

 <b>BRANDON UNIVERSITY</b>	<b>Advising Graduate Students</b>	<b>Approved by:</b> Education Faculty Council Senate (March 19/24)
<b>Faculty of Education Administrative Policy</b>	<b>First Approved:</b>	<b>Updated:</b> September 2018

**1.0 Policy General Purpose**

The purpose of the policy is to establish a procedure for advising students so that they receive advice on a timely manner from the most qualified person.

**2.0 Policy Guidelines**

***General Procedure:***

Students making inquiries about their Master of Education program shall be directed to the Chair of the Graduate Studies program, or Office Assistant to the Chair, depending on the nature of the inquiry.

The Chair of Graduate Studies or Office Assistant will review the course schedule for the student’s cohort and their respective Master of Education program.

A copy of the student’s Master of Education program sheet is forwarded via email following their acceptance to the program, with a copy placed in the student’s file in the Graduate Studies office.

The student is asked to retain their copy of the student program sheet for their personal reference, to know what to register for and when in their program.

***Additional Regulations:***

Selection of thesis supervisors can be done through the student’s choice of the advisor’s recommendations.

Students not yet accepted into the Master of Education program can take up to 9 credit hours of course work as a NIL student, to count towards the M.Ed. program. This would be allowed only if there were space permitting in said course. These credits would then transfer into the Master of Education program following admission.

**3.0 Scope of the Policy**

Applies to all students in the Graduate Studies Program.

**4.0 Definitions**

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

GEC      Graduate Education Committee

**5.0 Reference to Other Policies**

None

**6.0 Approval Process**

Graduate Studies Program

Faculty of Education

**7.0 Appendices**

N/A

---

**Procedures**

Inquiries may be directed to the Office of the Dean of Education at [deanofed@brandonu.ca](mailto:deanofed@brandonu.ca) or (204) 727-9616.

---