

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

Interim Academic Governing Body for UBC Okanagan

MEETING MINUTES
OCTOBER 11, 2005

Attendance

Present: President M. C. Piper (Chair), Deputy Vice-Chancellor B. C. McBride, Dr. J. Bassett-Smith, Dean B. Bauer, Dean R. Belton, Acting Dean Campbell, Dr. J. Cioe, Dr. B. Despres, Dr. D. Durall, Dr. S. Esterby, Mr. S. Haffey, Dr. C. Hodge, Dean M. Isaacson, Dr. D. Jack, Mr. M. Koovisk, Dean M. Krank, Dr. C. Mathieson, Dr. L. S. McCoubrey, Mr. A. Mitchell, Dr. M. Neuman, Dr. H. B. McCullough, Associate Vice-President & Registrar B. J. Silzer, Mr. D. Sutch, Dr. I. Walker, Dr. R. Whiteley, Dr. P. Wrzesniewski, Associate Vice-President G. Zilm.

Regrets: Dean. J. Bottorff, Dr. E. Butz, Ms. H. Cook, Mr. R. Dionne, Ms. S. Grass, Ms. S. Martz, Ms. J. Radcliffe, Dean B. Reich, Mr. D. Reid, Dr. D. Salhani, Dr. D. Senese, Dr. R. Tees.

Recording Secretaries: Ms. L. M. Collins, Ms. K. Ross, and Mr. C. Eaton

Call to Order

MINUTES OF THE PREVIOUS MEETING

Moved: Mr. Koovisk

Seconded: Mr. Allen

That the Minutes of the Meeting of May 10, 2005 be adopted as circulated.

CARRIED.

Remarks from the Chair and Related Questions

CAMPUS OPENING ACTIVITIES

The President shared her enthusiasm for the September 2005 UBC Okanagan Opening Ceremonies, which included two days of student orientation and campus opening activities collectively, entitled “Create UBC Okanagan”. President Piper recalled historic events such as a Welcoming by the Okanagan First Nations Alliance, the Academic Procession, the Global Citizenship dialogue (to be aired in January 2006 by CBC on IDEAS and to be

published in a commemorative booklet), and a lovely concert led by Judith Forst and guest performers.

BOARD OF GOVERNORS MEETING AT UBC OKANAGAN

The President reported that the UBC Board of Governors met in Kelowna on September 29th where two important items were approved. The UBC Okanagan Master Campus Plan was approved in four phases to 2010. President Piper acknowledged that discussion on the Master Campus Plan began in Kelowna back in spring, as a contextual framework for the build-out of the Okanagan campus. The President reminded members that the plan is accessible online at http://www.planning.ubc.ca/pdfs/UBCO_MasterPlan_rev_Oct4-05.pdf.

TRIP TO SINGAPORE

The President recalled her recent trip to Singapore where she attended an Association of Pacific Rim Universities meeting at the National University Singapore (UBC was the only Canadian university to attend); she felt that the meeting was informative and productive. President Piper stated that it was a great honour and opportunity to meet Singapore Minister Mentor Lee Kuan Yew -- who is the architect and founder of modern Singapore. The President recalled that, during a 90-minute audience with this visionary and global thinker, Minister Lee Kuan was asked, "What would you recommend that your grandson study as he prepares for 21st century?" His response referred to three areas: 1) languages: English, as well as Mandarin and Punjabi; 2) scientific and technological literacy; and 3) sensitivity to cultures and religions of the world. President Piper noted that the items in the Minister's reply speak to global citizenship in 21st century education, which constitutes an opportunity for Canada.

Remarks for the Deputy Vice-Chancellor and Related Questions

Deputy Vice-Chancellor McBride commented with enthusiasm on the UBC Okanagan campus master plan approval by the Board of Governors. The open house consultation had been critical, with input from the IAGB members, the city, the Board, the President's Advisory Council, and the students. The plan will now go to the UBC Okanagan faculty members and staff for information. The price associated with capital projects identified in the master campus plan is approximately \$460 million.

Deputy Vice-Chancellor McBride thanked everyone for their efforts in making the UBC Okanagan opening and transition activities a success. He acknowledged the many contributions of faculty and staff over the months preceding the opening of the campus.

Deputy Vice-Chancellor McBride reported that Associate Vice President Ian Cull is working to establish a Campus Life Council "to create the kind of environment we want at UBC Okanagan."

Deputy Vice-Chancellor McBride is heading up the Global Citizenship Council at UBC Okanagan; he noted that Council activities such as consultations should begin within the week.

Deputy Vice-Chancellor McBride announced the UBC Okanagan grants in aid program intended for research. He elaborated that the program will help people conduct preliminary research to apply to granting councils such as NSERC, SSHRC, CIHR, among others, with access to a \$300,000 budget. Researchers are encouraged to apply on-line; the application deadline is first November. The result of application decisions will be made by mid-November.

Deputy Vice-Chancellor McBride noted that the Presidential Search Committee held an open session at the Okanagan campus. This process continues to move forward; he reassured the IAGB members that UBC Okanagan has a strong voice on that committee.

Deputy Vice-Chancellor McBride is meeting with the academic departments and support service units to learn of their current issues. To date these have included the lack of a swimming pool, and research space, as well as the inadequacy of the cafeteria. He will continue those meetings to assess the departments' response to the vision of the university and the Academic Plan.

Deputy Vice-Chancellor McBride congratulated all IAGB members on their last meeting; he announced that UBC Okanagan would have a new Senate in November; the first meeting will be held November 25th. The Learning and Research Committee will be an important new committee formed to address such issues as service learning and undergraduate research.

Procedure Committee

Dean Isaacson presented the reports, as the Chair of the Committee.

ESTABLISHMENT OF THE COLLEGE OF GRADUATE STUDIES

The Procedure Committee had circulated the following proposal for a new College of Graduate Studies, along with an accompanying Calendar entry:

That a College of Graduate Studies be established at the Okanagan campus of the University of British Columbia, headed by a Dean of Graduate Studies.

Calendar Statement for the College:

Except as noted in the following paragraph, the College of Graduate Studies works in conjunction with Departments, Academic Units, Schools and Faculties to coordinate and maintain the quality of master's and doctoral programs at UBC Okanagan. Among its functions with respect to graduate students and graduate programs are the following: reviewing and recommending to Senate new graduate programs, curriculum changes and graduate-level (500 to 699) courses; determining or verifying the admissibility of students applying for graduate programs; maintaining records of the academic performance of graduate students; approving requests for transfer between programs, leaves of absence, reinstatements after interruptions of study, extensions after the maximum time-in-program has been exhausted; coordinating scholarships, fellowships and awards for graduate

students across the Okanagan campus; assuring uniformity of practices and standards for doctoral orals; assisting departments and other units with recruitment of new graduate students; helping individual graduate students who encounter problems during their programs; determining whether graduate students are eligible to graduate.

For some programs, the Faculty offering the program may retain some of the above functions delegated to the College of Graduate Studies. These functions will be described in the program description.

The College of Graduate Studies is responsible for the UBC Okanagan Interdisciplinary Graduate Studies program. Details of these, as well as graduate programs which operate within affiliated faculties, are provided at Graduate Programs.

For many months there has been much discussion about whether to name Graduate Studies as a faculty, a school, or an office. There seems to be a consensus that ‘College’ is the most appropriate name.

Moved: Dean Isaacson

Seconded: Dean Krank

That the IAGB approve the establishment of a College of Graduate Studies, to be headed by the Dean of Graduate Studies.

DISCUSSION

Discussion centered on the particular calendar language proposed; Dean Krank explained that he is comfortable with approval of a ‘College’ but he is not comfortable with the proposed calendar language circulated by the Procedure Committee.

Moved, Dean Krank

Seconded, Acting Dean Campbell

MOTION TO AMEND: That the report be amended such that the clause “Except as noted in the following paragraph” is removed.

Dean Isaacson responded with background information about the wording and recommended that the specific wording be referred back to the Procedure Committee. He noted that “the motion before the IAGB referred solely to the creation of the College.”

THE MOTION TO AMEND FAILED.

Moved: Dean Isaacson

Seconded.

That the IAGB refer the College of Graduate Studies calendar language to the Procedure Committee for revision; and

That the Procedure Committee bring revised calendar language to the Okanagan Senate for approval at its November meeting

THE MOTION TO REFER WAS PUT AND CARRIED.

OKANAGAN SENATE RULES AND PROCEDURES

Note: The full text of this document is not included in the Minutes. Copies are available from the Manager, Senate Secretariat.

The Procedure Committee circulated proposed Rules and Procedures for the Okanagan Senate. Dean Isaacson reported that the Procedures Committee has consulted with Deputy Vice-Chancellor McBride, the Deputy Vice-Chancellor's Executive Committee, and the University Counsel with respect to the development of this document. Dean Isaacson emphasized that the new Okanagan Senate may well adjust its rules and procedures from time to time.

Moved: Dean Isaacson

Seconded: Mr. Haffey

That the IAGB endorse the Rules and Procedures of the Okanagan Senate as circulated.

DISCUSSION

Mr. Sutch raised a small correction and amendment in section 11, which replaces item 9 with item 10. Mr. Sutch also raised issue regarding the item of 'consecutive meetings'. He proposed that section 12 be amended to read:

“Any elected member may be granted a leave of absence for up to three ordinary meetings of Senate. Any absence without leave for more than three meetings per year of Senate shall result in a declaration of vacancy by the Secretary of the Senate.”

Moved: Mr. Sutch

Seconded: Dr. Durall

That section 12 be amended as outlined above.

**THE AMENDMENT WAS ACCEPTED AS A FRIENDLY AMENDMENT
BY GENERAL CONSENSUS.**

THE AMENDED MOTION WAS PUT AND CARRIED.

Academic Direction Committee

Dean Krank presented the reports (in Dr. Salhani's absence).

NEW PROGRAM APPROVAL: B.SC. (HONOURS) IN COMPUTER SCIENCE

Moved: Dean Krank

Seconded: Dean Belton

That the IAGB approve the new B.Sc (Honours) program in Computer Science.

DISCUSSION

Dr. Mathieson asked for clarification for appropriate language in place of departments since the Barber School does not have department heads but unit heads. Dean Bauer suggested that approval be made by "program faculty". Mr. Haffey asked whether any faculty member in the program could provide approval? Dr. Mathieson suggested that if the unit head grants approval, the Associate Dean will also have to approve. Dean Bauer will take the language back to his faculty for consultation. Mr. Haffey asked whether the implementation date was intended to be September 2005; Dean Bauer corrected this date to be January 2006.

THE MOTION WAS PUT AND CARRIED.

NEW PROGRAM APPROVAL: M.A.SC; M.ENG; PH.D IN APPLIED SCIENCE

The Committee had circulated a proposal for three new graduate degree programs.

Moved: Dean Krank

Seconded: Dean Isaacson

That the IAGB approve the Master of Applied Science, the Master of Engineering, and the Doctor of Philosophy in Applied Science, with their associated proposed calendar statements.

DISCUSSION

Dr. Jack asked Dean Isaacson to clarify the difference between the M.A.Sc., and the M.Eng. Dean Isaacson confirmed that the M.A.Sc. is a research degree requiring a thesis for completion, whereas the M.Eng. is a professional degree without a thesis.

THE MOTION WAS PUT AND CARRIED.

NEW COURSE APPROVAL

Please see also 'Appendix A: New Courses.'

Moved: Dean Krank

Seconded: Dean Belton

That the IAGB approve the new courses recommended by the Academic Direction Committee.

DISCUSSION

Dean Bauer inquired why the new course Computer Science 499 is not included with the approved courses. Mr. Eaton replied that the documentation for this course is not complete and will be considered at the next Academic Direction Committee meeting.

THE MOTION WAS PUT AND CARRIED.

COLLEGE OF GRADUATE STUDIES REGULATIONS

Please see also 'Appendix B: College of Graduate Studies Regulations.'

The Academic Direction Committee had circulated proposed regulations for the College of Graduate Studies.

Moved: Dean Krank

Seconded: Dean Isaacson

That the section entitled "Membership" be divided from the remainder of the document to be considered separately.

THE MOTION TO DIVIDE WAS PUT AND CARRIED.

Moved: Dean Krank

Seconded.

That the IAGB approve the proposed regulations for the College of Graduate Studies, with the exception of the section entitled "Membership."

THE MOTION TO APPROVE WAS PUT AND CARRIED

DISCUSSION

Dean Isaacson recommended that the "Membership" section of the College of Graduate Studies Regulations proposal be referred back to the Academic Direction Committee or its appropriate successor for further consultation prior to presentation to Senate for approval. Dean Krank suggested that he would rather the document be referred to the Graduate Council for consultation.

Moved: Dean Isaacson

Seconded: Mr. Mitchell

That the membership section of the College of Graduate Studies Regulations proposal be referred to the Academic Direction Committee, or its appropriate successor, to allow for further consultation.

THE MOTION TO REFER WAS PUT AND CARRIED.

UNDERGRADUATE ADMISSIONS REQUIREMENTS

Note: The full text of this proposal is not included in the minutes. Copies are available from the Manager, Senate Secretariat.

The Academic Direction Committee had circulated a proposed Calendar statement on deferred admission.

Moved: Dean Krank

Seconded: Mr. Mitchell

That the IAGB approve the Calendar statement on deferred admission, as circulated.

CARRIED.

Adjudication and Awards Committee

Dr. Cynthia Mathieson presented an oral report for information as Chair of the Committee

The Adjudication and Awards Committee met three times. The first category of work included admissions appeals, which were dealt with at all three meetings. The latest meeting looked at approving two new awards for UBC Okanagan. Dr. Mathieson recognized the efforts of the Committee's members.

Ad hoc Committee to Consider the UBC Council of Senates

Dean Bauer, as Chair of the Committee, presented an oral report for information.

As the Council of Senates is a system-wide body, the Okanagan Committee worked closely with its sister Committee formed by the Vancouver Senate, Chaired by Principal Gilbert. The committees are considering suitable recommendations needed to be able to establish the Council of Senates. In addition the committee is carefully considering the appropriate authority of the Council. There is some concern relating to the Council being able to refer matters to itself, which may be inappropriate unless a system-wide issue arises. A draft report is being developed jointly by both Committees and will be presented to the Okanagan and Vancouver Senates upon completion.

Report from the Associate Vice-President, Enrolment Services & Registrar

ORAL REPORT ON OKANAGAN SENATE ELECTIONS

Mr. Silzer provided a brief report stating that the election consists of 38 elected representatives: three on the Board of Governors and 35 on the Okanagan Senate. All three Board of Governors seats are contested; 19 Senate seats contested; there are some acclamations, and two seats cannot be filled. All elections were scheduled for completion by October 24.

DISCUSSION

Mr. Sutch asked which two seats cannot be filled. Mr. Silzer referred Mr. Sutch's query to Mr. Eaton. It was explained that the two seats are for faculty representatives in the Faculty of Management; as this Faculty only has one faculty member. Deputy Vice-Chancellor McBride reminded members that the Okanagan elections run from Oct 17-24 and encouraged people to vote; Mr. Eaton added that results of the election should be available on October 25.

Adjournment

This is the final meeting of the IAGB; President Piper thanked all members for serving on the Interim Academic Governing Body. She added that the work of the IAGB has been instrumental to initiating UBC Okanagan and that she appreciated the work that's been done. The inaugural meeting of the Okanagan Senate will be on November 25, 2005.

Motion: Deputy Vice-Chancellor McBride

Seconded: Mr. Koovisk

That the IAGB record its gratitude to all participating faculty members, staff, and students.

CARRIED.

The meeting adjourned at 3:48 p.m.

Appendix A: New Courses

To: Okanagan Interim Academic Governing Body
From: Dr. Daniel Salhani, Chair, Academic Direction Committee
Re: New Courses
Date: 7 October 2005

The Academic Direction Committee recommends the following new courses for your approval:

Art History

ARTH 368 (3) Aspects of Far Eastern Art I

Aspects of Far Eastern Art and their impact upon the West. Early cultural civilizations in India, the development of Buddhism, aspects of the history of China and aspects of Japanese cultural history will be discussed. There will be a focus on the influences of these cultures on the West and the impact of their cultural achievements.

ARTH 369 (3) Aspects of Far Eastern Art II

Examination of key factors as Asia takes its place as a major player in today's cultural area. Post colonial India will be looked at, also Japan's emergence from the isolationist feudal era into the modern era will be considered, and China will be looked at from the revolutionary Maoist era to today. Continuation of ARTH 368

French

FREN 399 (3) French Literature as Opera

Survey of French Literary works which have inspired operas, with emphasis on the historical and literary movements which produced these works. This course will be of particular interest to students of French literature, music history, aesthetics and inter-arts discourse. Lectures/Readings in English.

FREN 430 (3) Quebecois Poetry

Poetry has been and remains a critical element of Quebec's literary and cultural production. Course principally examines the novel genre.

FREN 444 (3) Advanced French: Professional Oral Performance

Oral expressions, such as academic and professional presentations, debates, and public speaking. Exposure to regional and foreign French accents, through a selection of audio-visual material. Of use to students pursuing careers in teaching or international relations, or applying for graduate programs in French.

FREN 446 (3) Advanced French: Creative Oral Performance

French vocabulary and pronunciation. Participation in creative and literary oral performances, works or segments taken from a selection of fables, fairytales, and comedies. Exposure to regional and foreign French accents, through a selection of audio-visual material. Of use to student pursuing teaching careers or contemplating graduate programs in French.

Philosophy

PHIL 4xx (3) Humanism, Rationality and Relativism

Introduction to contemporary versions of humanism, and related approaches to human rationality. Focus on arguments concerning epistemological, political, or cultural, relativism, and their consequences for the humanist view of rationality as a universal unitary feature of humanity. Relevant hypotheses on common human traits from social, biological and cognitive sciences are also examined.

PHIL 4xy (3) Philosophy and the Global State

Examination of central contemporary philosophical approaches to multinational democracy and global governance, with a focus on recent works by John Rawls, and his critics: Charles Taylor, James Tully, David Miller. Focus on the clarification of basic concepts of emergent political theories of global governance, such as global citizenship, global civic society, cosmopolitan democracy, basic human rights.

Applied Science

APSC 596 (1) Seminar

Presentations and discussions of engineering research topics.

APSC 597 (6) Engineering Project

Project on assigned topic of specialization.

APSC 598 (1-6 d) Topics in Engineering

APSC 599 (12) Thesis

For M.A.Sc.

APSC 699 (0) Thesis

For Ph.D.

Appendix B: College of Graduate Studies Regulations

To: **Okanagan Interim Academic Governing Body**
From: **Dr. Daniel Salhani, Chair, Academic Direction Committee**
Re: Graduate Studies Policies and Regulations
Date: 5 October 2005

The Academic Direction Committee recommends the attached proposals for the College Graduate Studies with the following proviso:

That the academic regulations be approved with the requirement that the material be reviewed by the Council of the College of Graduate Studies, and that the council report to the Okanagan Senate or a committee thereof with a report on its review by April 2006.

General:

The College of Graduate Studies will share the responsibility for administering graduate programs with the affiliated Faculties and other units. The responsibilities of the College include the following:

review and recommend all graduates from thesis-based programs for final Senate approval. Graduates from professional graduate programs will be reviewed and recommended by the program Faculty or the College at the discretion of the program Faculty.

review and approve candidacy qualifying requirements for Ph.D. programs and Ph.D. Dissertation and Masters Thesis standards and policies (e.g., comprehensives, portfolios, etc).

administer the Interdisciplinary Graduate Program in collaboration with the affiliated faculties.

oversee the adjudication of campus-wide graduate awards aided by representative committees according to the following calendar language

When UBC Okanagan considers offering a new graduate degree, the final proposal for Senate approval will specify any program specific changes in the responsibilities of the College and the Faculty offering the program.

Calendar Entries:

Membership:

Individuals eligible for full membership in the College must be faculty members holding the title of professor, associate professor or assistant professor or professors emeriti in an academic unit authorized to offer graduate degree programs. Ex-officio members include the President, Vice President (Academic), Associate Vice President (Learning and Research), the Dean of Graduate Studies, Deans of Okanagan Faculties, and the University Librarian. Details of procedures for obtaining and maintaining membership in the College will be developed by an Interim Graduate Council established by the Dean of the College. Development of the guidelines will consider the context of on-going discussions at UBC Vancouver and employee rights to due process.

Only full members of the College are eligible to be the primary supervisors for graduate students. Until the IAGB or Okanagan Senate approves new procedures, the Dean of the College on the advice of Faculty

Deans will determine membership. Membership decisions may be appealed to the Associate Vice President (Learning and Research).

Academic Regulations

Program of Study

Doctoral Students

All doctoral students admitted to the College of Graduate Studies must register when they begin their studies. Students must remain continuously registered until the degree is completed, except for periods of time for which the student is away on an approved leave of absence. Failure to register for two consecutive terms may result in the student being required to withdraw.

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

In the academic year 2005/2006, the student is responsible for securing the chair of the supervisory committee; in others, the department will assign the chair. Students should consult with their graduate advisor in this respect. Changes may be made to the candidate's committee with the approval of the candidate's home department. Students who are unable to secure a chair should ask either the graduate advisor or the department head for assistance. In very exceptional circumstances, the head may ask the Dean of the Faculty of Graduate Studies to appoint a chair. In some instances and for a brief period of time only, a student may be assigned an interim committee until such time as a more permanent committee can be established.

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

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

Note: courses listed in the Calendar may not all be offered annually. Students should apply to the department or program concerned for detailed information about course offerings in any given year.
Transfer Credit

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

Master's Degree Students

All master's degree students admitted to the College of Graduate Studies must register when they begin their studies. Students must remain continuously registered until the degree is completed, except for periods of time for which the student is away on an approved leave of absence. Failure to register for two consecutive terms may result in the student being required to withdraw.

Each student's program of study must be approved by the home graduate program. Some graduate programs require competence in languages other than English. The graduate program in which the student intends to write the thesis shall determine the number of such languages and a satisfactory level of competence.

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

Program Requirements (Thesis and Non-Thesis Programs)

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

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

Note: courses listed in the Calendar under graduate programs may not all be offered annually. Students should consult the graduate program listing in the Calendar for more information.

Transfer Credit

1. Students registered in a master's program may be permitted to take up to 12 credits or up to 40% of the total number of credits needed for degree completion (whichever is more) at another university to be counted toward a University of British Columbia graduate degree. These credits cannot have been counted toward the completion of another credential, nor have been used to upgrade an applicant's academic standing to justify admission. Only courses in which at least a 'B' standing (UBC 74%) is obtained will be considered for transfer.

Undergraduate students who have maintained an overall 'B+' (76%) average in their completed third- and fourth-year courses, and who have completed at least 75% of the third- and fourth-year requirements for their undergraduate degree, may be eligible to register in graduate courses. Upon admission to the College of Graduate Studies, these credits, to a maximum of 12 credits or 40% of the total number of credits needed for degree completion (whichever is more), may be applied towards a graduate degree.

The 12-credit (40%) restriction does not apply to students in UBC approved Exchange Agreements established by the UBC Go Global Office.

Requests for transfer credit must be accompanied by a letter from the home graduate program addressed to the Dean of the College of Graduate Studies. The letter must provide an academic justification for allowing the transfer credit on a course by course basis.

Exemptions

Students may be exempted from specific course requirements if the graduate program is satisfied that the student has acquired the knowledge from courses previously taken or from experience. Exemptions do not reduce the total credits required for a degree. In such cases, the graduate program should substitute a more appropriate course. The exemption from the specific requirement must be recorded on the student's academic record.

Doctoral Students

The progress of all students working toward the Ph.D. will be reviewed regularly and at least once each year in June by the home graduate program and the Dean of the College of Graduate Studies. A candidate may be required to withdraw if progress has not been satisfactory as shown by course work, the comprehensives, advancing to candidacy, progress on the thesis, or other requirements of the graduate program or the faculty.

Definition of Satisfactory Progress

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

A minimum mark of 68% must be obtained in all courses taken as part of a qualifying year for a doctoral program. When repeating a failed required course, a minimum mark of 74% must be obtained. Higher minimum marks may be required by the graduate program or the College of Graduate Studies. If a course is repeated, both marks will appear on the transcript. The higher mark will be used to determine promotion in a program and in any decision to admit or withdraw a student from a program. For all other purposes, averages will be calculated using both marks.

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

Master's Students

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

Definition of Satisfactory Progress

A minimum of 60% must be obtained in any course taken by a student enrolled in a master's program for the student to be granted pass standing. However, only 6 credits of pass standing may be counted towards a master's program. For all other courses, a minimum of 68% must be obtained.

On the recommendation of the graduate program and the approval of the Dean of the College of Graduate Studies, the student may repeat a course for higher standing or take an alternate course. If the graduate program does not make such a recommendation, or if the recommendation is not approved by the Dean of

the College of Graduate Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in a number of courses will normally be required to withdraw. **The student will be informed of unsatisfactory academic progress in writing before any action regarding withdrawal is taken.**

A minimum mark of 68% must be obtained in all courses taken as part of a qualifying year. When repeating a failed required course, a minimum mark of 74% must be obtained. Higher minimum grades may be required.

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

Duration of Program

Doctoral Students

Students admitted to a doctoral program will normally be expected to spend the equivalent of at least two consecutive years of full-time study at the University. With the approval of the Dean of the College of Graduate Studies, graduate programs may make different regulations concerning duration of study, sequence of study and location of full-time study.

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

If the degree is not awarded within a period of six years from initial registration, the student's eligibility for the degree will be terminated and the student will be required to withdraw from the program. Under exceptional circumstances, extensions may be granted by the Dean of the College of Graduate Studies. Students who, for health or personal reasons including childbirth and having primary responsibility for the care of a child, must interrupt their studies should apply for a leave. See *On-Leave Status* under Classification of Students. The period of leave is not counted toward time to completion.

Master's Students

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

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

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

Comprehensives, Examinations, and Thesis

Doctoral Students

Comprehensives

UBC Okanagan provides two formats for completing comprehensives: a series of written comprehensive papers or comprehensive examinations. The form and specification for the candidates comprehensive are determined by the program.

Students who write papers for comprehensives are required to complete up to five comprehensive papers in consultation with their supervisor and supervisory committee. The comprehensives are intended to provide an assessment of the student's mastery of a breadth of research areas related to their program of study. Comprehensive papers should be significant literature reviews or focused research projects. Set in distinctive research areas, these papers are designed to provide the student with exposure to a breadth of research theories and methods and provide practical experience completing projects and preparing the results for publication.

A program may require comprehensive examinations as an alternative to comprehensive papers. A comprehensive examination is normally held after completion of all required course work and is intended to test the student's grasp of the chosen field of study as a whole and the student's ability to communicate his or her understanding of it in English or in French. The candidate's committee will set and judge this examination in a manner compatible with the policy of the graduate program concerned. Programs should make available to students a written statement of examination policy and procedures. The comprehensive examination is separate and distinct from the evaluation of the thesis prospectus.

Comprehensives normally should be completed by the end of the second year of their program and before commencing research for the final thesis.

Examinations

The doctoral student will take the following examinations:

Course examinations where applicable; a minimum of 68% must be obtained unless otherwise specified;

Tests of the student's ability to read languages other than English where program regulations require it;

A graduate program may require a formal examination of the thesis before it is transmitted to the College of Graduate Studies for final oral examination.

Students should consult their respective graduate advisors for information about program requirements.

Thesis

All doctoral candidates are required to complete a thesis. A candidate's thesis must be presented according to procedures described at [Master's and Doctoral Thesis Submission](#). Students should refer to the current year's Calendar or check the [College of Graduate Studies website](#) for information regarding deadlines for submission of doctoral theses.

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

All doctoral theses must be assessed by an examiner external to the University, as well as by internal examiners. The external examiner is chosen by the Dean of the College of Graduate Studies in consultation with the graduate program concerned. Procedures for choosing a suitable external examiner must be initiated at least three months before completion of the thesis. The external examiner's written report must be received before the final examination can take place.

Final oral examinations can be scheduled no sooner than eight weeks after submission of the approved thesis to the College of Graduate Studies. All other degree requirements must also have been completed.

The final oral examination is open to all members of the University and to the public. Notice of the examination will be available on the **College of Graduate Studies website**.

The Dean of the College of Graduate Studies must approve the membership of the examining committee. The Dean or the Dean's designate chairs the examination. The examining committee judges the candidate's success and makes a recommendation to the Dean of the College of Graduate Studies.

More information on oral examination procedures is available on the **College of Graduate Studies website**. Students registered in a doctoral program are not permitted supplemental examinations.
Master's Students

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

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

In the creative and performing arts, a thesis may consist of creative work (e.g. paintings, writing) or of a performance. Programs may, at their discretion, require additional supporting documentation. In programs requiring a thesis, the thesis must be presented according to procedures described at [Thesis Submission](#).

Withdrawal, Reinstatement and Readmission

Students will normally be required to withdraw if they do not make adequate academic progress according to the timelines and policies set by their home graduate program and/or the College of Graduate Studies. When a student is required to withdraw, the academic record will indicate "required to withdraw". A student in any graduate program who is required to withdraw will not normally be eligible to apply for readmission to the University of British Columbia for at least one year. After one year, students who have been required to withdraw from a graduate program may be admitted to a different program in the College of Graduate Studies provided they meet all admission requirements in effect for that program at the time they apply. Such applications must be accompanied by a statement from the graduate program which recommended withdrawal outlining the reasons for which the student was required to withdraw. Students who have been required to withdraw from a graduate program may also apply to be readmitted to the same program after at least one year has passed from the effective date of withdrawal. Compelling evidence must be presented that a more successful outcome is likely if the student is to be readmitted. All cases for readmission must be reviewed and approved by the Dean of Graduate Studies. Students required to withdraw from a graduate program more than once are not eligible to be considered for admission to any program in the College of Graduate Studies.

A student wishing voluntarily to withdraw from the University must obtain the approval of the dean, director or department head, and the graduate advisor in the home graduate program on the *Change of Registration* form. When the withdrawal is approved, the academic record will indicate "voluntary withdrawal," the date of withdrawal and a standing of 'W' in all courses not completed on that date. If withdrawal is not approved, the student will remain registered in all courses and a final grade and/or standing will be assigned at the end of the term or session. A student who fails to register and/or becomes absent without leave from their program for two or more consecutive terms will normally be withdrawn from the program. The academic record will indicate "withdrawal—did not register." Graduate programs must document that an attempt was made to contact a missing student when recommending a withdrawal for non-registration.

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

Request to Withdraw for Non-Academic Reasons

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

Reinstatement

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

A student may be reinstated on the recommendation of the graduate program if:

The student is in good academic standing.

Any delinquent fees or charges are paid including tuition and continuing fees owing for the period during which the student did not register.

The time limit for degree completion, including the sessions in which the student was not registered, has not expired.

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

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

Readmission

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

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

Readmitted doctoral students are not eligible for a Ph.D. Tuition Fee Award.

Academic Record

Transcript of Academic Record

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

Apply for a transcript online or in person at the Student Services Centre Please allow at least one week from the date the application is made. Transcripts will not be issued to students who have any outstanding fees, including library and other charges, to the University. Fees for transcripts are payable in advance; transcripts will not be provided until payment is received.

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

Retention of Student Records

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

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

Students may protest decisions relating to their academic standing. Students should protest a decision first with the faculty member directly involved in the decision and then, if necessary, with the department head, the dean of the faculty involved, and finally with the Dean of the College of Graduate Studies.

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

Student Discipline

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