

# Schulich School of Education

## MEd Handbook

Graduate Studies in Education



**NIPISSING**  
UNIVERSITY

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Revised March 2022

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## Overview

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The Master of Education (M.Ed.) program in the Schulich School of Education at Nipissing University has several foci related to curriculum and leadership in a variety of learning organizations. While students may choose their courses from one theme (e.g. leadership, curriculum, imagination and creativity), they may also build and personalize their M.Ed. program by selecting courses from the full range of options offered each term.

During their program, M.Ed. candidates will engage in critical analysis of the research and current literature that speaks to their practices and missions related to a number of different professions, including teaching, public health, nursing, law enforcement, and others. This mix of professionals enriches both the program and enrolled candidates.

There is recognition that the educative process, as a human service activity, involves artistic and intuitive processes in contexts of uncertainty, uniqueness and conflict (Schön, 1983). Within these contexts, candidates have developed their own praxis (Freire, 1970) or professional practice that is informed by, and will inform, theory. Inherent within this understanding of praxis is the realization that program candidates are engaged with others who are creating or refining their own professional practice. Involvement at this level of professional development requires a significant degree of skill in self-directed learning. There is, therefore, an expectation that candidates for the Master of Education degree become self-directed learners who are engaged in developing a deeper understanding of their own professional and/or practices and in developing professional/practical knowledge that will enrich their personal and/or professional contexts.

The M.Ed. Handbook has been prepared to assist potential and registered graduate students and others interested in examining the various aspects of this program. Although every attempt has been made to ensure the accuracy of the information contained herein, the University Calendar should be consulted at [academiccalendar.nipissingu.ca/](http://academiccalendar.nipissingu.ca/). Changes that occur within the Handbook may be made without prior notice and without obligation, unless otherwise specified. The most current version of the M.Ed. Handbook may be found at [nipissingu.ca/MEd/](http://nipissingu.ca/MEd/).

## Admission Requirements, Applications, and Tuition Fees

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Please visit the following websites for the most current information about applications to this program, and about Graduate Program tuition fees.

Admission Applications Link: <https://www.nipissingu.ca/academics/school-graduate-studies/application-process>

Graduate Studies Tuition and Fees: <https://www.nipissingu.ca/departments/student-financial-services/fees-and-payments/graduate>

Our program is designed for **continuous intake** of students throughout the academic year. Students who apply to the program by June 30 and are accepted, can start their program in the fall term of that year. Students who

apply and are accepted to the M.Ed. program after June 30<sup>th</sup> will be able to start their program in January of the new calendar year.

## **Image of the Schulich School of Education M.Ed. Graduate**

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When we plan an academic program, we start by creating an image of the graduate from the program that we envision. This image guides our development and offerings of courses and services. The Nipissing University M.Ed. program is built to lead participants to a critical consideration of educational questions and issues across a range of learning organizations. Students will have many opportunities throughout their M.Ed. program to consider issues and developments in their unique professional context and to explore issues in depth as they engage in assignments and interactions in various courses.

### **Our graduates:**

**Understand the human qualities (i.e., the attitudes, skills, and knowledge) that society values in its members and how these qualities have evolved.**

Our candidates are interested in personal growth and may be connected formally or informally to the values that society holds as important and vital to its growth and development. Understanding the roles that concomitant attitudes, skills, and knowledge play in supporting these values and their involvement in the evolution of society is an integral part of the program.

**Are able to apply critical stances to examine assumptions upon which current educational thinking in various learning organizations is based, and to contribute ideas to ongoing professional dialogue.** Professional practice is grounded in assumptions, many of which are explicit and well understood. Others are more implicit and need to be discovered through critical reflection, critical thinking, and dialogue. Immersed in dialogue, exploration, study, and writing, candidates further develop critical thinking skills and an ability to challenge assumptions that drive perceptions of relationships, curricula, organizations, and structures.

**Understand the unique and shared roles of individuals and social structures in the educational process.**

Understanding the roles that individuals play in the educational opportunities in many learning organizations leads our graduates to value collaboration and collegiality, in the context of shared sets of goals and directions.

**Understand how the perspectives and skills employed within any one major subject discipline or field of study might be integrated to achieve educational ends.**

Disciplinary understanding is imperative in facilitating meaningful integration of disciplines, the creation of strategies appropriate to specific subject disciplines and fields of study, and the development of creative and unique strategies appropriate to integrated disciplines or fields of study. This program is enriched by contributions of candidates from many professional fields.

**Demonstrate engagement in: (a) collaborative, interagency curriculum work; (b) interdisciplinary/integrated/holistic curriculum design; and (c) differentiated teaching/learning teams in their own environments.**

Candidates occupy roles that often extend beyond the borders of their professional institutions, allowing them opportunities for engagement in interagency collaboration.

**Believe that educators in any context must be lifelong learners who profit from an active research posture toward teaching and learning, professional growth, and continuous reflection on professional capacity.**

As lifelong learners, graduates continually and critically investigate their professional knowledge and practice in an ongoing process of growth and development about one's professional practice and the learning that develops from a rigorous research process.

**Acquire a deep sense of personal worth and fulfillment by contributing to society's efforts in education, and the interconnecting of various occupations around the themes and metaphors that give life meaning.**

Making valuable contributions to the growth and development of educational endeavors, within any profession and within society at large, is an essential, meaningful activity for graduates. Such involvement elevates their work to the level of professional vocation and facilitates the development of knowledge, skills, and attitudes that are essential in the pursuit of lifelong learning.

## **Provincial Degree Learning Outcomes (M.Ed. Degree)**

The Ontario Universities Council on Quality Assurance guides and supervises the development of all graduate programs in Ontario. This Council assesses our Graduate Programs in relation to the Quality Assurance Framework, which can be found at [Quality Assurance Framework — Ontario Universities Council on Quality Assurance \(oucqa.ca\)](http://oucqa.ca). This Framework includes learning outcomes that describe expectations of Ontario's Graduate students. In Ontario, M.Ed. graduates are expected to exhibit these general outcomes.

### **Graduate Degree Level Expectations**

This degree is awarded to students who have demonstrated the following:

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#### **Depth and breadth of knowledge**

A systematic understanding of knowledge, including, where appropriate, relevant knowledge outside the field and/or discipline, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice.

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#### **Research and scholarship**

A conceptual understanding and methodological competence that enables:

- a) a working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline;
- b) a critical evaluation of current research and advanced research and scholarship in the discipline or area of professional competence; and
- c) a treatment of complex issues and judgments based on established principles and techniques; and,

on the basis of that competence, has shown at least one of the following:

- a) The development and support of a sustained argument in written form; or
- b) Originality in the application of knowledge.

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#### **Level of application of knowledge**

Competence in the research process by applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue in a new setting.

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#### **Professional capacity/ autonomy**

- a) The qualities and transferable skills necessary for employment requiring:
  - i) The exercise of initiative and of personal responsibility and accountability; and
  - ii) Decision-making in complex situations;
- b) The intellectual independence required for continuing professional development;
- c) The ethical behaviour consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and
- d) The ability to appreciate the broader implications of applying knowledge to particular contexts.

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#### **Level of communication skills**

The ability to communicate ideas, issues, and conclusions clearly.

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#### **Awareness of limits of knowledge**

Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines.



## **Online M.Ed. Program at Nipissing University**

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The Master of Education program at Nipissing University is a fully online program, enriched by enrolment from professionals from all parts of the world. While program instructors may communicate with students through many means, the majority of student interactions in the program will take place in our Blackboard shell. The formal name for this online location is Blackboard Learn.

You will find technical information for Blackboard Learn on the SGS website at <https://www.nipissingu.ca/departments/technology-services/lit/resources/blackboard-learn>. As all courses will require active participation from every student, reliable internet services are essential.

### **SGS BLACKBOARD SITE**

The School of Graduate Studies Information Blackboard site is designed to keep students up to date on announcements, events, funding, and employment opportunities throughout their program of study. Students will automatically be registered in the SGS Information Blackboard Course (GRAD-0001). Please check this site regularly for important updates and news items.

## **Policies and Procedures in the Graduate Program**

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All graduate programs are governed by the School of Graduate Studies (SGS) regulations which are available on our website. Becoming familiar with the SGS regulations, policies and procedures will help students to navigate smoothly through the M.Ed. program. Questions about the SGS regulations, policies and procedures should be addressed through the Graduate Studies Coordinator at [sgs@nipissingu.ca](mailto:sgs@nipissingu.ca).

To graduate with a Master of Education degree students must:

- a. satisfy all of the stated requirements for the degree;
- b. successfully complete the following two core courses with a minimum grade of 70% in each course:
  - i. EDUC 5196 Understanding Education (3 credits);
  - ii. EDUC 5157 Survey of Research Methods (3 credits);
- c. successfully complete elective courses (12 to 21 credits, depending on Thesis/MRP/Course route) with a minimum grade of 70% in each course;
- d. successfully complete all courses in no more than two attempts;
- e. successfully complete one of the following:
  - i. EDUC 5454 Master's Thesis (12 credits);
  - ii. EDUC 5115 Major Research Paper (6 credits);
  - iii. EDUC 5186 Research Project + Seminar (3 credits).
- f. Students pursuing the thesis route must successfully complete four additional 3-credit M.Ed. courses with a minimum grade of 70% in each;
- g. Students pursuing the major research paper (MRP) route must successfully complete six additional 3-credit M.Ed. courses with a minimum grade of 70% in each;
- h. Students pursuing the Research Project and Seminar route must successfully complete seven additional 3-credit M.Ed. courses with a minimum grade of 70% in each.

## **Faculty Advisor**

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Upon acceptance into the M.Ed. program, students will be assigned a Faculty Advisor. The role of the Faculty Advisor includes providing assistance for students in developing their program of study according to the M.Ed. degree requirements, give assistance in choosing the appropriate route to completion (Thesis, MRP, or Research Project/Seminar (sometimes referred to as "the course route")), and to assist in locating a research supervisor should the student decide to complete their program via the MRP or thesis

route. The Faculty Advisor may also assist with the development of the student's topic for a thesis or MRP and may, at the student's choice and as agreed to by the Faculty Advisor, serve as the student's MRP supervisor, thesis supervisor, or as an MRP or thesis committee member.

Faculty Advisors will also require that each student in the M.Ed. program complete a **Progress Report** after completing the second term in the program and every term thereafter until program completion. Students will forward these regular reports to their Faculty Advisor who will review the reports and forward them to the Graduate Studies Coordinator. These reports help to ensure that the expected progress through the program is being realized and helps the Graduate Program Coordinator, Master of Education to plan for course offerings in the program.

## **Faculty Members**

A list of Education Graduate faculty members is available at: [nipissingu.ca/MEd/](http://nipissingu.ca/MEd/).

## **Degree Requirements (updated March 2022)**

Please refer to our website: [nipissingu.ca/MEd/](http://nipissingu.ca/MEd/).

Students must complete 30 credits (the equivalent of ten 3-credit courses) and satisfy all of the stated requirements for the degree. Credit will not be granted for courses with a grade of less than "B" (70%).

## **Mandatory Courses and Degree Completion Routes**

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There are two mandatory 3-credit courses in the M.Ed. program, including:

EDUC 5196 Understanding Education  
EDUC 5157 Survey of Research Methods

However, students may choose from the full range of additional course offerings to complete their program and may choose a Thesis Route, MRP or Research Project and Seminar (Course Route) to finish their program. When students are accepted into the program, they are enrolled automatically in the Research Project and Seminar Route and **must apply to the Thesis Route or MRP if that is their preference**. Students are encouraged to consult with their Faculty Advisor when considering this decision and must record this decision with the School of Graduate Studies and complete the appropriate form for this purpose. Forms are posted on the Graduate Studies website: [nipissingu.ca/sgs/](http://nipissingu.ca/sgs/).

**To plan their full program, students might find the following examples helpful.**

### **Example 1:**

If a student chooses the **Thesis Route**, their program must include:

- EDUC 5196 Understanding Education (3 credits)
- EDUC 5157 Survey of Research Methods (3 credits)\*\*
- Four additional three credit courses chosen from the course offerings (4 courses x 3 credits each = 12 credits)
- EDUC 5454- Thesis (12 credits)

Total = 30 credits

**\*\*Note:** Students wishing to pursue the thesis **must** complete EDUC 5157 Survey of Research Methods then **must submit** the Thesis Application to be able to register in EDUC 5454 Thesis.

**Example 2:**

If a student chooses the **Major Research Paper Route (MRP)** to complete the M.Ed. degree, their program must include:

- EDUC 5196 Understanding Education (3 credits)
- EDUC 5157 Survey of Research Methods (3 credits)
- Six additional three credit courses chosen from the course offerings (6 courses x 3 credits each = 18 credits)
- EDUC 5115 - Major Research Paper (MRP) (6 credits) Total = 30 credits

**Example 3:**

If a student chooses the **Research Project and Seminar Route** to complete the M.Ed. degree, their program must include:

- EDUC 5196 Understanding Education (3 credits)
  - EDUC 5157 Survey of Research Methods (3 credits)
  - Seven additional three credit courses chosen from the course offerings (7 courses x 3 credits each = 21 credits)
  - EDUC 4186 Research Project and Seminar (3 credits)
- \*\* Total = 30 credits

\*\*Note: Students **must** complete a minimum of six courses (18 credits) including EDUC 5157 Survey of Research Methods before they may enroll in EDUC 5186 Research Project and Seminar.

**Thesis Route (equivalent to 12 credits)**

A thesis requires that students engage in a theoretical study of an educational question that has, as its product, the creation of an original piece of knowledge or the unique application of an existing body of knowledge.

**Major Research Paper Route (equivalent to 6 credits)**

Students pursuing the Major Research Paper Route (MRP) must successfully complete six additional three-credit M.Ed. courses and EDUC 5115 Research Paper.

**Research Project and Seminar Route (equivalent to 3 credits)**

EDUC 5186 Research Project and Seminar involves students in a structured approach to original research that they present as a completed paper that is then shared in a seminar context.

**Changing Program Routes**

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M.Ed. students may switch routes by submitting the **Request to Switch Routes** form available on the School of Graduate Studies website: [nipissingu.ca/sgs/](http://nipissingu.ca/sgs/). All M.Ed. students registered in EDUC 5454 Thesis, EDUC 5186 Research Project and Seminar, or EDUC 5115 Major Research Paper may receive a WDR (withdrawal) on their record when they switch routes and are withdrawn from the respective course if the withdrawal occurs after the withdrawal deadline of the term in which they enrolled. Therefore, students should discuss route change plans with their supervisor and avoid timing conflicts.

**Tuition, Fees and Funding**

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There is information on tuition and ancillary fees, and payment deadlines for graduate programs on the Finance Office website. Students are required to pay a term fee plus ancillary fees, in each of the Fall,



Winter, and Spring/Summer terms. We suggest regular review of financial accounts in WebAdvisor as late payments will be subject to a late fee and a financial restriction on accounts will prevent registration in courses. Please direct questions regarding fees and payment deadlines to our Finance Office via e-mail at [finance@nipissingu.ca](mailto:finance@nipissingu.ca) or visit the Finance Office in room F216.

### **FEESTRUCTURE**

Students enrolled in the full-time M.Ed. program pay full-time program fees on a per term basis for a minimum of six terms (2 years). Flex-time students pay full-time program fees for their first six terms (2 years). For terms seven (7) through twelve (12) (years 3 and 4), flex-time students pay student ancillary/student fees each term.

Students who have not completed the program within their specified timeframes may apply for a Degree Extension and, if granted, will be charged the continuation fee per term plus ancillary fees.

For more information visit: [nipissingu.ca/sgs/](http://nipissingu.ca/sgs/).

### **FUNDING**

Students who were previously notified that they would receive a scholarship and have related questions should contact the Financial Aid Office in room F216, via e-mail at [finaid@nipissingu.ca](mailto:finaid@nipissingu.ca) or via phone at 705-474-3461 ext. 4311. You may also contact the SGS office, [sgs@nipissingu.ca](mailto:sgs@nipissingu.ca) or (705) 474-3450 ext. 4292. Graduate students receiving scholarship funding are responsible for paying tuition and ancillary fees by the payment deadline if these fees are not covered by the funding.

### **Master of Education Course List**

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(Please refer to our website for course descriptions [academiccalendar.nipissingu.ca](http://academiccalendar.nipissingu.ca)).

#### Core Courses (all routes):

EDUC 5157 Survey of Research Methods  
and  
EDUC 5196 Understanding Education

#### Research-Based Courses:

EDUC 5454 Thesis  
EDUC 5186 Research Project  
and Seminar (Course Route)  
EDUC 5115 Major Research  
Paper (MRP)

### Elective courses arranged by theme:

ADULT EDUCATION	EDUCATIONAL LEADERSHIP	LANGUAGE & LITERACY	SPECIAL EDUCATION	TEACHING & PEDAGOGY	OTHER COURSES
<ul style="list-style-type: none"> <li>• EDUC 5416 Developing Curriculum for Adult Learning</li> <li>• EDUC 5466 Adults As Learners</li> <li>• EDUC 5476 Mentoring as Supportive Practice</li> </ul>	<ul style="list-style-type: none"> <li>• EDUC 5176 Education Law in Schools</li> <li>• EDUC 5326 Organizational Leadership</li> <li>• EDUC 5336 Educational Leadership</li> <li>• EDUC 5337 Conceptions of Student Risk and Resilience, and Educational Leadership</li> <li>• EDUC 5346 Interpersonal Relations in Administration</li> <li>• EDUC 5356 Supervision of Instruction</li> <li>• EDUC 5366 Safe Schools</li> <li>• EDUC 5376 Ethics, Values &amp; Decision Making in Education &amp; Schooling</li> <li>• EDUC 5526 Leadership in Action Research</li> </ul>	<ul style="list-style-type: none"> <li>• EDUC 5296 New Literacies: Making Multiple Meanings</li> <li>• EDUC 5426 Developmental Reading</li> <li>• EDUC 5436 Early Literary</li> <li>• EDUC 5446 Literature Based Instruction in Language</li> <li>• EDUC 5496 Meanings of Literacy: Theory into Practice</li> <li>• EDUC 5637 Integrated Approaches to Language Curriculum</li> <li>• EDUC 5586 Research Themes in Second Language Education</li> </ul>	<ul style="list-style-type: none"> <li>• EDUC 5456 Issues in Special Education</li> <li>• EDUC 5616 Assessment in Special Education</li> <li>• EDUC 5617 Readings in Special Education</li> <li>• EDUC 5626 Foundations Of Special Education</li> <li>• EDUC 5627 Practicum in Special Education</li> <li>• EDUC 5636 Mental Health in School Populations</li> <li>• EDUC 5656 Models/Methods for Program Development with Gifted Learners</li> <li>• EDUC 5647 The Gifted Learner</li> </ul>	<ul style="list-style-type: none"> <li>• EDUC 5116 Principles of Curriculum &amp; Instruction</li> <li>• EDUC 5126 Theories of Learning</li> <li>• EDUC 5136 Models of Teaching</li> <li>• EDUC 5146 Reflective Practice</li> <li>• EDUC 5236 Curricular Strategies</li> <li>• EDUC 5246 Curricular Issues</li> <li>• EDUC 5256 Evaluation of Curriculum &amp; Instruction</li> <li>• EDUC 5266 Holistic Education</li> <li>• EDUC 5286 Narrative Inquiry in Teaching, Learning &amp; Research</li> <li>• EDUC 5516 Information and Communication Technology in Education</li> <li>• EDUC 5546 Assessment of Learning</li> <li>• EDUC 5736 Teaching and Learning through the Arts</li> <li>• EDUC 5747 Inquiry through the Arts: Methodologies and methods</li> </ul>	<ul style="list-style-type: none"> <li>• EDUC 5156 History of Education in Canada</li> <li>• EDUC 5166 Critical Pedagogy and Approaches to Democratic Education</li> <li>• EDUC 5276 Educational Representations in Popular Culture</li> <li>• EDUC 5417 Alternative Schooling</li> <li>• EDUC 5536 Issues in First Nations Education</li> <li>• EDUC 5646 Creativity and Learning</li> <li>• EDUC 5676 Qualitative Approaches to Educational Research</li> <li>• EDUC 5677 Quantitative Approaches to Educational Research</li> <li>• EDUC 5687 Comparative and International Education</li> <li>• EDUC-5437 Special Topics in Education</li> </ul>

Courses are always subject to availability and offered on a rotational basis. Candidates enrolled in the program should view the proposed course offerings list on the academic calendar at [academiccalendar.nipissingu.ca](http://academiccalendar.nipissingu.ca).

## **Time to Degree Completion**

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### **Full-Time M.Ed. Program**

The full-time M.Ed. program is a two-year program. Students must complete the program in a maximum of six terms, including the Spring/Summer terms. Full-time students in the thesis or MRP routes will normally complete all coursework within the first three terms of admission and will complete their thesis, MRP, or additional courses, in the remaining three consecutive terms, including the spring/summer terms. Full-time students may apply for a maximum of three one-term degree extensions.

### **Flex-Time M.Ed. Program**

The flex-time M.Ed. program is a four-year program. Students must complete the program in a maximum of 12 terms, including the Spring/Summer terms. Flex-time students in the thesis or MRP routes will normally complete all coursework within the first six terms of admission and will complete their thesis, MRP, or additional courses in the remaining six consecutive terms, including the spring/summer terms. Flex-time students may apply for a maximum of three one-term degree extensions.

## **Continuous Enrollment**

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All graduate students are required to maintain continuous enrolment each term. The terms are Fall, Winter and Spring/Summer. M.Ed. students are responsible for registering themselves in their courses.

In addition to these courses, M.Ed. students will automatically be registered in GSCF 0500: Program Continuation each term, unless there are financial restrictions preventing registration.

Every term (Fall, Winter, Spring/Summer), M.Ed. students **MUST** register in one of the following courses:

- A 3-credit M.Ed. course, **or**
- EDUC 5454 Thesis, **or**
- EDUC 5115 Major Research Paper, **or**
- EDUC 5186 Research Project and Seminar, **or**

\* Note: If a student is completing a Thesis or MRP and will take more than one term to complete the Thesis or MRP, the student only needs to register in EDUC 5454 or EDUC 5115 once. The course will remain as “in progress” until the requirements are complete.

For more information visit <https://www.nipissingu.ca/departments/student-financial-services/fees-and-payments/graduate>

**Failure to maintain continuous enrolment means that the student will be withdrawn from the program.**

## **Course Registration**

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Through the “My Nipissing” portal students will register online for their courses as outlined in the M.Ed. degree requirements.

Process to register:

1. Access Nipissing University’s Home Page at [www.nipissingu.ca](http://www.nipissingu.ca) and click on My Nipissing.
2. Enter your username and password and click on “Sign In”.
3. Click on the WebAdvisor tab. Click on “Launch WebAdvisor”.
4. Click on “Students”. Click on “Search & Register for Classes” in order to register for a course.

5. Choose the term (i.e. GR22FW) and a course subject (i.e., Education). Click “Submit”.
6. Click on the box beside the course(s) to register. Click “Submit”.
7. On the following screen (Preferred Selections), select an action for each course you have selected. In the Action box, you have three options: *Register*, *Remove from List*, or *Waitlist*.  
  
If the course is open, select “Register” to enroll in the course. If the course is full and allows a waiting list, select “Waitlist” to be added to the waiting list.  
  
If you neither want to register nor want to go on the waiting list, you can choose “Remove from List” to remove that course selection from your Preferred Sections.
8. You will then receive a message indicating your status in the chosen course(s). Your status should appear as “Registered for this section” to indicate that you have registered successfully in the course. Scroll to the bottom of page and click “OK”.
9. Return to the Student Menu, click on “Search & Register for Classes” and repeat steps 6 through 8.
10. **ALWAYS verify your course selection or withdrawal.** To do this, click on “My Class Schedule” on the Student menu. This should be done after adding or dropping courses. You may want to print it for your records.
11. Be certain that your mailing address is correct. To update it, select “Confirm/Change Mailing Address” on the Student menu.

## **Course Waiting Lists**

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Nipissing University’s policy on course waiting lists is available on our website at:  
[academiccalander.nipissingu.ca](http://academiccalander.nipissingu.ca).

If you are on a waiting list for a course(s), WebAdvisor will contact you via your **Nipissing University e-mail account** if a position in the course(s) becomes available, and you are next on the waitlist. From that point, you will have 72 hours to enroll in the course. If you do not enroll in the course within the specified time, without further notice, WebAdvisor will remove your name from the waitlist and offer the position to the next student on the waitlist.

## **Transfer Credits**

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The Master of Education programs allows a maximum of two 3-credit or one 6-credit (or equivalent) in transfer credit courses from the avenues listed below. Students may not exceed the limit of 6 transfer credits in total.

### **1. Transfer credits with admission:**

Upon admission to the Master of Education program, students may request a maximum of two 3-credit or one 6-credit (or equivalent) in graduate level courses to carry forward as elective in their program of study. Students will be required to provide all applicable transcripts, course description, and syllabi for the courses they want considered for transfer credit. Transfer credits are subject to approval of the Graduate Program Coordinator and Dean, Education and Professional Studies.

### **2. Credits from other graduate programs at Nipissing University:**

Once students are registered in the Master of Education program, they may enroll in a maximum of two 3-credit or one 6-credit hours or equivalent courses through another graduate program at Nipissing University. Students should contact the School of Graduate Studies [sgs@nipissingu.ca](mailto:sgs@nipissingu.ca) if

they want to take course(s) in a different graduate program at Nipissing.

### **3. Credits from the Ontario Visiting Graduate Student (OVGS) Program:**

Students may also request to take two 3-credit courses or one 6-credit course (or equivalent) at an Ontario University through the OVGS program. Students can apply using the OVGS application form. For more information please visit: <https://www.nipissingu.ca/academics/school-graduate-studies/ontario-visiting-graduate-student-program>.

## **Graduate Grading System**

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The standardized grading system for graduate courses at Nipissing University is:

A+	90-100%	B+	76-<80%
A	85-<90%	B	70-<76%
A-	80-<85%	F	<70%

Graduate students must maintain a grade average of B (70% minimum) to pass. Graduate students who receive an F on a course may apply to the Graduate Studies Chair for permission to re-take the course using an application for continuance form at <https://www.nipissingu.ca/academics/school-graduate-studies/forms-procedures/forms>

## **Incomplete Standing**

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Students should consult the [Academic Calendar](#) for the process to request an Incomplete (INC) grade.

## **Appeals**

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Appeals are normally heard regarding possible inequities in the process used in grading. Should a student not be satisfied with an awarded grade, s/he may appeal. For more information on Appeals, please consult the University Policies and Regulations section of the [Academic Calendar](#).

## **Library Services and Facilities**

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We're here to help! Library Info Desk [info@eclibrary.ca](mailto:info@eclibrary.ca)

705-474-3450 ext.4221 or 1-800-655-5154 (choose library)

The library website provides access to resources and services. [Nipissing University / Canadore College Libraries \(eclibrary.ca\)](#)

**These sections of the website may be of interest:**

### **Nipissing Search**

- Searches physical items (print books, films, kits, etc.) in the collection of the Nipissing University and Canadore College library, as well as partner academic libraries across Ontario.
- Also searches digital resources (ebooks, journal articles, streamed video, etc.) available to current Nipissing students, faculty, and staff.
- Requests can be placed for physical materials from partner libraries.
- Sign into your account to save searches, create lists, renew borrowed items, etc.
- Nipissing WebAdvisor credentials may be required to access some online resources.

### **Borrowing**

- Most physical items are loaned for 120 days, with renewals possible.
- If you live beyond commuting distance of North Bay and don't travel to campus, remote borrowing may be possible via Distance Education Library Services [distance@eclibrary.ca](mailto:distance@eclibrary.ca)
- Interlibrary Loan provides access to resources at other Canadian academic libraries.

### **Databases**

- Online collections, including content from newspapers, magazines, academic journals, streamed video, and other digital media.
- Filters available to select databases by Subject or Database Type.
- Nipissing WebAdvisor credentials may be required to access some database content.

### **RefWorks**

- Citation management software for saving, organizing, and sharing references.
- Provides tools for creating in-text citations and bibliographies.

### **How Do I...**

- Online help including videos, online presentations, and links to research resources.



Notes: