoke offers based on a set threshold for significant difference



Fall 2019: Proposed calendar changes

Clarifications for applicants on how to retain an offer of admission to an undergraduate program

CURRENT	PROPOSED
<p><u>Admission Decision Process</u></p> <p>Offers of Admission</p> <p>In order to receive an offer of admission, applicants must satisfy the University's general undergraduate admission requirements and any other additional requirements that are determined by the programs of study. Faculty/ program specific requirements are detailed in Admission Requirements by Faculty.</p> <p>Presentation of the minimum admission requirements and average does not guarantee admission. Admission to all programs at the University of Alberta is competitive.</p> <p>Admitted students will have their admission offers revoked if they do not meet the conditions specified on their offers of admission.</p> <p>Offers of admission are only valid for the term(s) and program specified on the admission offer letter.</p> <p>Applicants are encouraged to submit certified or notarized copies of irreplaceable documents. Documents submitted in support of an application become the property of the University and are not returned to the applicant unless they are irreplaceable as determined by the Office of the Registrar. For more information, please visit our website at www.studyincanada.ualberta.ca/documents.</p> <p>1. High School applicants</p>	<p><u>Admission Decision Process</u></p> <p>Offers of Admission</p> <p>In order to receive an offer of admission, applicants must satisfy the University's general undergraduate admission requirements and any other additional requirements that are determined by the programs of study. Faculty/ program specific requirements are detailed in Admission Requirements by Faculty.</p> <p>Presentation of the minimum admission requirements and average does not guarantee admission. Admission to all programs at the University of Alberta is competitive.</p> <p>Admitted students will have their admission offers revoked if they do not meet the conditions specified on their offers of admission.</p> <p>Admitted students must maintain the level of academic performance upon which the offer was made. Admitted students may have their offers revoked if their final calculated average is significantly lower than the average presented at the time of the offer of admission.</p> <p>Offers of admission are only valid for the term(s) and program specified on the admission offer letter.</p> <p>Applicants are encouraged to submit certified or notarized copies of irreplaceable documents. Documents submitted in support of an application become the property of the University and are not returned to the applicant unless they are irreplaceable as determined by the Office of the Registrar. For more information, please visit our website at www.studyincanada.ualberta.ca/documents.</p> <p>1. High School applicants</p>



To be considered for admission, applicants must submit an official transcripts of all in-progress and/or completed high school courses and grades. All in-progress courses and grades, as well as courses to be taken, can be self-recorded. See [Admission Chart 1](#) for high school courses used for admission.

All applicants must submit final and official transcripts by the document deadline. See [Admission and Readmission Deadlines](#). For more details, please visit www.admissions.ualberta.ca. Admitted students will have their admission offers revoked if they do not meet the conditions specified on their offers of admission.

2. Postsecondary Transfer applicants

To be considered for admission, applicants must submit official transcripts of all completed postsecondary course work as well as interim transcripts of first term results and second term registration. Some programs may require final and official high school transcripts.

All applicants must submit final and official transcripts by the document deadline. See [Admission and Readmission Deadlines](#). Admitted students will have their admission offers revoked if they do not meet the conditions specified on their offers of admission.

For more details, please visit www.admissions.ualberta.ca.

3. Readmission and Internal Transfer applicants

Admission is offered in a number of programs to current University of Alberta students applying for internal transfer, or previous University of Alberta students applying for readmission, who have achieved above average academic standing in their completed coursework.

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4. Admission on Academic Probation

At the discretion of the Faculty an applicant may be admitted on academic probation in the following circumstances:

- a. When the applicant's previous academic attainment is difficult to assess (e.g., refugees lacking academic records); or
- b. When the applicant's previous academic record is either deficient in some respect or below the standard ordinarily required.

The Faculty may require the student to meet specified course, program, and performance standards to maintain eligibility in the program.

5. Appeal of Admissions and Readmissions Decisions

Admission and readmission decisions are final. There is no formal appeal to any other body or person within a Faculty or the University. Applicants who wish to improve their qualifications for admission or readmission in a subsequent year may seek advice from the office of the Faculty to which they want to apply.

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Significantly Different Performance Communications Strategy

Timeline: Fall 2021 and Subsequent Admissions Cycles

Approach	Lead Units and Key Partners	Development Timeline and Method	Launch Date	Distribution
<p>Admissions Letter Review the language in the admissions letter to ensure it is:</p> <ul style="list-style-type: none"> - Clear, complete and supportive - Accurate and consistent with the calendar <p>Key messages:</p> <ul style="list-style-type: none"> - Expectation that performance will remain consistent - Keep up the good work that got them the offer - Acknowledge potential anxieties and direct questions to Student Connect 	<p>RO Communications RO Admissions</p> <p>Office of the General Counsel</p>	<p>Spring/ Summer 2020</p> <p>(To be reviewed annually)</p>	<p>October 1, 2020</p>	<p>Consultation: Office of the General Counsel</p> <p>Training: RO Staff Recruitment Network Advisory Committee on Enrolment Management (ACEM) Include in annual “RO What’s New” training document</p>
<p>Advising Communications and Website Key messages:</p> <ul style="list-style-type: none"> - Acknowledging and calming anxieties - Explain the intent and application of confirming consistent academic performance (to ensure students are prepared for success in university courses) - Provide advice regarding what amount of change in performance is cause for concern (*include any program-based exceptions) - Reminder to keep up the good work that got them the offer 	<p>RO Student Connect RO Recruitment</p> <p>Faculty and RO Advisors High School Counselors</p>	<p>Spring/ Summer 2020</p> <p>(To be reviewed and updated in-cycle as applicants respond to offer letters and as needed thereafter)</p>	<p>August 2020</p>	<p>Consultation: RO Student Advisory Committee Recruitment Network ACEM</p> <p>Training*: RO Staff Recruitment Network ACEM Include in annual “RO What’s New” training document</p> <p>*Same groups to be informed if messages are updated.</p>

