![School of Indigenous and Canadian Studies - Carleton University]

MA Program Guidelines

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1. INTRODUCTION

These guidelines are intended to help you see what lies ahead in your MA program and plan your progress through the degree. For general information about the school, its activities and the student experience, consult the *SICS Graduate Student Handbook*, found under "Resources" on the school website.

These guidelines are an unofficial overview of the MA program in SICS. The official word on graduate program policies comes from the Faculty of Graduate and Postgraduate Affairs (FGPA). In addition to reading these guidelines, you should consult FGPA's *Current Grad Students* web page at http://Current Grad Students.carleton.ca/. It has sections on "Forms and Policies," "Awards and Funding," and "Thesis Requirements" as well as a link to the graduate calendar, where you can find a list of courses offered by the school and other academic units. Follow the link to "The Academic Year" to find important dates and deadlines.

Throughout these guidelines you will be referred to the FGPA *Current Grad Students* web page for more information and the final word on official policies. There is also material there that is not mentioned in these guidelines, so be sure to familiarize yourself with the entire site. If after doing that you still require advice on what to do, ask the school's program administrator or graduate supervisor for help.

Also keep an eye out for FGPA's bi-monthly newsletter, "The Graduate @ Carleton," which contains announcements and alerts that may directly affect you.

2. ADMISSION

To be admitted into the MA program you need an Honours B.A. with at least an A-average in your last ten full credits (exceptions to these two basic criteria are allowed occasionally when there are equivalent qualifications or extenuating circumstances). It helps tremendously to have a solid undergraduate education in the humanities and/or social sciences. You will be taking graduate seminars in which class discussion and written assignments feature prominently, so evidence of skills in research, critical analysis, and oral and written communication strengthen your application. If you want to take on a larger research project such as a major research paper or a thesis, it helps too to identify faculty who are qualified to supervise work in your area of interest.

The deadline to apply and be guaranteed consideration for funding for the next academic year is February 1st.

Often there are conditions placed on your offer of admission. A common condition, for instance, is completion of a prerequisite degree that was still in progress when you applied to SICS. The "New Grad Students" tab on the FGPA *Current Grad Students* web

page has a section on "Terms and Conditions." Consult it to find out how to address any conditions on your admission prior to registration.

3. FACULTY ADVISOR

Upon admission you will be assigned a faculty advisor to assist you with planning your program of study. The school's program administrator is available to assist you with administrative issues. The faculty advisor is there for you to consult on academic matters. In assigning faculty advisors, the graduate supervisor tries to match research interests, but this is not always possible because it is important to spread the advisory workload evenly amongst the faculty. Should you choose to switch to the MRP or thesis option, the faculty advisor will be succeeded by a supervisor knowledgeable about the field in which you are working. The student-supervisor relationship is critical to the successful completion of your degree. See the "Thesis Requirements" section of the FGPA *Current Grad Students* web page and consult "Graduate Supervision – Responsibilities & Expectations Policy."

4. REGISTRATION

After you have been admitted into the program, the first big step is registration, which requires you to pay tuition and other fees and choose your courses. It is conducted through Carleton Central, the university's online administrative portal. (Carleton Central will be an essential administrative tool for your program, so you should familiarize yourself with its features as soon as possible.) Registration generally opens in early summer and closes in early September. Go to the FPGA *Current Grad Students* web page and click on the New Grad Students tab on the left side of the page for the opening and closing dates for the upcoming academic year.

All incoming MA students take the MA core course, CDNS 5001 (0.5 credits), in the fall of their first year. You will receive information from the program administrator about what other courses are being offered in the fall and winter terms. Since your MA is in an interdisciplinary program, you are encouraged to take at least a half credit in another academic unit in Carleton. You may also take a half course from the University of Ottawa. It is generally a good idea to take courses in the school in the first term of your program, then look outside the school in subsequent terms. Often there is limited space in graduate seminars, so you may also need to contact the department offering it and/or the instructor in order to get permission to register. If you wish to take more than 0.5 credits outside the school or a 4000 level course, get approval from the graduate supervisor first to be sure the course will count towards your degree. Provide them with the course designation, title and description and a brief explanation of how it contributes to your studies. Approval is decided on the basis of whether taking the course makes sense in relation to the rest of your program of study.

5.   PROGRAM OF STUDY

You are initially admitted into the coursework MA (Standard MA - Coursework option). Full-time students usually take two 0.5 credit courses per term for the fall and winter terms for two years. If you switch to a research paper, the course load drops to 3.0; to a thesis, to 2.0. The number of allowed credits in practicum or directed studies courses diminishes with each of these options as well.

In order to change to a research paper or thesis option, you must apply to the school's graduate committee. Begin the process by thinking about a topic that would be appropriate for such a paper. It should emphasize Canadian subject matter and be amenable to interdisciplinary analysis. It should be something you are equipped to investigate and a faculty member is qualified to supervise. Give careful consideration to what types of research and analysis it demands. Set reasonable parameters for the work, ensuring that it can be done with the time and resources available. All of this takes time, so begin to plan your project early in your program. Take courses related to your research interests and consider writing term papers that will advance your knowledge of the field. Identify faculty members who would be appropriate supervisors for your paper, and approach them to discuss the possibility of them supervising your work. Talk to the graduate supervisor to get advice about your plans.

The next step is to write a proposal for your research project, be it an MRP or a thesis. Once you have settled on a supervisor and secured their agreement to supervise, work with them to refine your proposal so that it demonstrates that you know what you are doing and how to go about doing it. There are guidelines on how to write a proposal posted on the school's website under "Resources." The program administrator also has copies of previous proposals that you may consult.

Applications for the MRP and thesis options are considered in the spring of your first year. You apply by filling out the "MRP/Thesis Option Application Form" posted on the school's website under "Resources." The graduate committee assesses your grades, the proposal, and availability of suitable supervision in making its decision. An average of A- in your fall courses is generally the minimum standard for approval of either the MRP or thesis option. Approval to register in the MRP or thesis is given on the understanding that you will be in regular contact with your supervisor and actively engaged in researching and writing your MRP or thesis in each subsequent term of registration.

Here are the specific requirements for the three different types of MA along with some additional comments on the MRP and the thesis and what differentiates them:

i)   COURSEWORK OPTION (STANDARD MA)

4 credits of coursework

➢ CDNS 5001 M.A. Core Seminar: Conceptualizing Canada [0.5 credit]
➢ 1.0 credit chosen from: CDNS 5101, CDNS 5102, CDNS 5201, CDNS 5202, CDNS 5301, CDNS 5302, CDNS 5401, CDNS 5402, CDNS 5501, CDNS 5601
➢ An additional 2.5 credits chosen from the courses listed above, or CDNS 5800, CDNS 5801, CDNS 5900, CDNS 5901, or an approved course listed in the Selection of Courses

Note that in the Coursework option you may take a 1.0 credit Directed Studies (5900 and 5901) and a 1.0 credit Practicum (5800 and 5801).

ii)   RESEARCH PAPER OPTION

3.0 credits of coursework plus a 1.0 credit Research Paper

➢ M.A. Research Paper CDNS 5908 [1.0 credit]
➢ CDNS 5001 M.A. Core Seminar: Conceptualizing Canada [0.5 credit]
➢ 1.0 credit chosen from: CDNS 5101, CDNS 5102, CDNS 5201, CDNS 5202, CDNS 5301, CDNS 5302, CDNS 5401, CDNS 5402, CDNS 5501, CDNS 5601
➢ An additional 1.5 credits chosen from the courses listed above, or CDNS 5801 or CDNS 5901, or an approved course listed in the Selection of Courses

Note that in the Research Paper option you may take a 0.5 credit Directed Studies course (5901) and a 0.5 credit Practicum course (5801).

The research paper is a 1.0 credit research project resulting in a paper of approximately 40 to 50 pages. This option allows you to undertake a scholarly paper more extensive than a normal term paper but less elaborate than a formal thesis. It should demonstrate scholarly command of a subject area and sustained analysis of it. While both the MRP and the thesis must be well-written, rigorously argued, and focused on a central research question, the research paper is necessarily much narrower in scope than a thesis. It may incorporate original research in primary sources, but these need not constitute its core if it features a strong understanding of secondary sources and insightful interpretation.

You must submit your application for the MRP option to the graduate committee before the end of the winter term of your first year in the program. In order to have a fair chance of developing your paper into a form suitable for submission by the end of the winter term of your second year, you should have a complete draft ready to submit to your supervisor by the beginning of the winter term of your second year. The exact timing is to be determined in consultation with your supervisor. The research paper is evaluated by three readers, one of whom is your supervisor. It is assigned a mark that goes on your transcript. Revisions made in response to readers' comments are restricted to matters of form (grammar, typos, spelling, notation, apparatus) rather than interpretation or content.

iii) THESIS OPTION

2.0 credits of coursework plus a 2.0 credit Thesis

- M.A. Thesis CDNS 5909 [2.0 credits]
- CDNS 5001 M.A. Core Seminar: Conceptualizing Canada [0.5 credit]
- 1.0 credit chosen from: CDNS 5101, CDNS 5102, CDNS 5201, CDNS 5202, CDNS 5301, CDNS 5302, CDNS 5401, CDNS 5402, CDNS 5501, CDNS 5601
- An additional 0.5 credits chosen from the courses listed above, or CDNS 5901, or an approved course listed in the Selection of Courses.
  Note that in the Thesis Option you may take only 0.5 credit of a Directed Studies course (5900 or 5901).

A thesis involves substantially more independent research and analysis and a more rigorous and elaborate evaluation process than an MRP. Your work is sent to an outside examiner for assessment, then, if you pass that hurdle, you have to defend it orally before an examining committee at a formal thesis defence. If the thesis is accepted you may be required to make revisions to it before final submission to the graduate faculty.

The deadline for applying for the thesis option is the end of the winter term of your first year. You should plan to have a draft of your thesis ready to submit to your supervisor by early in the winter term of your second year so you will have enough time for the revisions that will be necessary to get it into a form suitable for defence by the end of the winter term.

iv) CHOOSING A SUPERVISOR

As you are developing a topic for your thesis or research essay, you should also begin the process of finding a supervisor. The supervisor can come from any faculty or department in the university, but must be approved for graduate supervision. You will know some of the faculty in the school from your coursework. Check out the research profiles of other faculty in and outside the school for other possibilities. You should also ask the graduate supervisor for advice about an appropriate supervisor. Approach a potential supervisor with a written outline of your project. This will help them decide whether they would be an appropriate supervisor.

Adjunct research professors may supervise, but only in a co-supervisory arrangement with a regular graduate faculty member. A co-supervision may also be advisable if your topic draws heavily upon two different areas in which different faculty members have expertise. Co-supervisions complicate communications and reporting relationships by adding a third party to the mix. It is very important for everyone to communicate regularly and meet at critical junctures to ensure that your supervisors do not have different expectations. You would be wise to discuss co-supervisions with the graduate supervisor before proceeding.

Sometimes supervisory relationships just don't work out. If you feel the need to change supervisors, see your program area co-ordinator or the graduate supervisor right away. Let her/him help you sort out the problem.

6. FUNDING

   i)   Admissions Funding Packages

You may be offered a funding package as part of your offer of admission to the program. Admissions funding packages can include scholarship funding and employment opportunities. Unlike other types of funding, you do not apply independently of your application to the program for an admission funding package or any of its constituent elements. Rather, any applications received by the annual February 1st deadline are automatically considered for an admissions funding offer. The various components of admissions funding packages are described individually below.

   a) Departmental Scholarships

These provide the largest source of scholarship funding for most incoming MA students.

Type 1 – Provided for your first year in the program
Type 2—Provided for your first and second years in the program

   b) Domestic Entrance Scholarships

These are one-time awards made by FGPA upon admission to students with a GPA of 10.5 or higher.

   c) Endowment Awards

Funding assigned by SICS from donations made to the school for graduate student scholarships.

   d) Teaching Assistantships

You may be offered a teaching assistantship as part of your admissions funding offer. These are paid positions in which you are assigned to assist a faculty member in course delivery. Most of these positions are attached to first- and second-year undergraduate courses. A TA position may involve attending lectures, leading discussion groups (usually 20-25 students per group), assisting with in-class exercises, course grading, or other duties. Some involve regular office hours while others require office hours only around the due dates and return dates of assignments.

If you have been offered a TA, before classes begin you will be asked to provide information through Carleton Central on your experience, interests and other background information relevant to your course assignment. You may indicate courses for which you would like to TA. The graduate supervisor tries to accommodate these preferences when assigning TAs to courses. However, be forewarned that many factors (conflicts with your course schedule, enrolment fluctuations, other students with the same preferences, etc.) constrain assignment options, so you may be assigned to a course outside your preferences. These assignments are made as early as possible, but usually rogue variables make it impossible to finalize them until classes have started. Once assigned, you are expected to meet with the instructor to whom you are assigned to discuss your duties as a TA and sign a contract indicated the scope and nature of your workload.

Recipients of TA offers generally receive one Priority Teaching Assistantship (PTA) for each fall and winter term of full-time enrolment during the two years of their program. The university needs PTAs to assist with teaching in the regular academic year and rarely allows them to be transferred to summer courses. All teaching assistantships are 130 hours per term. This employment is regulated by a collective agreement between the university and the Canadian Union of Public Employees (CUPE): http://carleton.ca/hr/wp-content/uploads/CUPE_4600_u1.pdf

Students who are not offered PTAs as part of their admissions package can apply through Carleton Central for a position as an Out of Priority Teaching Assistant (OPTA). When there is no PTA available for a course, the position will be offered to an OPTA. This happens infrequently.

TAs should take advantage of training offered by the university. Training sessions are held every year. Initial compulsory sessions take place early in the fall term. See https://carleton.ca/tasupport/

Teaching assistantships provide important work experience, so please go to the FGPA *Current Grad Students* web page and follow the link to Teaching Assistantships (left side of the page) to acquaint yourself fully with what is involved.

e) Research Assistantships

These are paid positions in which you are hired by a faculty member to assist them with a research project. If a faculty member pledges prior to admission to employ you as a research assistant for a set minimum number of hours, FGPA will top up your admission funding package with funds of its own. An RA position that pays $3,000 or more will be topped up with $1,000 of FGPA funding; a position that pays at least twice that will have $2,000 of FGPA funding added.

RA opportunities may also emerge while you are in the program. Usually a faculty member who has research funding chooses research assistants from graduate students working in their area on the basis of their background, skills and expertise. It does not hurt, however, to ask the graduate supervisor for leads on faculty members who have funding and may need assistance.

Again, check FPGA's *Current Grad Students* web page for more information.

iv.   External Awards

There are a large number of scholarship programs that offer funding support for graduate students. Check out the different types of awards listed under "Awards and Funding" on the FGPA *Current Grad Students* web page. The Social Sciences and Humanities Research Council (SSHRC) Canada Master's Scholarship (CGS) and Ontario Graduate Scholarships (OGS) programs offer the largest number of substantial awards every year. SICS students have a good track record of securing support from SSHRC and OGS. SSHRC scholarships pay more than OGS, but both provide substantial support for your studies. Carleton does not claw back internal scholarship awards if you win one of these external awards.

If you have a high A- average you should consider applying for OGS and SSHRC. If you are not sure of your GPA, please ask the program administrator. You will need to fill out an online application, solicit letters of reference, and submit a well-developed research proposal. The deadline for Master's OGS applications is generally in November; for SSHRC, December. Information, application forms and deadlines can be found through the FGPA *Current Grad Students* web page. Click on Awards and Funding, then External Awards.

Scholarship applications are similar in form to MRP or thesis proposals, to grant applications in general, indeed, to any situation (private or public sector) in which you try to convince a funder to support a project. This is an important part of the skills development offered by your graduate program. For information on how to write a proposal, see "SICS Proposal Writing Guidelines" under the "Resources" section of the school website. The school places a great deal of emphasis on assisting students in applying for these major awards. Your supervisor will give you feedback on your proposal, but you should prepare a draft proposal well in advance of the application deadline and ask other faculty members in your area to read and comment on it as well. In addition, the school offers a workshop on how to apply (date TBA; ask the graduate supervisor). FGPA also provides workshops where students can receive important advice that complements what supervisors and the school provide.

v.   *Internal Awards*

a)   Donor-Funded Awards

Donor awards are scholarships and bursaries that donors have funded through gifts to the university. They are adjudicated on the basis of academic merit, financial need and how well your background and research area match the criteria for the award set by its donor.

There are two types of these awards, Carleton (university-wide) donor-funded awards and SICS donor-funded awards. The application process for university-wide awards takes place in the early fall, for SICS-specific awards in early winter. You are permitted to apply for a limited number of these awards. We will inform you about the awards available, eligibility criteria for each, and the deadline to apply, and ask you to submit an application outlining your interests and how you fit the award criteria. You submit your application for these awards through Carleton Central.

More information about these awards can be found at FGPA's *Current Grad Students* web page under Awards and Funding, Internal Awards.

b)   Travel/Research Bursary

FGPA provides the school with limited funds to support graduate student travel for research or conference presentations. The program administrator will announce deadlines for applications. There is usually one in the fall and one in the spring. You must apply a month in advance of the anticipated expense (not after the fact). If you plan to apply in the spring, please let the program administrator know before the fall adjudication so funds can be reserved in anticipation of your application.

To qualify, you must:

i.   Be registered full-time in the term in which the application is approved and paid
ii.   Access and complete the application form through Carleton Central (Awards and Financial Assistance)
iii.   Provide a letter of support from your supervisor
iv.   In cases of conference travel, submit proof that you attended the conference (as specified on the application form) and repay the bursary in full if the travel does not occur
v.   Submit a report on your travel experience

Funds are limited and only part of the cost of your travel can be reimbursed. FGPA has more information about this bursary on its *Current Grad Students* web page under "Awards and Funding, Internal Awards."

vi.   Funding and Registration

Please note that you must be registered full-time to be eligible to receive payment for scholarships and teaching assistantships. Continuation of funding from year to year is dependent upon satisfactory academic performance. You will not be eligible to receive payments if you:

i.   Withdraw from the program
ii.   Change to part-time status
iii.   Take a leave of absence from the program

In the case of backdated withdrawals, you may have to refund scholarship payments already received.

10. LANGUAGE REQUIREMENT

The School requires you to demonstrate proficiency in a second language, normally French. This is a program requirement, not an admission requirement. It is satisfied by successful completion of one of the following:

i)   a French language examination given by the School. It takes the form of a reading comprehension test in which you read a passage in French and answer questions about it in English. The exams are held in September and January each year.

ii)   FINS 3105 French Reading II, or its equivalent (with a grade of B- or better).

The result becomes part of your academic record but does not count towards the course requirements for your degree.

You may also satisfy the language requirement by demonstrating comparable proficiency in an Indigenous language or another language directly relevant to your research. This requires at least one full credit of language study at the university level. Courses with elders may also be approved.

If you already have knowledge of French or an alternative language at the required proficiency, you may apply in writing to the graduate supervisor to have the language requirement waived. You should apply immediately upon entry into the program.

11. PRACTICUM (CDNS 5800/5801)

A practicum course is a part-time placement in a work environment related to your field of study. The purpose of a practicum is to provide experiential learning that

complements your scholarly engagement and enriches your education. Students may find placements on their own, in consultation with the school's practicum advisor, or by asking faculty and school administrators for leads. Your choice of a practicum workplace should be based on your career interests. Ideally a practicum will involve a project that allows you to work relatively independently while still experiencing, engaging with and learning from the workplace.

You are expected to spend 130 hours a term (the equivalent of an average of ten hours per week) with the host institution. You earn a half credit (0.5) for successful completion of a one-term placement (CDNS 5801) and a full credit (1.0) for completion of a two-term placement (CDNS 5800).

For a practicum to be approved you must secure the cooperation of a workplace supervisor in the host institution and an academic evaluator in the school. Once a placement is agreed to in principle by the student, the workplace supervisor, and the academic evaluator, the practicum contract form should be filled in and signed off by these three parties as well as the graduate supervisor of the school. You also have to fill out two forms that cover off workplace injury insurance. One secures workplace acknowledgement that this insurance is covered by the province for student placements and provides the workplace with instructions on how to report any claims. The second requires you to acknowledge that you are aware of and in agreement with the workplace insurance arrangements. The practicum contract is posted on the school's website under "Resources." Links to the workplace insurance forms are in the practicum guidelines at the same location.

This paperwork can raise unexpected complications, the registration system won't let you register in a practicum course without school approval, and the school needs time to process everything prior to the registration deadline, so aim to have all your ducks in a row well ahead of time. For information more detailed than what is provided here, consult the practicum guidelines that are posted on the school website under "Resources."

There are a number of restrictions on taking practicum courses. They are not open to new students until the winter term. Practicum credit is not granted for paid employment. The practicum workplace may not be your current or former place of employment. You should not be working remotely (i.e. you need to have a work space in the office of the organization that sponsors your practicum). If you are doing a thesis, you are not allowed to take a practicum course. If you are doing an MRP, you are allowed to do only a half-credit practicum.

12. DIRECTED STUDIES (CDNS 5900/5901)

If you wish to study in depth a topic on which there is no regular course available for you to take, it may be possible to arrange a directed studies course with a faculty

member who is knowledgeable in that area. Directed studies instruction is provided over and above their regular teaching duties. Often a directed studies course is set up by your MRP or thesis supervisor to instruct you in a subject area that is essential background to your research topic.

Once you have secured a faculty instructor for your directed studies course, plan with them the workload and assignments for the course. Then fill an application form accompanied by supporting documentation well in advance of the course registration deadline for that term. The application form for directed studies can be found on the school's website under "Resources." The documentation should include the rationale for setting up this special, individualized course, as well as its reading list, assignments, and evaluative criteria. Submit everything to the graduate supervisor and the program administrator.

The registration system will not allow you to sign up for a directed studies course until approval has been given by the school.

13. APPLICATION TO GRADUATE

If you have fulfilled all program requirements by the spring of second year, you will qualify for the June graduation ceremony. You need to apply to graduate through Carleton Central. The deadline for applying varies year by year, but it is generally at the end of March or beginning of April.

14. COMPLETION, SUBMISSION, AND EVALUATION OF THE MRP/THESIS

The MRP and thesis options give you the opportunity for independent research and learning. Here are some do's and don'ts about the research and writing process:

Stay in Touch: In your second year of study you will no longer have the structure of course work to keep you connected regularly with the school. Do not drop out of sight. Create mechanisms to maintain personal and academic interchange. Seek out like-minded colleagues who will be able both to encourage you and critique your work. Consider a research paper/thesis writing support group with fellow students.

Maintain a Schedule: Meet regularly with your supervisor(s). Establish a tentative schedule for the completion of draft chapters. Feel free to request additional meetings as necessary, but recognize that it is unlikely that substantial progress can be made in the absence of written material. Provide drafts well ahead of scheduled meetings.

Write Right: Even the best research is wasted if it is not effectively communicated. Careless organization and sloppy prose are not mere superficial flaws; they are outward symptoms of sloppy thinking. It is a mistake to regard them as unconnected to the quality of your analysis and research. Your examiners will expect clearly written and

logically arranged work. Friends, members of your writing support group, a professional editor, and the writing tutorial service are all resources that you can draw upon to assist you with your writing.

Budget Time for Revisions: One of the most important phases in completing a paper is revision and rewriting. You may have to produce several versions of your work before it is accepted by your supervisor.

Professional Format: In consultation with your supervisor, decide upon a scholarly style guide (e.g. *APA, MLA, or the Chicago Manual of Style*). Make sure you have the latest version. Follow it scrupulously for all the components of your paper's critical apparatus. In addition, there are rules about the format of your final manuscript that are specific to Carleton. See "Thesis Requirements" on the FGPA *Current Grad Students* web page.

Be Aware of Deadlines: Your supervisor must approve the final version of your research paper or thesis before you can submit it for evaluation. This makes it all the more critical to work out with them a schedule for submitting drafts and receiving feedback in the months leading up to the submission deadline. If you miss the submission deadline you will not qualify for graduation in that term and must re-register and pay tuition for the next term. If you wish to graduate at the spring convocation, this usually means submission for evaluation before April 1 (or by August 1, and December 1 respectively for fall or winter graduation).

i)   Submission and Evaluation - MRP

The research paper is evaluated by two readers and the supervisor. The supervisor, in consultation with you, recruits the two readers from graduate faculty in the university. Usually at least one of the readers is a school faculty member. When the supervisor deems the paper ready for evaluation, they submit it to the graduate supervisor and the program administrator along with the names of the two readers. The program administrator sends the final copy of the paper to the readers along with instructions on how to submit their assessments. If a reader requests a hard copy of your paper, you will be asked to provide one for them. Readers usually have two weeks to complete their evaluation.

You will receive written comments (unsigned) from each reader and a final grade. The grade is an average of the grades submitted by the readers and the supervisor. A grade of B- or better is required to pass. You then revise the MRP to make minor corrections identified by the readers: fixing typos, adding a missing reference, correcting errors of fact, rephrasing a word, adding a sentence. You will not be asked to undertake substantial revisions, unless the grade received is below a B-. In this case, you may request in writing the privilege of revising and resubmitting your essay. This is a privilege, which can be granted only once.

Once you have completed the corrections, you submit the corrected version to your supervisor. The supervisor confirms that all required corrections have been made and submits the revised, supervisor-approved copy to the program administrator (copied to the graduate supervisor). The above steps are conducted via email. The program administrator then enters the final grade via the E-Grades system in Carleton Central by the deadline. The entire process, from submission to entry of the final grade, takes about a month.

ii)   Submission and Evaluation - Thesis

The deadline to apply to graduate is also the last day for you to submit your supervisor-approved thesis, in examinable form, to the department for spring graduation. Again, this is usually before April 1 (or August 1 and December 1 respectively for fall or winter graduation). If you miss this deadline you have to register for another term.

Remember too to allow time between the date of your thesis defence and the deadline for the final deposit of theses that term to make any revisions to the thesis arising out of your thesis defence and for your supervisor to review and approve them.

Your submitted thesis is sent to an examiner from outside the school for assessment. If the examiner approves it, an examining board is constituted and you proceed to a formal oral defence of your thesis. The examining board consists of the external examiner and your thesis committee. It decides at the end of the defence if the thesis is acceptable, acceptable with minor revisions, acceptable with major revisions, or unacceptable.

You submit the final post-defence version of the thesis (with required revisions completed) to FGPA via Carleton Central. Your supervisor must sign off on this final version in Carleton Central. If you miss the deadline you will not be eligible to graduate that term.

For detailed instructions on timelines, examination policy, submission of your thesis for defence and the final deposit of your successfully defended thesis, see "Thesis Requirements" on the FGPA *Current Grad Students* web page. There is also a set of guidelines entitled "Thesis Examination Policy" posted on the school website under "Resources."

15. PROGRAM REQUIREMENTS & CHANGES OF STATUS

As a full-time MA student you are expected to complete your degree requirements within two calendar years of the start of your first term in the program. You are responsible for ensuring that you are progressing through your program satisfactorily and that you are fulfilling all its requirements. You may access your academic audit

online through Carleton Central to keep tabs on whether you are meeting program requirements on schedule.

If you are a part-time MA student, you must complete your degree requirements within six calendar years after the initial term of registration. Part-time graduate students normally register in 0.5 credits per term, including audit courses.

If you encounter adverse circumstances (personal or family matters, emotional distress, or illness physical or mental) that prevent you from attending to your academic responsibilities, it is vital that you address the problem promptly. It is better to take a leave of absence or withdraw from the program in good standing (perhaps to return later) than to end up with marks on your transcript that do not reflect your ability and/or jeopardize your academic future.

The form used most often to request a change in your student status is the Academic/Registration Change Form. It is posted on the FGPA grad student website under "Forms and Policies." Use it for:

i.   Withdrawing from a program or course
ii.   Requesting a leave of absence
iii. Late registration
iv.   Requesting Reinstatement
v.   Changing your status (e.g. full time to part time, or vice versa)

If you do not finish your program within the specified number of terms, you have to request an extension. Use the Extension Request Form (posted under "Forms and Policies" on the FGPA *Current Grad Students* web page).

Once you register as a full-time student, you remain a full-time student regardless of how many credits you take unless you fill out a request for a status change. If you have valid reasons for changing status from full time to part time for a term you may apply for permission to do so to the graduate supervisor (informing your MRP or thesis supervisor as well if you have one). Approval will be granted only in exceptional cases (e.g., for medical or other special reasons). You will also have to confirm that you will be on campus infrequently for the term ahead, that you will be using university facilities (i.e., library, laboratories, computer centre, etc.) on a part-time basis, and that you will be receiving supervision (including supervision at a distance) part-time as well. Please consult the FGPA website for more information.

Whether you are part time or full time, after initial registration in a thesis or research paper you must maintain registration in all successive terms (including the term in which your MRP or thesis is examined) until your program requirements are completed. If you remain unregistered in your degree program for three terms (twelve months) you will lose your status as a student in your program. If you are dropped from the program for

this reason, you must apply to be allowed back in. If your application is successful, you will have to pay a reinstatement charge, plus the equivalent of 1.0 credit tuition fees for each term in which you failed to register.

pl/2019-06-13

Appendix A

IMPORTANT MILESTONES FOR MASTERS STUDENTS

NORMAL PROGRESS in Year 1 MA

MA OPTION	OPTION 1	OPTION 2 – RP	OPTION 3 - THESIS
Year 1	Course Work	RP	Thesis
Fall	CDNS 5001 [0.5 credit] + 0.5 credit	CDNS 5001 [0.5 credit] + 0.5 credit Arrange to meet with Grad Supervisor to discuss options.	CDNS 5001 [0.5 credit] + 0.5 credit Arrange to meet with Grad Supervisor to discuss options.
Winter Early April	1.0 credit	1.0 credit **Declare Option:** Fill out and submit Declaration Form	1.0 credit **Declare Option:** Fill out and submit Declaration Form
April/May		Arrange **formal meeting** with supervisor about proposed research. Ethics Review (if required)	Arrange **formal meeting** with supervisor/committee about proposed research. Ethics Review (if required)
June/July/August	Internships/Practicum & Directed Studies	RP research	Thesis research

NORMAL PROGRESS in Year 2 MA

MA OPTION	OPTION 1	OPTION 2 – RP	OPTION 3 - THESIS
Year 2	Course Work	RP	Thesis
Fall	2 x 0.5 credits	CDNS 5908 (1.0 credit) + 0.5 credit Arrange to meet with Grad Supervisor.	CDNS 5909 (2.0 credits) Arrange to meet with Grad Supervisor.
Winter	2 x 0.5 credits	CDNS 5908 (cont'd) + 0.5 credit Submit drafts to supervisor.	CDNS 5909 (cont'd) Submit drafts to supervisor.
March 1		**Final RP Submission**	**Final Thesis Submission**

Note: Students are responsible for knowing and following regulations in the **Graduate Calendar**

Appendix B:

Heritage Conservation MA Program of Study

The following provides heritage conservation students with an outline of possible courses of study for the coursework, research paper and thesis options.

Year one – Fall – all options

Required

- CDNS 5001 Conceptualizing Canada – 0.5 credit
- CDNS 5401 Heritage Conservation 1 – 0.5 credit

Year one – Winter – all options

Required

- CDNS 5402 Heritage Conservation 2 – 0.5 credit

Select one 0.5 credit course from the following

- CDNS 5003 Sustainable Heritage Conservation – 0.5 credit
- CDNS Directed Reading – 0.5 credit
- Course from list of relevant courses in SICS, Architecture, Architectural History, Public History, etc.

Year two – Fall – coursework

Select two courses from the following

- CDNS 4400 Cultural Landscapes and Identity in Canada – 0.5 credit
- CDNS Directed Reading – 0.5 credit
- CDNS Practicum – 0.5 credit
- One 0.5 credit course from list of relevant courses in SICS, Architecture, Architectural History, Public History, etc.

Year two – Winter – coursework

Select two courses from the following

- CDNS 5003 Sustainable Heritage Conservation – 0.5 credit
- CDNS Directed Reading – 0.5 credit
- CDNS Practicum – 0.5 credit
- One 0.5 credit course from list of relevant courses in SICS, Architecture, Architectural History, Public History, etc.

Year two – Fall – with MRE

Required

- CDNS MRE 1 – 0.5 credit

Select one course from the following

- CDNS 4400 Cultural Landscapes and Identity in Canada – 0.5 credit
- CDNS Directed Reading – 0.5 credit
- CDNS Practicum – 0.5 credit
- One 0.5 credit course from list of relevant courses in SICS, Architecture, Architectural History, Public History, etc.

Year two – Winter – with thesis

Required

- CDNS Thesis 1 – 1 credit

Year two – Winter – with MRE

Required

- CDNS MRE 2 – 0.5 credit

Select one course from the following

- CDNS 5003 Sustainable Heritage Conservation – 0.5 credit
- CDNS Directed Reading – 0.5 credit
- CDNS Practicum – 0.5 credit
- One 0.5 credit course from list of relevant courses in SICS, Architecture, Architectural History, Public History, etc.

Year two – Fall – with thesis

Required

- CDNS Thesis 2 – 1 credit