CONSOLIDATED GRADUATE STUDIES PROCEDURE

Procedure Type:	Academic	Initially Approved:	July 1, 2017
Procedure Sponsor:	Vice President Academic and Provost	Last Revised:	May 1, 2024
Administrative Responsibility:	Research and Graduate Studies Office	Review Scheduled:	May 2022
Approver:	General Faculties Council		

A.   PURPOSE

To provide a fully updated and revised set of procedures regarding graduate programs at AUArts, based on the experience of operating the first MFA cohort, on the following topics:

Graduate Studies General Procedures

1.0 Administration and Governance

2.0 Graduate Faculty

3.0 Registration

4.0 Supervision

5.0 Academic Standing/ Progression

6.0 Residency, Course Requirements, and Time Limits

7.0 CORE and Human and Animal Subjects Ethics Review

8.0 Submission and Examination of Thesis

9.0 Graduation

10.0 Appeals

11.0 Vacation

B.   RESPONSIBILITIES

The Research and Graduate Studies Office (RGSO) ensures that all procedures are communicated through handbooks, guidelines and information meetings to students, faculty and staff, and followed. RGSO works closely with the Registrar's Office in all matters.

C.   DEFINITIONS

Graduate Faculty   a pool of faculty members authorized to teach and supervise students in graduate programs (see Section 2.0).

Graduate Program	an approved post-baccalaureate program offered at AUArts, including diplomas and Master's programs.
Graduate Student	a student admitted into a Graduate Program at AUArts.
Principal Supervisor	the Graduate Faculty member (or members, in the case of Co-Supervisors) who oversees and guides the work of a Graduate Student (see Section 4.3).
Graduate Supervisory Committee	the committee of Graduate Faculty chaired by a student's Principal Supervisor to vet and evaluate the work of a Graduate Student (see Section 4.4).

D. PROCEDURES

1. Administration and Governance

1.1 Chief Academic Officer or designate: The Chief Academic Officer or designate is responsible for the general oversight of graduate work at the institution and chairs the Graduate Studies Standing Committee.
   a. Reports to the Vice-President Academic and Provost, and consults with Chairs and other members of ORAA Exec on all academic matters.
   b. In the event that the program is without a permanent Chief Academic Officer or designate, the Vice-President Academic and Provost will perform all duties of the Chief Academic Officer or designate RGS referenced in these procedures.

1.2 The Research and Graduate Studies Office (RGSO) facilitates the operation of graduate programs as follows:
   a. Serves as administrative home for all graduate programs.
   b. At the time that AUArts launches additional graduate programs, the RGSO will oversee the selection of Graduate Program Chief Academic Officer or designates and supervise their activities as such.
   c. Ensures that applications for admission meet institutional standards.
   d. Is responsible for overseeing the maintenance of student records on the student information system in coordination with the Office of the Registrar.
   e. Ensures that Graduate Studies General Regulations are followed as students progress through their programs.
   f. Administers the establishment of criteria for, admission to, and periodic review of Graduate Faculty.
   g. Maintains a current file of all curricula vitae of Graduate Faculty.
   h. Advises on and administers the development and approval of new graduate programs, and serves as the liaison with the Ministry of Advanced Education and Campus Alberta Quality Council.
   i. Advises on and administers the cyclical review of graduate programs.

    j.   In coordination with the Student Financial Aid Office, organizes competitions for all internal and most external merit-based awards; keeps records and administers payments; liaises with national and provincial granting agencies.

    k.   Facilitates the resolution of individual and program issues among graduate students, faculty members, and graduate programs.

1.3   Graduate Program Chief Academic Officer or designates: At the time when AUArts launches additional graduate programs, each graduate program shall be chaired by a faculty member affiliated with that program.

1.4   Committees: The committees responsible for the Graduate Studies Program are the Graduate Supervisory Committee (student level), the Graduate Program Committee (program level), and the Graduate Studies Standing Committee (institutional level). The functions of these committees in relation to individual students are as follows:

    a.   Graduate Supervisory Committee (GSC): Normally each MFA student's GSC is nominated and signed off by the Chief Academic Officer or designate no later than the end of the first semester of the program. Each student will have input into who is invited to serve on their GSC. The GSC comprises no fewer than three Graduate Faculty members, including the Principal Supervisor, one faculty member whose primary expertise falls within the program area, and one faculty member whose expertise and home program is external to the graduate program area, with additional members only as needed. (Cf. Graduate Studies Procedures, Section 5: Supervision, for further details.)

    b.   The MFA in Craft Media Program Committee is chaired by the Chief Academic Officer or designate until such time as additional graduate programs are launched and each is administered by a Graduate Program Chief Academic Officer or designate. The Program Committee comprises all Graduate Faculty directly affiliated with the Program in a given year: current instructors, Interim Supervisor, Principal Supervisors, and the Chair of the School of Craft and Emerging Media. The Program Committee is responsible for:

        i.   Recommending admissions in the regular admissions cycle;

        ii.   Recommending entrance scholarships and other internal awards in the regular admissions cycle;

        iii.   Reviewing the progress of all students in the program and reporting these results to the Graduate Studies Standing Committee (GSSC);

        iv.   Approving all arrangements for supervision and examination of students;

        v.   Receiving and reviewing program evaluation results;

        vi.   Recommending to GSSC curricular and other program changes, including policy or procedural revisions as a result of review/evaluation results.

    c.   General Faculties Council Graduate Studies Standing Committee (GSSC): This committee oversees the operation of all graduate programs at AUArts. All proposals for curricular change or recommended procedural revisions with regard to Graduate Studies are fully vetted by this committee and require its assent before going to

General Faculties Council for final approval. (See Membership and Terms of Reference in General Faculties Council Bylaws.)

2. Graduate Faculty

2.1 Membership in the Graduate Faculty:
  a. Faculty members at AUArts do not automatically have supervisory or teaching privileges in graduate programs. Authority to teach or supervise graduate students is a separate category of appointment with different criteria. Responsibility for directing all elements of graduate teaching and supervision rests with members of the graduate faculty.
  b. In order to be appointed to the Graduate Faculty, an individual normally must hold a faculty position at AUArts (permanent, probationary, first year permanent, limited term or sessional) or status-only positions such as senior scholar, adjunct professor, or sessional faculty in good standing.
  c. Graduate Faculty designation does not affect the School status of the faculty member. Graduate course and supervision assignments are arranged by the Chief Academic Officer or designate (RGS) in consultation with the Chair or designate of the faculty member's home School.
  d. From time to time, the Chief Academic Officer or designate RGS or Program Committee may recommend the appointment of non-AUArts faculty to teach and/or participate on a graduate student's committee. Such individuals must meet the requirements for appointment to the Graduate Faculty.

2.2 Categories of Appointment:
  Appointments to Graduate Faculty are made in one of three categories:
  a. Full members, who may:
    i. Act as Principal Supervisor of a master's student and as a member of Graduate Supervisory Committees;
    ii. Serve as Chair or voting member of a Thesis Examination Committee, where such examinations are required, and perform all associated duties; and
    iii. Teach, set, and mark examinations and/or seminar papers or conduct critiques for a graduate course, and give such other graduate direction as may be required.
  b. Associate members, who shall be permitted to:
    i. Undertake all the duties of a full member, including teaching and supervision of independent studies courses, but normally shall not serve as a Principal Supervisor or chair a thesis examination committee. Sessional faculty may be appointed under this category for the sole purpose of teaching a graduate course. Sessional faculty cannot serve on a graduate supervisory committee.
    ii. Limited Term Appointment (LTA) faculty may be appointed under this category. Limited Term Appointment faculty can serve on a graduate supervisory committee if the term of their LTA appointment is longer than the anticipated four semester commitment.
  c. Senior Scholar Graduate Faculty Appointees, who shall be permitted to:

   i. Chair a final thesis examination;

   ii. Serve as a member of a Graduate Supervisory Committee and as a voting member of a Thesis Examination Committee;

   iii. Teach, set and mark examinations and/or seminar papers or conduct critiques for a graduate course;

   iv. Under exceptional circumstances, act as Principal Supervisor for a graduate student; and

   v. Assume additional responsibilities only if they are actively engaged in research and is accessible to graduate students.

 2.3 The General Criteria for Membership in the Graduate Faculty are:

  a. Full Membership

   i. Nomination by an AUArts School;

   ii. Terminal degree in their field (such as Ph.D., MFA or M.Des) or equivalent qualification appropriate to the discipline;

   iii. Permanent or probationary appointment;

   iv. A track record of juried exhibitions, peer-reviewed research publications, or other evidence of peer-reviewed scholarly, professional and/or creative productivity appropriate to the discipline;

   v. An established program of research, performance, creative or design practice and, where appropriate, research funding from an external source and/or publication of at least one externally refereed article or book, or peer reviewed/curated exhibition of artistic work in the past five years;

   vi. A record of successful participation in graduate education (such as teaching a graduate course, serving on a supervisory committee or thesis examination committee); and

   vii. Have met the expectations and deadlines for Supervision, as indicated by the RGSO in all Supervisory Forms.

  b. Associate Membership

   i. Nomination by an AUArts School;

   ii. Terminal degree in their field (such as Ph.D., MFA or M.Des) or equivalent qualification appropriate to the discipline;

   iii. New probationary faculty during their first year at AUArts or those holding an appointment as Sessional Professor or Limited Term Appointment;

   iv. An appropriate scholarly, professional, and/or design or creative record commensurate with program activities and responsibilities such as publication or acceptance for publication of at least one externally refereed article or book, or peer reviewed/curated exhibition of artistic work in the past five years.

   v. At the discretion of the Graduate Program Committee as recommended to the Graduate Studies Standing Committee, sessional faculty can be appointed to this category for the sole purpose of teaching a specific graduate course, provided the candidate's CV documents the necessary qualifications to teach the specified course.

  c. Senior Scholar Graduate Faculty Appointee

   i. Nomination by an AUArts School;

ii. Terminal degree in their field (such as Ph.D., MFA or M.Des) or equivalent qualification appropriate to the discipline;

iii. Affiliated with AUArts as adjunct professor;

iv. An exceptional track record of juried exhibitions, peer-reviewed research publications or other evidence of peer-reviewed scholarly, professional and/or creative productivity appropriate to the discipline;

v. An exceptional program of research, performance, creative or design practice and, where appropriate, research funding from external sources and/or publications of externally refereed articles or books, or peer reviewed/curated exhibitions of artistic work in the past five years; and

vi. A record of successful participation in graduate education (such as teaching a graduate course, serving on a supervisory committee or thesis examining committee).

d. Membership in the Graduate Faculty does not constitute an agreement by the University to assign the faculty member either graduate courses to teach or graduate students to supervise.

2.4 Procedures for Appointment:

a. The Chairs of the Schools will make recommendations for appointment as members of the Graduate Faculty to the Graduate Studies Standing Committee. Recommendations must indicate specifically the way in which the nominee's research or and creative practice offers resources for AUArts' graduate programs and be accompanied by an up-to-date curriculum vitae.

b. Upon the committee's positive decision to appoint a candidate to the Graduate Faculty, the Research and Graduate Studies Office sends a letter of appointment to each faculty member outlining the terms of the appointment including the category, duties, and the appointment start date and end date. Appointments are typically for a period of two years for the first appointment, and up to five years (or the completion of supervision, whichever comes later).

2.5 End of Graduate Faculty Appointment:

a. An individual's appointment to Graduate Faculty ends if, through retirement, resignation, or for any other reason, the individual is no longer eligible for the Graduate Faculty or upon expiry and non- renewal of the appointment. An individual's appointment to Graduate Faculty ends through the same process as original appointment. A faculty member can appeal a decision to end their Graduate Faculty appointment through an Appeal Committee struck by the Chief Academic Officer or designate, consisting of the Chief Academic Officer or designate and two Graduate Faculty members.

2.6 Mentorship of Graduate Faculty – Internal and External

a. AUArts may supplement its pool of internal graduate supervisors with experienced Graduate Faculty members from nearby universities who will participate in AUArts' development of supervisory skills through a mentoring program. In instances where a student's Supervisory Committee has collectively limited or no experience supervising a

graduate thesis, a mentor external to the program may be assigned to the committee to provide support. When an appropriate AUArts mentor is unavailable to fulfill this role, external mentorship may be arranged.[See Charts in Appendix 2 re Graduate Faculty: Roles and Responsibilities and Criteria for Membership].

3. Registration

3.1 Completion of Registration:
   a. Students must register in the program every semester (Fall, Winter, Spring/Summer) throughout the tenure of their program. Registration begins three months before the start of each semester and must be completed no later than the first day of classes as listed in the ACAD academic schedule and on the ACAD website. The course or research-related work for which the student registers must have the approval of the Principal Supervisor (see below Auditing Courses and Electives).

3.2 Auditing Courses:
   a. To facilitate gaining skills or knowledge in additonal disciplines, graduate students have the option to audit undergraduate courses, with permission of the instructor and their Principal Supervisor. Prior to registration, the student, instructor, and Principal Supervisor must agree on the requirements for auditing the class. Audited courses will not count toward degree requirements. Formal course audits are recorded as AU on the student's transcript.
   b. In order to formally audit a course, students must complete a Graduate Student Permission to Audit form and submit it to the RGSO for course registration prior to the beginning of the semester.
   c. Auditing students are required to complete all Health and Safety orientation and/or training required for participation in the course. Course audit fees for graduate students are included in their graduate program tuition fee. Any additional cost for field trips, materials or incidental expenses are the responsibility of the student.

3.3 Electives
   a. As required by the graduate program, students propose Elective study in consultation with their Principal Supervisor to support the development of the Thesis Project. Electives may be organized in several ways:
      i. ACAD 300-400 level course elevated to graduate-level credit (aaaa.500)
      ii. Graduate level academic course at another institution (UNST.600 / UNSM.600)
      iii. Self-directed study with ACAD faculty member (ESDS.600)
      iv. Professional internship (EPRI.600)
      v. Artist residency (ERES.600)
   b. It is expected that the activity contributing to Elective credits will have been identified in the student's Individual Plan for Study and Research (IPSR). Consultation with their Principal Supervisor is required for all Elective Proposals to ensure alignment with the IPSR and suitability for graduate level study. Students must fill out a Graduate Student Elective

form, get it signed by their Principal Supervisor and submit it to the RGSO no later than the last day of the semester preceding the Elective.

3.4 Continuous Registration:
  a. All ACAD graduate students must register in every semester until all requirements for the degree have been fulfilled. This includes students registered on leave. A student who does not register is considered to have withdrawn from the program.

4. Supervision (Approved by AC, February 2017)

4.1 General
  a. Each student will work with a three-member Graduate Supervisory Committee (GSC), including the student's Principal Supervisor, who guide the program of study and culminating thesis project. All members of each student's GSC must be members of ACAD's Graduate Faculty. Regular meetings (at least once per term) will be organized between the student and the full GSC and minutes filed with the RGSO.

4.2 Interim Supervisor
  a. All incoming MFA students will be assigned an Interim Supervisor for the first semester of the program. The Interim Supervisor will play a key role in helping new students acclimate to ACAD and to the demands of the MFA program, and to facilitate a positive working relationship among all members of the incoming cohort.
  b. Specific responsibilities include:
    i. Serving as Instructor-of-record for Graduate Studio I;
    ii. Meeting regularly (at leRst biweekly) with all first-year students, individually and collectively, to monitor progress;
    iii. Providing substantive written feedback at end-of-term and submitting the final marks for Graduate Studio I. Written feedback and the final mark should take into account consultation with any and all faculty who have provided advice/direction to the students.
    iv. Providing advice as students initiate and develop the Individual Plan of Study and Research (IPSR), and establish a preliminary timetable for the completion of the various program requirements;
    v. Assisting, as required, in the selection of a Principal Supervisor, and Supervisory Committee members.

4.3 Principal Supervisor
  a. Normally by the end of the first semester, first-year students must seek out and reach a mutual agreement with the Graduate Faculty member who will serve as their Principal Supervisor for four semesters beginning in January of the first year. The assignment of a Principal Supervisor must be approved by the Chief Academic Officer or designate.
  b. The primary role of the Principal Supervisor is to advise and impart skills as necessary to facilitate the student's planning and conduct of studio-based inquiry (research). It is expected that each student and their Principal Supervisor will develop a relationship that is supportive of artistic and intellectual growth. The Principal Supervisor will guide and offer constructive criticism in support of the highest standards of research, professional development and practice.

c. Responsibilities of the Principal Supervisor include:
   i. Serving as Instructor-of-Record for Graduate Studio courses, Semesters II-V (including Spring/Summer);
   ii. Meeting regularly (at least biweekly) with their student to monitor progress and provide substantive written feedback at least once per term, including evaluation of each Graduate Studio. Written feedback should take into account consultation with other Supervisory Committee members who have provided advice/direction;
   iii. Assists the student in refining and completingthe Individual Plan of Study and Research (IPSR), and helping the student establish a realistic timetable for the completion of the various program requirements;
   iv. Through consultation with the student, nominating the full Supervisory Committee to the Chief Academic Officer or designate for approval, no later than December 15th of the first semester.
   v. Providing guidance and advice regarding funding opportunities;
   vi. Reviewing the Program Educational Objectives and Program Learning Outcomes with the student and clarifying how and when these will be achieved and assessed;
   vii. Serving as the first source of advice in the event of conflict between the student and any other faculty member;
   viii. Providing advice regarding options and final choices for Electives;
   ix. Guiding the student through the development of all parts of the Thesis:
- Thesis paper: the Supervisor will read and provide comments in a timely manner on drafts of the Thesis Paper;
- Thesis Project Exhibition and Defense: the Supervisor will work with the RGSO to schedule the Exhibition and Defense, including recommending potential External Reviewers and ensuring all follow-up paperwork is completed in connection with the Defense.
   x. Serving as the student's primary reference for any and all grant competitions or job searches for the foreseeable future.

4.4 Graduate Supervisory Committee (GSC)
a. Normally each MFA student's Graduate Supervisory Committee is nominated and signed off by the Chief Academic Officer or designate of Graduate Studies no later than the end of the first semester of the program. Each student will have input into who is invited to serve on their GSC.
b. The Graduate Supervisory Committee comprises no fewer than three Graduate Faculty members, including the Principal Supervisor as Chair, one faculty member whose primary expertise falls within the program area, and one faculty member whose expertise and home program is external to the graduate program area, with additional members only as needed.
c. Responsibilities of the GSC include:
   i. Offering guidance and advice relevant to the student's program of study, including sign-off of the IPSR; and

ii. Participating in all evaluative events as outlined below in Section 6.0 Academic Standing / Progression, including the Mid-Program Review (end of Second Semester), the Fourth Semester Progression Review, and the final Graduation Review.

4.5 Change in the Graduate Supervisory Committee

a. Continuity of supervision is important in all graduate work. As a consequence, a change in Graduate Supervisory Committee, especially a change in Principal Supervisor, may be made only on the basis of strong reasons. A request for a change in the GSC may come from the student or any member of the Supervisory Committee. It shall be sent to the Graduate Program Committee accompanied by the reasons, in writing, for the proposed change. If the Graduate Program Committee concurs with the request, it shall be sent to the Chief Academic Officer or designate, Research and Graduate Studies for final approval.

5. Academic Standing / Progression (Approved by AC, March 2017)

5.1 Graduate Grading Scale
The following grades are used at the graduate level:

Graduate Grading Scale			
Descriptor	**Alpha Grade**	**Grade Point Value**	**% Equivalent**
Outstanding – achievement of learning outcomes to an exceptional level	A+	4.00	95 - 100
Excellent – achievement of learning outcomes to a very high level	A	4.00	90 - 94
	A-	3.67	85 - 89
Commendable – achievement of learning outcomes to a high level	B+	3.33	80 - 84
	B	3.00	75 - 79
Achievement in a course of less than 3.00 (B) must be offset by higher marks in other courses – see below. Students must pass all courses	**B-**	**2.67**	**70 – 74**
	C+	**2.33**	**65 - 69**
	C	**2.00**	**60 - 64**
	C-	**1.67**	**55 - 59**
	D	**1.00**	**50-54**
Graduate students are required to maintain a cumulative grade point average (CGPA) of at least 3.00 (= B) or they will be placed on academic probation. Graduate students may be on probation a maximum of one semester.			
Pass	P*	N/A	75 - 100
Fail	F	N/A	Under 75
Incomplete	I**	N/A	
Audit	AU	N/A	

*A grade of P is not used in grade point average (GPA) calculations.
**The "I" grade must be cleared prior to the end of the 8th week of the following semester.

5.2 Withdrawal from Courses
   a. Students may officially withdraw from a course or courses without failure until the end of the ninth week of classes in the semester, by returning to the RGSO a completed drop/add form signed by their Interim or Principal Supervisor. The implications of withdrawing from a graduate course, rather than requesting an extension, are major and may result in the need for up to a maximum of one additional year of study.

5.3 Good standing
   a. A graduate student maintains good standing by achieving a cumulative grade point average (CGPA) of at least 3.00 (=B), completing all coursework and gaining a favorable assessment on the Mid-Program Review and on any other reviews conducted by their Supervisory Committee. (Cf. Program Progression Chart below.)

5.4 Program Progression
   a. Each student's Graduate Supervisory Committee (GSC) meets at the end of each semester (except the first) to review student progress and performance. Students are required to maintain a cumulative grade point average (CGPA) of at least 3.00 (= B) and pass all courses or they will be placed on academic probation. Students may be on probation for a maximum of one semester. The Program Progression Chart below outlines the usual requirements for progression each semester.

5.5 Review of Unsatisfactory Progress
   a. If a student's progress appears to be unsatisfactory, the Principal Supervisor, on behalf of the Graduate Supervisory Committee, shall make a written report to the Graduate Program Committee, and provide a copy to the student. That committee shall consider what action should be taken. The Graduate Program Committee, in consultation with the Supervisory Committee, may:
      i. inform the student of the unsatisfactory progress and require the student to improve in specific ways within a specific period of time, or
      ii. require the student to withdraw.
   b. The student concerned has the right to appear before the Graduate Program Committee when the case is considered, and may submit any materials relevant to the case. A student who is required to withdraw shall be informed, in writing, with copies to the Vice-President, Research and Academic Affairs and the Office of the Registrar. If required to improve within a specific period of time, the student shall be informed in writing as to what precisely is required, with copies to the Chief Academic Officer or designate, Research and Graduate Studies.
   c. Any decision of the Graduate Program Committee under the provisions of this section may be appealed to the Graduate Studies Standing Committee (GSSC) through the Chief Academic Officer or designate, Research and Graduate Studies. The student has the right to appear before the GSSC when the case is heard. The decision of that committee shall be final.

5.6 Course Work Extensions / Applying for an Incomplete
  a. The Registrar's Office sets deadlines for the completion of coursework and grade submission for all courses taught at ACAD. Students are expected to meet these deadlines and are advised to plan their individual studio, self-directed learning and research projects accordingly.
  b. Course Work Extensions may be assigned to a student in extenuating circumstances or on compassionate grounds as approved in writing by the instructor of the course in consultation with the Chief Academic Officer or designate of RGSO . The student will be assigned an "I" grade for the course. This course is not included in the calculation of CGPA; however, when the "I" grade is changed to the final grade, the CGPA will be recalculated. The "I" grade must be cleared prior to the end of the 8th week of the following semester.

5.7 Resubmission of Coursework / Repeating of Courses
  a. Graduate courses may not be repeated for credit. The GSC may recommend resubmission of coursework for reassessment if a student's grade falls between a B- and C (2.67 - 2.00) and the CGPA is below 3.00 (= B). Resubmission of coursework for reassessment and submission of marks must be resolved before the end of the 8th week of the next academic term.

5.8 Grade Appeals
  a. All graduate students have the right to appeal final grades. (See Section 11 Appeals for further details.) It is expected that, where appropriate and possible, the student will attempt to resolve a problem informally with the appropriate faculty member, prior to initiating a formal appeal process.
  b. Grade appeals must be objective in nature and based on evidence. A grade may be appealed formally if the student believes that:
    i. an instructor has applied inappropriate criteria in evaluation;
    ii. an instructor has unfairly interpreted the student's work in light of stated criteria;
    iii. an instructor has made a calculation error.

5.9 Academic Probation
  a. Students are expected to maintain a cumulative grade point average (CGPA) of 3.00 (= B) or higher in each semester of their program. Students who fail to maintain a CGPA grade point average of 3.00 will be placed on academic probation for the next semester in which they register.
  b. The following conditions apply:
    i. a student on academic probation who fails to achieve a 3.00 CGPA by the end of the next semester will be withdrawn from the program;
    ii. an unreported grade or incomplete is not used in the calculation of CGPA in determining academic probation;
    iii. a student on academic probation may be granted a leave of absence with the understanding that enrollment is subject to conditions specified by the Chief Academic Officer or designate. Conditions for re-enrollment will be specified in writing at the time the leave is approved.

     c.   Students academically withdrawn from the program will not be eligible for readmission to the program for a minimum period of 12 months from the date of their academic withdrawal. They must apply for readmission in accordance with usual admission deadlines and procedures on acompetitive basis. Students readmitted after a period of academic withdrawal will be placed on academic probation and be subject to the conditions specified above. Students who fail to maintain a GPA of at least 3.00 during this probationary semester will be academically withdrawn from the program and not eligible for future readmission.

5.10   Withdrawal from the Program

     a.   Students may officially withdraw from the program without failure at any time during the semester, provided they complete a Withdrawal from Program form. The official date of withdrawal will be the date the completed form is submitted to the RGSO, not the date you stopped attending classes. Students who stop attending classes and fail to officially withdraw from the program will be assigned an "F" — Failure, for all courses in which they were registered.

5.11   Leave of Absence

     a.   Although students are expected to maintain continuous registration, a student may apply to go on leave if both of the following conditions obtain:

         i.   a situation arises which makes it necessary to interrupt the graduate program, and

        ii.   no active and/or substantial use will be made of institutional facilities.

     b.   Permission to register on leave must be approved by the student's Graduate Supervisory Committee and the Chief Academic Officer or designate. Students on leave are required to register during the registration period for each semester by indicating "on leave" status when registering.

     c.   Leaves may be granted for up to one year for reasons such as:

         i.   bereavement,

        ii.   care-giving responsibilities,

       iii.   maternity/parental leave,

       iv.   health requirements,

        v.   political service.

PROGRAM PROGRESSION CHART

Completion within the First Semester
- Complete of all relevant orientation workshops (see Program Milestones on website);
- Complete first draft of IPSR under guidance of Interim Supervisor;
- Complete CORE (Course on Research Ethics) Certificate;
- Select Principal Supervisor.

Completion within the Second Semester
- Nominate of all members of Graduate Supervisory Committee (GSC) by mid-January;
- Submit Student/Supervisor Checklist to the RGSO by end of January;
- Participate in First-Year Student Show;
- Complete and receive GSC approval of IPSR;
- Mid-Program Review – GSC Report to RGSO before end of term;
- Submit Elective form for Summer Elective to RGSO by April 1st;
- Submit Elective form for Fall Elective to RGSO by May 1st.

Completion within the Third Semester
- Principal Supervisor Progress Report to RGSO before end of term.

Completion within the Fourth Semester
- Apply for graduation (application deadline is normally mid-November);
- Submit Defense Set-Up Form to RGSO by December 1st;
- Submit substantive draft of thesis paper to Supervisory Committee by December 1st;
- Supervisory Committee Meeting Progress Report to RGSO before end of term.

Completion within the Fifth Semester
- Submit Thesis Paper to RGSO (no later than 3 weeks prior to oral defense date)
- Thesis Exhibition and Defense (within window of last week March - first two weeks April)
- Graduate Supervisory Committee Meeting and Final Report
- Submit approved Thesis with final revisions to RGSO by April 30 for May Convocation.

6. **Residency, Course Requirements and Time limits**

    6.1   Residency Requirements
- a. The residency requirement ensures that graduate students spend a meaningful amount of time in contact with ACAD faculty members and students. Graduate students must register for a minimum of three semesters. The three-semester minimum includes approved off-campus residencies and internships, but does not include leaves of absence.

    6.2   Course Requirements
- a. The following rule applies to the minimum course work requirement: one half of the minimum course work of the applicable program, not including the written thesis or thesis project/exhibition, must be taken at ACAD.
- b. None of the program minimum may be courses taken in order to qualify

for admission.

    c. Graduate students may apply to take one or more elective courses at another accredited institution for credit towards a degree at ACAD under the following conditions:

        i. Such applications shall be made at least two months before the course/courses start and shall be approved by the student's Graduate Supervisory Committee and be sent to the Chief Academic Officer or designate of Graduate Studies for final approval.

        ii. The student shall maintain normal registration at ACAD while taking a course/courses at another institution under these provisions.

6.3   Time Limits for Degree Completion

    a. Full-time Master's students usually complete their program within five semesters. Once students have completed all seminar course requirements, except for the culminating Thesis Project (Paper, Exhibition and Defense), their Master's candidacy may continue for a maximum of an additional full academic year. At the expiration of the one-year period, candidacy status shall lapse. Once candidacy has lapsed, the student may resume work towards a graduate degree at ACAD only if approved by the Graduate Studies Standing Committee and subject to the payment of any additional fees required for reinstatement of candidacy.

7. CORE Training and Human and Animal Subjects Ethics Review

7.1   Graduate student researchers have an ethical obligation to design and conduct research in ways that protect participants from unnecessary and avoidable harm: harm that may be, physical, psychological, economic and/or social. In Canada, a set of guidelines has been created to help researchers consider the ethical dimensions of their research involving human subjects: the Tri- Council Policy Statement 2 (TCPS2). The primary function of these guidelines is the welfare of human subjects.

    a. The TCPS2 is the minimum standard Canadian research institutions use when conducting research involving human subjects. The TCPS2 defines research involving human subjects as an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation where individuals whose data, or responses to research interventions, stimuli or questions, are relevant to a research question.

    b. The TCPS2 is supported by the three federal research agencies: the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC).

    c. All graduate students are encouraged to take the TCPS2 CORE Training during their first semester and must complete it before the Mid-Program Review. http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/

7.2   All research conducted by graduate students involving humans and/or animals must receive clearance from the ACAD Research Ethics Board (REB). Please refer to the REB website and procedure:

https://acad.ca/about-acad/research-and-innovation/research-guidelines-and- policies/research-ethics-board/research

7.3 Research involving human and/or animal subjects shall not violate applicable municipal, provincial or federal laws.

8. Submission and Examination of Master's Thesis

8.1 Overview
   a. The MFA in Craft Media program culminates in a Thesis Project. The Thesis Project is composed of three parts: a Thesis Exhibition, a Thesis Paper and a Thesis Defense. Taken as a whole, the Thesis Project will make a significant, unique contribution to the body of knowledge in a given discipline. The Thesis Examination Committee expects that the successful Thesis Project will also:
      i. Evidence substantial knowledge of the published literature in the Thesis Project's subject area(s);
      ii. Synthesize contextual knowledge of emerging discourse(s) in the student's chosen field;
      iii. Apply appropriate levels of critical engagement with and analysis of the Thesis Project's subject area(s);
      iv. Use appropriate and ethical research methods;
      v. Exhibit competency to undertake independent research and present the findings with clarity; and
      vi. Be suitable for professional publication and/or dissemination.

8.2 Thesis Exhibition
   a. The Thesis Exhibition is the core component of the Thesis Project. The Thesis Exhibition represents five semesters of investigation and as such will be composed of a body of original studio work relevant to the student's chosen field of study. The presentation of the Thesis Exhibition should be well-considered and align to the student's research as defined in the Thesis Paper.
      i. Timing: Normally, the Thesis exhibition will occur within a three-week period, from the end of March to the middle of April, and must be available for viewing by the Thesis Examination Committee before the day of the Thesis Defense.
      ii. Complete documentation of the Thesis Exhibition is the responsibility of the student and must be included in the Thesis Paper submitted to the Research and Graduate Studies Office for accession to the Luke Lindoe Library (see below).

8.3 Thesis Paper
   a. The Thesis Paper supports and aligns with the body of work presented in the Thesis Exhibition, and demonstrates sustained critical inquiry and advanced knowledge in the field. The successful Thesis Paper will also engage with historical and emerging discourse(s) and provide relevant contextual information for the student's chosen subject area(s). Taken as a whole, the Thesis Paper must be a sound piece of scholarship that meets or exceeds academic standards for an MFA Thesis.
   b. The Thesis Examination Committee will also ensure that the Thesis Paper:

i. Is a unique contribution to knowledge in the field;
ii. Addresses relevant literature in a substantial way;
iii. Evidences significant knowledge and advanced comprehension of the student's chosen subject area(s);
iv. Uses methods that ensure conclusions are valid and supported;
   - Acknowledges contributing scholars;
   - Comprises in the range of 8,000 - 10,000 words;
   - Abides by regulations set out in the MLA Style Guide (most recent edition); and
   - Is free from major errors and ready for publication and professional dissemination.
v. Scope of Content
   - Notwithstanding the above criteria, students have considerable scope with regard to the content and genre of the Thesis Paper. It is understood that practice-led research in craft media and visual arts presents a unique opportunity to develop and evaluate discursive methodologies, including creative visual methods, and appropriate 'artistic' strategies of evaluation and dissemination. The aim is to support research processes for experiential learning by reflective practitioners with a wide range of paradigms of inquiry through an expansion of writing genres. In addition to art historical, theoretical and critical analysis as genres of writing, students may consider a wide range of possibilities. Whatever paradigm is selected, it is essential that the student and Supervisory Committee be in agreement.
vi. Substantive Draft
   - A substantive draft (complete, penultimate draft) of the Thesis Paper should be submitted to the student's Graduate Supervisory Committee before the end of Graduate Studio IV (December 1st) to allow sufficient time for feedback and revision, and the Final Draft submitted no later than three weeks prior to the established Thesis Defense date. Following the Thesis Defense, revisions may be required. Once completed, the approved Thesis Paper including documentation of the Thesis Exhibition will be submitted to the Luke Lindoe Library. As with all other components of the Thesis Project, the Thesis Paper remains the intellectual property of the student. Additional information regarding the drafts and final approved version of the Thesis Paper follows. For details regarding the sequence and timing for submission of the Thesis Paper, see the Program Progression Chart (above, p. 20).
vii. Final Draft
   - The student will submit an electronic copy as a Microsoft Word document of the Final Draft of the Thesis Paper to the Research and Graduate Studies Office in advance of the Thesis Defense. It is recommended that this occur by the middle of the fifth semester and no later than three weeks prior to the Thesis Defense date stipulated on the Notice of Examination. The RGSO will distribute the Final Draft of the Thesis Paper to all members of the Thesis Examination

Committee a minimum of three weeks before the Defense date.
- c. Failure to submit the Final Draft of the Thesis Paper by the established deadline may result in the requirement that the student register for the next semester.

8.4 Thesis Defense
- a. The Thesis Defense is a public event. It is the student's opportunity to explain publicly the Thesis Paper and Exhibition and respond to questions about them from the Thesis Examination Committee. It is the culminating moment of the MFA Program. When the student is ready for the Thesis Defense, they must formally inform their Supervisor by completing a Defense Set-up Request form (see Appendix). This form needs to be submitted to the RGSO by December 1st of the fourth semester. Each student and Principal Supervisor will work together to propose the composition of the Thesis Examination Committee.

8.5 Thesis Examination Committee
- a. The Defense Set-up Request form recommends the composition of the Thesis Examination Committee and the tentative schedule of the Thesis Defense. The Supervisor completes the form and submits it to the RGSO for approval, finalizing all the committee members with the exception of the Neutral Chair:
  - i. A Neutral Chair (appointed by the Chief Academic Officer or designate);
  - ii. The Principal Supervisor;
  - iii. All other members of the Graduate Supervisory Committee;
  - iv. One faculty member external to AUArts (External Examiner).
- b. The Thesis Examination Committee will evaluate the Thesis Paper, the Thesis Exhibition and participate in the Thesis Defense.

8.6 Thesis Defense Process
- a. Timing
  - i. The Thesis Defense will occur concurrently with the student's Thesis Exhibition. At the scheduled date and time, the Thesis Examination Committee and student will convene in the scheduled exam location.
- b. Agenda
  - i. The Thesis Defense will begin with the student giving a 15-20 minute oral presentation of the Thesis Project. Following the presentation, members of the committee will each have the opportunity to ask questions related to the Thesis Exhibition and the Thesis Paper. Normally this will entail two rounds of questions. When the Neutral Chair determines that no further questions are forthcoming, the student and audience will be asked to leave the room.
- c. Decision
  - i. The Committee will then make a determination as to whether the student's examination receives 'Clear Pass,' 'Pass with Minor Revisions' (to thesis paper or oral), 'Pass with Major Revisions' (to thesis paper or oral), or 'Fail' indicating that one or more of the three components of the thesis defense were found unacceptable.
  - ii. The voting is based on consensus or, in the case of disagreement,

a simple majority; the majority must include the vote of the External Examiner for an affirmative vote to be valid. Upon reaching a decision, the Thesis Examination Committee will invite the student back into the room to inform them of the decision. The entire Thesis Defense is expected to take between one and two hours.

    iii. The student's Supervisor, as Instructor of Record, will submit the awarded outcome to the Research and Graduate Studies Office.

    iv. If the student passes the Thesis Defense with revisions, these must be completed before the student is considered to have fulfilled program requirements (see Revisions to Thesis).

  d. Revisions to Thesis

    i. The Thesis Examination Committee may require revisions to the final draft of the Thesis Paper. When revisions are required, members of the Thesis Examination Committee will provide the student with a detailed, written account of the specific changes requested by completing the Examiner's Report (which will be provided to the examiners by the RGSO after the exam date has been set). The student will be expected to address the Committee's requested changes.

    ii. Minor revisions/concerns to the Oral Examination are addressed as for the Thesis Paper, in this case in the form of a written response. Major revisions/concerns regarding the Oral Examination may result in rescheduling the Oral Examination. Revisions to the Thesis Exhibition are not an option.

    iii. Once completed, the revisions must be approved by the student's Supervisor. Once final revisions have been made, the Supervisor will approve by providing the last signature on the Thesis Approval Form, which must be submitted to the RGSO together with the final revised thesis. Sign-off of revisions must normally take place by April 30th for participation in May convocation.

 8.7   Submission of Approved Thesis Paper to the Library

  a. Complete documentation of the Thesis Exhibition including an appendix containing a detailed Exhibition Inventory should be added to the Approved Thesis Paper before it is submitted for accession to the Luke Lindoe Library. (Cf. Guidelines for Submitting Your Approved Final Thesis in Appendix.)

  b. Thus completed, two copies of the Approved Thesis Paper must be submitted to the RGSO for accession to the Library within six-weeks of the Thesis Defense and no later than April 30 for May convocation, as follows:

    i. One unbound or bound hard copy to be submitted to the RGSO for submission to the ACAD Library.

    ii. One high-quality, electronic PDF version of the approved Thesis submitted via USB flash drive, or other suitable data storage device, including all appendices and accompanying materials.

    iii. Electronic documentation of the Thesis Exhibition. (See Requirements for Thesis Exhibition documentation in the Thesis Guidelines.)

    iv. All completed and signed required forms and, as appropriate,

optional forms (see Thesis Guidelines).

9. **Graduation**

   9.1 Application for Graduation
   - a. Candidates for graduation must submit an Application for Graduation form regardless of whether or not they plan to attend the convocation ceremony. Refer to URL

   9.2 Graduation Fees
   - a. A graduation fee will be assessed with your tuition in the graduating semester.

   9.3 Degree Requirements Audit
   - a. As part of the Defense Examination Set-Up (see Thesis Guidelines), the Coordinator of the RGSO will perform a program check to ensure all requirements have been met.

   9.4 Awarding of the Degree
   - a. Awarding of the degree is recommended by GSSC and approved by Academic Council.

   9.5 Transcripts
   - a. Certified official transcripts of the student's graduate academic record may be obtained from the Office of the Registrar. Valid copies are signed by the registrar and include the institutional seal.

10. **Graduate Student Appeals**

    Graduate students are encouraged to seek informal resolution of problems through discussions with their Principal Supervisor, the Associate Dean Research, Internationalization and Graduate Studies or designate and/or the appropriate School Chair.

    10.1 Progress Evaluations (Mid-Program Review)
    - a. An unsatisfactory Progress Evaluation by a graduate student's Graduate Supervisory Committee will be reviewed by the Graduate Program Committee. The student has a right to appear before the Graduate Program Committee when the case is considered.
    - b. Any decision of the Graduate Program Committee under the provisions of the Graduate Academic Standing/Progression Procedure (Section 6.0 of these Graduate Studies General Procedures) may be appealed to the Graduate Studies Standing Committee (GSSC) through the Chief Academic Officer or designate, Research and Graduate Studies. The student has the right to appear before the GSSC when the case is heard. The decision of that committee shall be final.

11. **Vacation**

    11.1 Graduate students are entitled to a total of two weeks of annual vacation, not including statutory holidays or days designated by the institution as closed.
    - a. Graduate students shall take their vacation leave outside of scheduled classes.

b. Vacation leave time shall not be carried forward from year to year and shall not accrue during periods of leaves of absence.

11.2 Vacation Time and Scholarships
   a. For graduate students holding twelve month scholarships, the two weeks of vacation do not interrupt the payment of the scholarship.

11.3 Vacation Time and Employment
   a. Graduate students employed by the institution or by a member of the academic staff at the institution receive payment in lieu of vacation as detailed in the employment contract without pay.

E.   REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)

APPENDICES

1. Graduate Studies Committee Structure

2. Graduate Faculty: Roles and Responsibilities and Criteria for Membership Charts

3. Thesis Guidelines and Forms
   - Defence Set-Up Process and Instructions
   - Defence Set-up Request Form
   - Examiner's Report on Thesis
   - Thesis Approval Form
   - MFA Thesis Oral Examination Form

4. Guidelines for Submitting Your Thesis to the Library and Forms
   - Required Forms
     - Completion of Thesis Submission to Library memo
     - Non-Exclusive Distribution License
     - Copy of Thesis Approval Form as p. ii of Thesis (Original stays in RGSO)
     - Supervisor Revision Memo
   - Other Forms, as appropriate
     - Request to Restrict Circulation of Thesis
     - Ethics Approval Form
     - Confirmation of Changes to Thesis Formatting Requirements

5. Neutral Chair Instructions and Script

GRADUATE STUDIES COMMITTEESTRUCTURE – TERMS OF REFERENCE

Unless otherwise indicated, quorum for all committees is 50% plus one.

	Constitution	Membership	Duties and Responsibilities
UNIVERSITY-LEVEL COMMITTEES			

Graduate Studies Standing Committee	A Standing Committee of Academic Council to oversee the provision of Graduate Studies at ACAD.	• Vice President Research + Academic Affairs (ex-officio member)
		 • Chief Academic Officer or designate of Research & Graduate Studies (Chair)
		 • Chair or Designate, School of Communication Design
		 • Chair or Designate, School of Craft + Emerging Media (Vice-Chair)
		 • Chair or Designate, School of Critical + Creative Studies
		 • Chair or Designate, School of Visual Arts (as Chair of CSC)
		 • Student Affairs Representative (AVP Student Affairs)
		 • Chief Academic Officer or designate, Learning Services or Designate
		 • Faculty Representative, SCD
		 • Faculty Representative, SCCS
		 • Faculty Representative, SCEM
		 • Faculty Representative, SVA
		 • Graduate Student Representative
		 • IKG Representative (Resource)
		 • Educational Art Technician (Resource)
		 • Academic Admin Coord. Grad Studies (Resource)
			• Oversees the operation of graduate programming at ACAD.
			 • Recommends graduate program policies and procedures to Academic Council.
			 • Oversees development and recommend new graduate programs to Academic Council for approval.
			 • Oversees the quality assurance of graduate programming, including cyclical program reviews and annual reporting to CAQC.
			 • Maintains Graduate Studies Quality Action Plans:
			     o receives annual reports from graduate program areas;
			     o reviews and approves Graduate Program Cyclical Review Reports.
			 • Monitors and coordinates with appropriate ACAD departments regarding recruitment, graduate alumni, external relations and collaboration.
			 • Monitors professional development of Graduate Faculty
			 • Monitors Graduate Teaching Assistantships.

PROGRAM-LEVEL COMMITTEES

| MFA in Craft Media Program Committee | Comprising program faculty with active roles in a given year, e.g., instructors and supervisors. | • Chief Academic Officer or designate
• 4-5 Instructors
• 7-10 Supervisors
• Graduate Student Representative | • Reviews and ranks applications to the MFA in Craft Media, based on posted admissions criteria;
• Recommends awarding of entrance scholarships, based on established criteria;
• Reviews and approves grades and progression reports of each Graduate Supervisory Committee;
• Reports appeal and progression outcomes to the Graduate Studies Standing Committee;
• Receives and approves each student's Mid-Program Review, normally by the end of the student's second semester;
• Reviews and recommends revisions to Graduate Studies procedures. |

STUDENT-LEVEL COMMITTEES

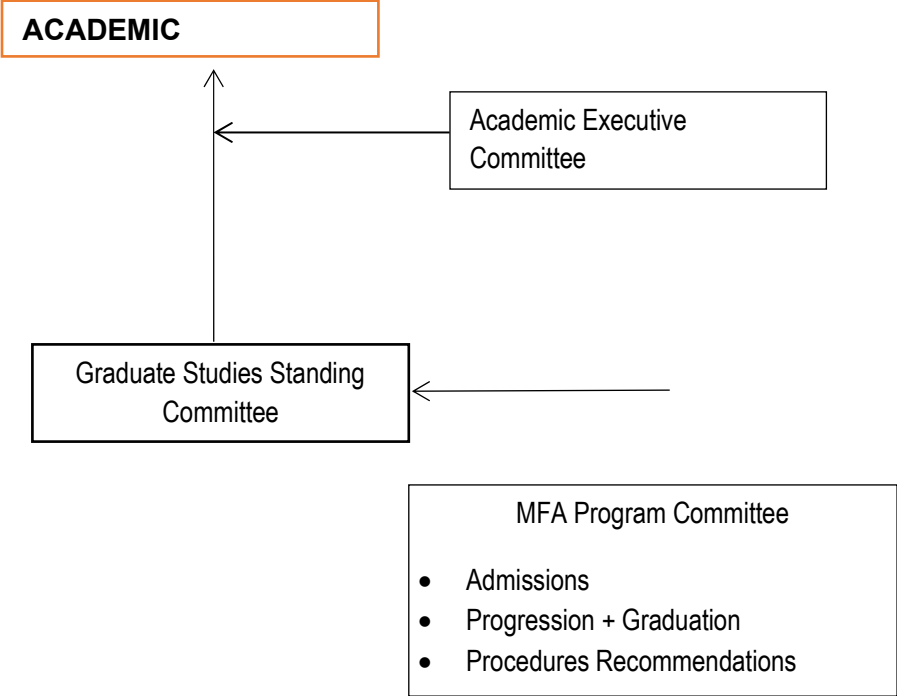| Graduate Supervisory Committee

(one for each student) | With input from the student and as advised by the Principal Supervisor and approved by the MFA Program Committee | • Student's Principal Supervisor (chair)
• Two-three additional faculty members, one of whom should not be a member of the program | • Meets with the student at least once per term.
• Advises the student regarding the student's plans for achieving the objectives of the IPSR.
• Reviews and formally files reports at end of each term on student progress.
• Conducts the Mid-Program Review (normally at end of second semester).
• Reads and comments on early drafts of the Thesis Paper and participates in semester critiques.
• Advises student regarding potential external examiner and location of Thesis Exhibition.
• Forms core of Thesis Examination Committee |

| Thesis Examination Committee | Comprised as recommended by Supervisory Committee and approved by MFA Program Committee | • Neutral Chair (appointed by Chief Academic Officer or designate of Research + Grad Studies)
• Graduate Supervisory Committee members
• External examiner | • The Neutral Chair will be responsible for conducting the Thesis Examination according to the Thesis Guidelines.
• Committee members will evaluate the candidate's oral presentation, exhibition of creative work and written paper, as per the Thesis Guidelines. |

GRADUATE STUDIES COMMITTEE STRUCTURE

ACADEMIC

Academic Executive Committee

Graduate Studies Standing Committee

MFA Program Committee

- Admissions
- Progression + Graduation
- Procedures Recommendations

Graduate Faculty – Roles and Responsibilities

		Full Member	Associate Member			Senior Scholar Graduate Faculty Appointee
			First Year Permanent	LTA	Sessional	
Supervisory Committee	Interim Supervisor (Chair of Committee)	X				
	Principal Supervisor (Chair of Committee)	X				(X)*
	Co-Supervisor (if applicable)	X				(X)*
	Member of Supervisory Committee - REQUIRED: One whose primary expertise falls within the program area - REQUIRED: One whose expertise and home program falls outside the program area but is internal to the institution (external only in exceptional circumstances)	X	X	X		X
Thesis Examination	Neutral Chair	X				X
Teaching	Graduate Courses (600 level)	X	X	X	X	X
	Undergraduate Courses with Graduate requirements (500 level)	X	X	X	X	X
	Undergraduate Courses audited by Graduate Students	Instructors are not required to be members of the Graduate Faculty				

* only under exceptional circumstances

Criteria for Membership in the Graduate Faculty

		Full Member	Associate Member		Senior Scholar Graduate Faculty Appointee
			First Year Permanent	Sessional	
	Nomination by an ACAD Graduate Program	X	X	X	X
	Terminal degree in their field (such as Ph.D, MFA) or equivalent qualification appropriate to the discipline	X	X	X	X
Status	One year or more as Permanent Faculty	X			
	Permanent Faculty (First Year)		X		
	Sessional Instructor contract			X	
	Adjunct Faculty contract				X
Publication	A track record of peer-reviewed scholarly, professional and/or creative productivity appropriate to the discipline	X			
	Same as above, but to an exceptional level				X
Research	An established program of research, performance, creative or design practice and at least one externally refereed article or book, or peer reviewed/ curated exhibition of artistic work in the past five years.	X			
	An appropriate scholarly, professional and/or design or creative record commensurate with program activities and responsibilities.		X	X	

	An exceptional program of research, performance, creative or design practice and successful participation in graduate education.				X
Professional Development	Participation in Graduate Faculty Development initiatives as described in preamble	X	X	X	

APPENDIX 3

Reference:

Text