

 BRANDON UNIVERSITY	Advising Graduate Students	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved:	Updated: 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 or (204) 727-9616.
