



# ST. FRANCIS XAVIER UNIVERSITY

## Master of Education Faculty of Education

# GRADUATE STUDENT HANDBOOK 2020-2021

### Continuing & Distance Education

St. Francis Xavier University  
PO Box 5000  
MacDonald Hall, 2175 Varsity Drive  
Antigonish, Nova Scotia, B2G 2W5

Local: (902) 867-3906  
Toll-Free: 1-877-867-3906  
Fax: (902) 867-5154

Email: [med@stfx.ca](mailto:med@stfx.ca)

## Table of Contents

Welcome .....	3
Introduction from the Chair .....	4
How to Reach Us .....	5
Program Overview .....	6
The Course-based Route.....	6
The Project-based Route.....	7
The Thesis-based Route.....	7
Program Streams.....	8
Summer School Requirement.....	8
Transfer Credit.....	9
Course Exemptions.....	9
Online Learning .....	10
Asynchronous Learning.....	10
Technology Guidelines and Support for Students.....	11
Minimum System Requirements for Participating in Online Courses .....	12
Student Accounts .....	13
Webmail.....	13
Banner Self-Service and mesAMIS.....	13
How to Register for a Course .....	13
Course Fees/Receipts .....	14
Tuition Fees .....	14
Course Drop Fees .....	14
Thesis Fees .....	14
Payment Options/Regulations .....	14
Receipts .....	14
Funding Support.....	15
Conference Travel Support.....	15
Bursary Awards .....	15
Attendance Policy .....	15
Course Withdrawals & Cancellations.....	16
Course Withdrawal.....	16
Course Cancellation.....	16
Closed Courses .....	16

Completion Policies .....	16
Course Completion Policy.....	16
Degree Completion Policy.....	16
Graduation .....	17
X-Ring .....	17
Grades & Transcripts .....	17
Academic Standing.....	17
Grade Appeal Procedure.....	17
Transcripts .....	17
StFX Policy on Plagiarism .....	17
Graduate Course Confidentiality Guidelines .....	17
Program & University Services .....	18
Academic Counselling.....	18
StFX Store/Textbooks .....	18
Curriculum Resource Centre .....	19
Health and Counselling Centre.....	19
International Students .....	19
Library .....	20
Student Identification Cards .....	20
Accessible Learning .....	20
The Student Success Centre .....	20

## Welcome

---

Welcome to the St. Francis Xavier University (StFX) Master of Education Program, delivered by members of the Faculty of Education's Department of Curriculum and Leadership. The StFX Continuing and Distance Education Program Office works closely with the Faculty of Education to administer this program, and deliver high quality Master of Education programming to educators in Nova Scotia and beyond.

This *Graduate Student Handbook* is a “how to” guide to the program, and also contains information on related topics such as program outlines, student email account set-up, transcript requests, and course registration. We hope this handbook will be a useful tool to help you complete your MEd degree.

All administrative program questions should be directed to staff in the Continuing & Distance Education Program Office, while questions about academic matters should be directed to the Chair of the Department of Curriculum and Leadership.

### HOW TO REACH US

Continuing & Distance Education  
Continuing and Distance Education  
St. Francis Xavier University  
#214B, MacDonald Hall, 2175 Varsity Dr.  
PO Box 5000  
Antigonish, NS B2G 2W5  
Local: (902) 867-3906  
Toll-Free: 1-877-867-3906  
Fax: (902) 867-5154  
Email: [med@stfx.ca](mailto:med@stfx.ca)  
<https://www2.mystfx.ca/masters-of-education/>



Figure 1. Xavier Hall, Photo Credit: John Broussard

## Introduction from the Chair

It is my pleasure to welcome you to the Master of Education degree program. We are so pleased you have chosen to pursue your graduate education at StFX. Although starting a new academic program might bring with it some nerves, this is totally expected. I think those of us who are teachers can attest to the fact the first day of classes in September always brings with it some anxious moments. In fact, I think if you weren't nervous, that might be a bad sign. Rest assured, you are all accomplished, capable, well-positioned and ready.

The Master of Education program has various key program goals, chief among them the creation of a professional culture of educational research and inquiry within which you can think deeply about the complex task of educating others. Additionally, we hope to develop the capacity of each of you to act as future leaders in education and as change leaders to improve public education. Finally, we aim to introduce new ways of thinking that will challenge your assumptions and, in so doing, promote on-going critical reflection about what it is we do in education.

Whether you are enrolled in a face-to-face or online course, I think you will find it enriching, stimulating, empowering and transformative. We have an outstanding team of full- and part-time instructors, who will work alongside you as you address issues relevant to your professional practice. Besides this, the staff in the Program Office, as well as our instructional design team, are second to none.

I always remind students that completing a degree is like a journey, with several ups and downs and twists and turns. But always remember, you aren't taking this journey alone. I'm sure some of you have a LinkedIn profile, so to borrow from LinkedIn, you have a network behind you. And this network is broad and probably includes your family, friends, colleagues, fellow MEd students, and all faculty and staff associated with this program. So don't hesitate to draw upon your network, as we are all here to help you on your journey.

As a way of closing, again, welcome to the MEd program. My colleagues and I look forward to working with you as you complete your degree.

David Young, Ph.D.

Professor and Chair, Department of Curriculum and Leadership

202 Xavier Hall

Phone: (902) 867-2215

Email: [dyoung@stfx.ca](mailto:dyoung@stfx.ca)

## How to Reach Us

---

### Continuing & Distance Education (Program Office)

Antigonish ..... (902) 867-3906 / 2372  
 Toll-free ..... 1-877-867-3906

### Department of Curriculum and Leadership

Chair, David Young.....(902) 867-2215

### Academic Offices/Departments

Associate Vice President, Research and Graduate Studies .....(902) 867-2393  
 Dean, Faculty of Education .....(902) 867-4957  
 Admissions Office .....(902) 867-2219  
 Registrar's Office .....(902) 867-2160

### Other Offices

Student Accounts Office (account inquiries and receipts)... .....(902) 867-2123  
 StFX Store (Bookstore) .....(902) 867-2450  
 Conference Services (Residence Office) .....(902) 867-5106  
 Curriculum Resource Centre .....(902) 867-2272  
 Library .....(902) 867-2228  
 Hotel & Conference Services .....(902) 867-2855  
 Student Success Centre.....(902) 867-5221

### Technical Services

#### IT Services

(computer accounts, phone, email, system passwords).....1-888-860-2356  
 .....(902) 867-2356  
 Moodle Support (email).....[cdesupport@stfx.ca](mailto:cdesupport@stfx.ca)  
 Collaborate Technical Support (24/7) .....1-877-382-2293

<p>For information on campus summer housing          call Conference Services          (902) 867-2855 or 1-877-STAY-AT-X (toll free)          (1-877-782-9289)</p>
--



## NOTE

EDUC 593: Capping Experience - Some cohort groups will have an EDUC 593 course as their capping experience. This course can be either an individual or group undertaking that serves to consolidate and synthesize some of the essential foundations of the cohort candidates' experiences throughout their program of study.

## The Project-based Route

(Refer to the *Thesis & Project Guidelines* for further details)

Students following the project-based route are required to complete 36 credits in graduate education courses (18 credits of core courses and 12 credits of elective courses, plus a 6 credit project). It is strongly suggested that EDUC 593 be taken as the final elective course prior to commencing EDUC 590 - project.

Projects tend to focus on a school-based or school board-specific interest that directly involves the candidate. The project is not bound to typical research presentation parameters such as a thesis. It is more flexible in its delivery and end product, but must include—to some degree—a research question, methodology, and an appropriately constructed literature review. For example, a project outcome could be a series of unit plans on a specific issue (for example, Mi'kmaq language and culture retention, math literacy, an action research piece into a School Advisory Council (SAC), Positive Effective Behaviour Supports (PEBS), or a policy issue that relates to a specific institution and group of similar institutions).

The Chair of Curriculum and Leadership's approval is required and an advisor is required to supervise the candidate's sequence of completion steps including the proposal, ethics (if required), research components, and final presentation. In addition to the advisor, a second reader is also required. The timeline for project completion is normally a minimum of between 6 and 12 months after course completion.

If you are considering the project route, complete the [Project/Thesis Declaration Form](#) and provide a copy to the Chair of the Department of Curriculum and Leadership. The Chair will discuss the program goals with you and then, in consultation with the Dean of Education, the Chair will approach the suggested faculty members to serve on your committee. You should not approach faculty members directly to request that they be your supervisors; however, on the Project/Thesis Declaration Form, you may list faculty whom you would like to have as an advisor.

## The Thesis-based Route

(Refer to the *Thesis & Project Guidelines* for further details)

Students following the thesis-based route are required to complete 36 credits in graduate education courses (18 credits of core courses and 6 credits of elective courses, plus a 12 credit thesis). It is strongly suggested that EDUC 593 be taken as the final elective course prior to commencing EDUC 599 - thesis.

A graduate thesis is an in-depth study of a specific issue that affects education. Examples of past thesis titles include: "Parents as Advocates: Helping our Learning Disabled

Students Experience a Positive Education;” “Outcome-based Education in a Grade 7 Classroom: Examining Changes in Instructional Practice;” “School Advisory Councils and the Classroom;” and “Peer Coaching: A Viable Component of a Supportive Supervision Process.” The thesis is larger in scope than a project and usually requires data collection.

If you are considering the thesis route, complete the [Project/Thesis Declaration Form](#) and provide a copy to the Chair of the Department of Curriculum and Leadership. The Chair will discuss the program goals with you and then, in consultation with the Dean of Education, the Chair will approach the suggested faculty members to serve on your committee. You should not approach faculty members directly to request that they be your supervisors; however, on the Project/Thesis Declaration Form, you may list faculty whom you would like to have as an advisor.

Along with a thesis advisor, a committee member, departmental reader and an external examiner (when applicable) will serve on your committee. The timeline for thesis completion is usually a minimum of 12 months after course completion.

If you are taking the Thesis or the Project route, you have the opportunity to complete EDUC 593 (Directed Study) as one of your electives. Electives are to be selected from the graduate courses offered in Education. Substitution or transfer of credit will normally not be considered for core courses. Should you require help with course selection or academic counselling, please contact the Program Office.

## Program Streams

### Educational Administration and Policy

#### First Summer:

534 Introduction to the Foundations of Education  
505 Introduction to Educational Research

561 Leadership and Administrative Theories  
533 Dynamics of Change  
573 Professional Development and Supervision

#### Final Research Course:

506 Quantitative Research Methods in Education  
Or  
507 Qualitative Research Methods in Education  
Or  
508 Critical Research Literacy in Education

### Educational Curriculum and Instruction

#### First Summer:

534 Introduction to the Foundations of Education  
505 Introduction to Educational Research

527 Principles of Learning  
532 Curriculum Theory  
536 Program Development

#### Final Research Course:

506 Quantitative Research Methods in Education  
Or  
507 Qualitative Research Methods in Education  
Or  
508 Critical Research Literacy in Education

**Electives:** See course-based, project, or thesis routes above

## Summer School Requirement

As part of the Master of Education degree requirement, you must attend summer school on the Antigonish campus for a 4-week session during July, immediately following acceptance into the

program. This summer opportunity is an excellent beginning to the MEd program, and many Masters students note that it provides both an orientation to graduate education, and helps in establishing a community of learners among graduate students.

The EDUC 505 and EDUC 534 summer courses offer opportunities for you to meet and to learn from and with educators from other school jurisdictions in the province, country, and from other places around the world. Graduate students find this provides excellent opportunities to share ideas that lead to innovation and creative development in their own professional learning contexts.

## **Transfer Credit**

You may transfer up to six credits from another university, provided that (a) the course is at the graduate level; (b) you have not used the course for credit towards another degree; and (c) the course is deemed acceptable by the Chair of the Department of Curriculum and Leadership. You must provide a course syllabus to the Chair of the Department of Curriculum and Leadership for review, and if the course is deemed acceptable, an official transcript must be forwarded to the Program Office. Normally, you may not transfer in core courses. Normally, courses more than 4 years old will not be approved for transfer credit.

If you wish to take a part-time course at another university in order to fulfill program requirements, you must obtain a *Letter of Permission* form (see your mesAmis student account) and approval from the Program Office before beginning the course. A maximum of six transfer credits is permitted. Normally, transfer credit will not be permitted for core courses. Once the course is completed, you must arrange for an official transcript to be sent to the Continuing & Distance Education Program Office. If applying for graduation, you must ensure transfer credits are received by the Program Office at least one month prior to graduation.

## **Course Exemptions**

If you have taken a course in another degree that you feel is equivalent to a course being offered in the Master of Education program, you may request a course exemption. You will need to forward the course syllabus to the Chair of the Department of Curriculum and Leadership to determine if an exemption will be considered. If the exemption is granted, you may choose another elective to replace the course. Normally, exemptions are not granted for core courses.

## Online Learning

---

Taking courses online provides a flexible and convenient opportunity for you as a student. Our online platforms include [Moodle](#) (asynchronous or any-time, anywhere) and *Blackboard Collaborate* (synchronous or real-time).

Moodle is often used for discussions and document sharing throughout the term, providing you with the flexibility of choosing the time of day or night you wish to access course materials. Collaborate is real-time, meaning you and your peers are present at the same time. Through Collaborate, you will be able to listen and speak with others and through interactive tools, see and share activities. You will either access your Collaborate classroom via a link provided to you by your professor, or via a link in your Moodle course.

To ensure that you are prepared to be an online learner and to help you prepare for a positive and successful online experience, here are a few tips and suggestions:

- You must have access to a computer and the Internet on a regular basis. You will need to check your course frequently to participate in discussions and to access course materials and updates. Also, keep your StFX email inbox active, as it is StFX's method of communicating with you.
- You must be prepared to spend at least 10 hours of study time per week for each course you take. Online courses provide flexibility and convenience; however, they do require time, commitment, and attention.
- Time management skills are important in an online course. Check your course daily for new postings, updates, assignment deadlines, posting dates, etc. In many courses, weekly schedules are provided to help you stay on track.
- Moodle and Collaborate tutorials and help resources are available. Participate in a tutorial before the course begins to ensure that you are prepared for the first class. These tutorials will help your understanding of the transition from the traditional classroom into an online classroom. Help files and links to technical support are available in your course's Moodle site.
- You will be expected to participate and share in discussions by responding to questions posted by the instructor as well as responding to postings by others in your class. This is done in an open, constructive, and friendly manner. Posting your thoughts/comments provides you the opportunity to reflect on your answers before posting them.

### Asynchronous Learning

You may have a class that is advertised as *asynchronous*. Asynchronous learning is a student-centred form of distance learning that is not bounded by time and geography. Throughout the term, students and instructors interact with each other and the weekly topic materials via Moodle and course-based discussion forums, wikis, blogs, videos, etc.—anytime, anywhere. There is no scheduled weekly class time, although your professor may set regular office hours during which he/she will be available via telephone, email, Skype, Collaborate, etc.

## Technology Guidelines and Support for Students

For **email, system passwords help**, contact [IT Services](#)  
(902) 867-2356 or 1-866-860-2356  
[itservices@stfx.ca](mailto:itservices@stfx.ca)

**Moodle:** Email [cdesupport@stfx.ca](mailto:cdesupport@stfx.ca)

Contact CDE Support via email to arrange a Moodle tutorial, if you have questions regarding the Moodle site, or if you require technical support for Moodle.

You can also access helpful resources at [IT Services Knowledge Base](#)



Before your course is scheduled to begin, you will receive an email with instructions on how to access your specific Moodle course. The web address for StFX's Moodle site is <http://moodle.stfx.ca>

### Collaborate Teaching and Learning Support:

Contact [CDE Support](#) to arrange a Collaborate tutorial. Please contact the Collaborate technical support team to help resolve your technical issues.

Before your course is scheduled to begin, you will receive an email, detailing a schedule of Collaborate tutorials. You will access your class hosted via Collaborate from a link in your Moodle course.

The image shows the Blackboard collaborate logo, which is a purple rectangle with the text 'Blackboard collaborate' in white, followed by a right-pointing arrow.

### Collaborate Technical Support

[Blackboard Collaborate Support Phone Numbers](#) (Available 24/7)

[Collaborate Support via Live Chat](#)

[Collaborate Self Service](#)

## Minimum System Requirements for Participating in Online Courses

Windows Specifications	
Operating System:	Windows 7 or later
Processor:	1.8 GHz or faster
Memory:	4 GB of RAM minimum
Hard Drive:	10 GB free space minimum
Browser:	Google Chrome for Collaborate; Either Chrome or latest Firefox for Moodle
Email:	Students must use their StFX email address (provided by IT Services)
Plug-ins:	Flash Player and Adobe Reader; free download of latest versions at: <a href="http://www.adobe.com/downloads">www.adobe.com/downloads</a>
Internet:	High Speed; Cable/DSL recommended
Microphone:	Built in; USB microphone/headset recommended

Mac Specifications	
Operating System:	Macintosh OS X 10.11 or later
Processor:	1.8 GHz or faster
Memory:	4 GB of RAM minimum
Hard Drive:	10 GB free space minimum
Browser:	Google Chrome for Collaborate; Either Chrome or latest Firefox for Moodle
Email:	Students must use their StFX email address (provided by IT Services)
Plug-ins:	Flash Player and Adobe Reader; free download of latest versions at: <a href="http://www.adobe.com/downloads">www.adobe.com/downloads</a>
Internet:	High Speed Cable/DSL recommended
Microphone:	Built in; USB microphone/headset recommended

Chromebook Specifications	
Operating System:	Latest Chrome OS version – restart device to update automatically
Processor:	1.2 GHz or faster
Memory:	4 GB of RAM minimum
Email:	Students must use their StFX email address (provided by IT Services)
Plug-ins:	Chrome extension recommended for Collaborate users: <a href="https://bit.ly/2FRw0mF">https://bit.ly/2FRw0mF</a>
Internet:	High Speed Cable/DSL recommended - requires USB-to-RJ45 hub
Microphone	Built in, USB (Chrome supported), or headset
Webcam	Built or Chrome OS supported webcam

Mobile Specifications	
iOS & Android	Blackboard App (with pencil tile) from App store or Google Play must be installed to use Collaborate Ultra functionality

## Student Accounts

---

### Webmail

Accessing Webmail (Your personal StFX email account)

1. Go to the MyStFX homepage (<http://sites.stfx.ca/welcome/>)
2. Select the Office 365 link and enter your user name (e.g., x2014abc) and your applicable password as outlined on your PIN letter.

Changing your Password:

1. Go to the IT Services homepage (<http://www2.mystfx.ca/itservices/>)
2. Click on *Password Reset* and follow instructions.

Recovering your Password

1. Go to the IT Services homepage (<http://www2.mystfx.ca/itservices/>)
2. Click on *Password Reset* and follow instructions.

All students are required to check their StFX email accounts on a regular basis and keep the inbox open for deliveries by deleting unnecessary emails and changing passwords as required. All information from the Program Office, as well as other university offices, will be sent to your StFX email account only. If you are unable to access your StFX email account, please contact IT Services at [itservices@stfx.ca](mailto:itservices@stfx.ca) or phone (902) 867-2356 or 1-888-860-2356 toll-free.

### Banner Self-Service and mesAMIS

You should become familiar with your personal Services & Links page provided for all students by the Office of the Registrar.

<http://www2.mystfx.ca/registrars-office/banner-self-service-and-mesamis>

### How to Register for a Course

You are required to register online for all courses, except EDUC 505, 534, 543, 590, 593, and 599. To register, you must have your “PIN Letter” which contains your StFX student ID number, and 6-digit numeric password. If you have not received your “PIN Letter,” if you are a new student, or have trouble registering, please contact the Program Office at (902) 867-3906 or toll free at 1-877-867-3906.

Instructions can be found [here](#).

When registering online, print a copy of your “myGrades” report to confirm your registration. If you require assistance, please call (902) 867-3906 or toll free 1-877-867-3906 (StFX Continuing & Distance Education Office). Please have your student ID number at hand when you call.

NOTE: You may not see the tuition charges immediately on your StFX financial details because the Business Office only rolls the accounts over at certain times of the year. If you see the course listing on your Academic Summary Report as “IP” (In Progress), you have registered successfully.

It is your responsibility to know your degree pattern, the course(s) you require, and the pre-requisites for each course. Questions can be addressed to the Program Office.

## Course Fees/Receipts

---

### Tuition Fees

Graduate students enrolled in the Master of Education program pay tuition fees based on the number of courses they register for each semester. Full-time graduate students normally take four courses (12 credits) in each of the Fall and Winter semesters. International students pay a differential fee based on the number of courses in which they register each semester.

Tuition fees for Master of Education students are payable, by the course, before each course begins. International students pay an additional fee. For current tuition fees, please refer to the [Student Accounts Part Time Fee Schedule](#).

### Course Drop Fees

Students dropping an MEd course one week before a course begins must notify the Program Office. A \$100 course drop fee is automatically charged to all Master of Education students dropping an MEd course within two weeks of the course start date.

For further information, please contact the Program Office.

### Thesis Fees

EDUC 599 (Thesis) is a 12-credit course. In order to facilitate payment for this course, the Student Accounts Office advises that the following schedules of payment are acceptable and will not lead to penalty charges: (a) full payment upon registration; or (b) partial payment (equivalent to a 3-credit course) upon registration, with the balance paid in three equal instalments at the beginning of the next three consecutive terms.

Arrangements for an alternative payment schedule may be possible; please contact the Business Office to make these arrangements. Normally, when an alternative payment schedule is followed, penalty and interests charges will apply.

### Payment Options/Regulations

All tuition fee payments are due the day before the course begins. All payment or receipt inquiries are to be addressed to the StFX Business Office at (902) 867-2123. Please refer to Student Accounts for [methods of payment](#).

Please refer to Section 2.1.5 of the StFX Academic Calendar for [Payment Regulations](#).

### Receipts

T2202As for income tax purposes are available on the Banner portal at the end of February each year: (<http://sites.stfx.ca/welcome/>). Receipts for other purposes may be obtained by calling the StFX Student Accounts Office at (902) 867-2123.

## Funding Support

---

### Conference Travel Support

Funding, up to \$1,000, may be available to support graduate students who are presenting their research at educational conferences related to their field of study. Please see your faculty advisor for further details.

### Bursary Awards

A limited number of \$500 study awards will be granted each year to current students in good standing in the Master of Education program. Deadlines for application for each academic year are November 15 and February 15. Application forms can be accessed via the following link: <https://www2.mystfx.ca/masters-of-education/applications-and-forms>

## Attendance Policy

---

Class attendance is mandatory in all Master of Education courses. This policy is intended to help minimize unnecessary absences from class and also ensure that students receive the in-class or online learning experience that will provide them with maximum success in their professional learning journey. Students are required to inform their instructors in advance if unexpected professional teaching duties conflict with class schedules.

1. Attendance at all classes is mandatory, without a sufficient medical excuse or for reasons associated with serious illness or death of a family member. Family matters other than those related to serious illness or deaths are rarely considered a sufficient excuse for missing class. Since class times and dates are posted in advance, you are expected to participate in all classes and not to register for courses that you are unable to attend. Medical notes should be sent to the course instructor, who will forward them to the Program Office.
2. If you miss class without a documented medical note, the instructor is required to record this and issue a warning that further unexcused absences will normally prevent you from receiving credit for the course. See section 3.7 of the *StFX Academic Calendar* (<http://www2.mystfx.ca/registrars-office/academic-calendars>).
3. When weather conditions are considered too hazardous for travel to face-to-face sessions, you will receive an email to your StFX email account from the Program Office or the course instructor. This message will inform students of a course delivery change to the use of Moodle or Collaborate, or of the class's cancellation and rescheduled time. Cancellations are generally made by noon of the class day. If in doubt, please contact your professor directly or call the Program Office for an update at 1-877-867-3906 (students must make a personal decision if weather/road conditions in their area are safe for travel to class).

For further information, please contact the Program Office.

## Course Withdrawals & Cancellations

---

### Course Withdrawal

If you withdraw from a course or the MEd program, you must immediately notify Continuing & Distance Education at (902) 867-3906, toll-free at 1-877-867-3906, or email [med@stfx.ca](mailto:med@stfx.ca). Notification to the instructor does not constitute official withdrawal. Prorated refunds can only be made from the date of the notice of withdrawal. No refund is available after 9 class hours have elapsed. There is a \$100 administration fee charged if you withdraw from a course within two weeks prior to the start date of the course.

### Course Cancellation

The University reserves the right to cancel any courses for which there is insufficient registration. It is important to register before the deadline as the decision to hold or cancel a course is determined by the number of registrations received by the deadline.

### Closed Courses

The University reserves the right to decline an application for a course if the number of registrants has reached the maximum number designated.

## Completion Policies

---

### Course Completion Policy

Course work in any Master of Education course must be completed by the due date set by the instructor. If course work in a Master of Education course is not completed by the due date, you must contact your course professor by that date, in writing, requesting a 30-day extension. A copy of the letter should also be provided to the Chair of the Department of Curriculum and Leadership. If the extension is granted, a grade to date will appear on your transcript. The grade will stand for 30 days following the approval of the extension by which date all assigned work must be completed and submitted to the instructor. If all assigned work is not submitted by such date, the grade submitted by the instructor will be based on the work submitted.

In the event of extenuating circumstances, you are advised to submit a formal letter to the Chair of Curriculum and Leadership, with a copy to the instructor, requesting an extension beyond the initial 30 days as above. The letter must include the date by which the course work will be completed. If approved by the MEd Steering Committee, and the course work is not completed by the stated date, the grade submitted by the instructor will be based on the work submitted. The MEd Steering Committee has the right to reject a request for an extension.

### Degree Completion Policy

See Section 3.2 of the Guide to Graduate Studies (<http://www2.mystfx.ca/graduate-studies/>)

## Graduation

See Section 3.14 of the StFX Academic Calendar (<http://www2.mystfx.ca/registrar-office/academic-calendars>)

## X-Ring

The X-Ring eligibility requirements were developed by the Senior Administrative Committee in consultation with the Alumni Association Executive and the St. Francis Xavier University X-Ring committee. See <https://www.stfx.ca/alumni/everything-x-ring> for additional details.

# Grades & Transcripts

---

## Academic Standing

See Section 8.5.6 of the StFX Academic Calendar (<http://www2.mystfx.ca/registrar-office/academic-calendars>)

## Grade Appeal Procedure

See Section 3.13 of the StFX Academic Calendar (<http://www2.mystfx.ca/registrar-office/academic-calendars>)

## Transcripts

See Section 3.15.3 of the StFX Academic Calendar (<http://www2.mystfx.ca/registrar-office/academic-calendars>)

## StFX Policy on Plagiarism

See Section 3.8.2 of the StFX Academic Calendar (<http://www2.mystfx.ca/registrar-office/academic-calendars>)

# Graduate Course Confidentiality Guidelines

---

Graduate course instructors sometimes require their students to conduct assignments that are dependent on the following:

- Observation of students, teachers, school administrators, or other human subjects participating in classroom or school-related activities;
- Observation of organizational meetings, both formal and informal, involving parents, students, or staff, or presentations to school organizations;
- Conversations about a school or a school-like body, (e.g., a foundation or educational group), its constituency groups, personnel, or institutions with members of such constituencies.

If graduate course instructors ask you to engage in this kind of course work, the following guidelines regarding the reporting of such observations or conversations within a classroom or

course context should be attended to:

- The course instructor will inform students that the names of any of the human subjects or the names of institutions involved cannot be used in class, whether in formal or informal discussion, or in any written work submitted as part of the course requirements, including journal or logbook entries.
- Any content, conclusions, or other ideas derived from class discussions or written work will not be used for publication or other research unless that research has obtained prior Research Ethics Board (REB) approval prior to commencing the research.
- It is the responsibility of the graduate course instructor to apply for ethics approval for, or with, all students who will be engaged in dealing with human subjects if the content of such class work will be used as research data.

Please note that these guidelines do not bar you from keeping a personal log or diary.

It is understood that any work involving actual human subjects and institutions must respect the privacy and rights of those subjects. Graduate course instructors must remember that disseminating information about any human subjects by true name or indirect reference within a class could violate the rights of such human subjects. Thus, any oral or written analysis that is derived from the observations and conversations indicated above must employ pseudonyms in the place of actual names for individuals, institutions, or unique events. If, by way of exception, it is necessary or highly desirable to use actual names, permission to do so should be obtained from the persons involved beforehand.

The primary purpose of these guidelines is to ensure the names or identities of human subjects are safeguarded in recorded course work both within and outside of the classroom. Once a statement is made within a classroom, it may be considered as “on public record.” If so, it has the possibility of being discussed outside of the classroom, and could be misconstrued. Any misconstrued data could be considered libellous and open to legal action on the part of a named or implied human subject.

## **Program & University Services**

---

### **Academic Counselling**

Academic counselling can be obtained from the Program Office or the Chair of the Department of Curriculum and Leadership. Arrangements to meet with a course instructor should be made directly with a course instructor; usually, arrangements can be made to meet before or after class. Do not hesitate to contact your instructor about any concerns or questions you may have about a course either in person, via StFX email, or by telephone.

### **StFX Store/Textbooks**

StFX Store: See <https://www2.mystfx.ca/stfx-store/>

The StFX Store is located in the Bloomfield Centre (Student Union Building), on the 1st floor, or by calling (902) 867-2450 or toll free at 1-888-867-2450. In addition to books, you will find

StFX crested items and school supplies. StFX crested merchandise is also available for purchase online.

Textbooks: See <https://www2.mystfx.ca/stfx-store/mybooks>

It is the responsibility of the student to obtain appropriate texts before the course begins.

## **Curriculum Resource Centre**

The Curriculum Resource Centre (319B Xavier Hall) houses elementary, middle, and secondary curriculum materials such as books, curriculum guides, videos, DVDs, CD-ROMs, thematic units, bulletin board aids, maps, Nova Scotia Museum Kits and science kits. The Centre also has overhead projectors, TVs, VCRs, DVD players, tape recorders, transcription sets, digital voice recorders, a laminator, a camcorder, a scanner, a photocopier, and computers.

Acquisitions include resources in French; mathematics; diverse cultures; history; social studies; children's literature, including the entire children's literature collection from the former Nova Scotia Teachers' College; secondary English; science, including environmental studies; physical education; mental health; inclusion; art; drama; and reference books related to teaching and professional development. The Centre is an official distributor of the Nova Scotia Museum Kits. A complete list of all the kits can be obtained from the Centre.

The Curriculum Resource Centre Coordinator is available to assist pre-service teachers with preparation of materials for program assignments and practicum. As well, MEd students and in-service teachers are welcome to use the facilities of the Centre. Most items in the Centre can be borrowed for a period of 14 days. For further information, please call (902) 867-2272. Due to limited summer hours, if you require materials from the Curriculum Resource Centre, please contact the Chair of Curriculum and Leadership in advance at (902) 867-2215 to arrange access.

## **Health and Counselling Centre**

Registered nurses provide a variety of health and education programs for university students, as well as clinical services, during regular office hours at the Health and Counselling Centre from September to April. Physician services are also available Monday to Friday from September to April in the Health Centre. For more information about Health Services on campus, please refer to the Health and Counselling Centre website at <http://www2.mystfx.ca/health-and-counselling/>

Full-time Canadian and international students are automatically enrolled in a health benefit insurance plan administered by the Students' Union, with the premium charged to their university account. As a full-time student, you may opt out of the plan by providing proof of equivalent coverage.

## **International Students**

International students are advised to access the information and resources from the International Student Advisor's office, which is available online at <https://www.stfx.ca/international>. While the available information is directed toward full-time, undergraduate students, it also includes valuable information for graduate students. The main point to note is that MEd graduate students must plan their arrival on campus for the beginning of summer session in July (not September 1

as indicated in the website documentation).

## Library

Angus L. Macdonald Library <http://www2.mystfx.ca/library/>

While on campus, all students have physical access to library services. You must have your student ID with you to check out books. Details regarding library services for distance students can be found at <http://www2.mystfx.ca/library/library-services-distance-and-continuing-education-students>. This site provides information, guidance and contact information, including document delivery options. Be sure to register as a distance student either in person or by using the online form.

## Student Identification Cards

Student Photo Identification cards are available to both full- and part-time Master of Education students. Your ID card can be obtained by visiting the Security Office (867-4444). *You must know your StFX ID number to obtain your ID card!* <http://www2.mystfx.ca/security/id-card-policies>

## Accessible Learning

StFX welcomes students with documented disabilities with a student-centred program of support which operates out of the Tramble Centre for Accessible Learning. Support can include counselling, advocacy, tutoring, exam accommodation, registration assistance, assistive technology training, peer and mentor support, physical accessibility arrangements, transition workshops, a speakers' bureau, and tutoring and note-taking assistance. Please contact staff in the Centre with your questions about studying at StFX.

Tramble Centre for Accessible Learning

108 Angus L. Macdonald Library

PO Box 5000

Antigonish, NS

B2G 2W5

Phone: (902) 867-5349 Fax: (902) 867-3979 Email: [tramble@stfx.ca](mailto:tramble@stfx.ca)

Website: <http://www2.mystfx.ca/accessible-learning/>

## The Student Success Centre

The services of the Student Success Centre are available to all StFX students and are designed to complement course work. Students can arrange one-to-one meetings with an instructor to discuss specific work in progress, or to assess and improve their academic skills, such as note-taking, time management, grammar, oral presentations, and exam preparation. The Centre can help students:

- Develop a research plan;
- Develop a thesis statement;
- Organize ideas and source material; and
- Document sources using APA.

Distance students can fax or email assignments or term papers for feedback; however, students should allow 1–2 weeks for staff to evaluate submissions.

The Student Success Centre website (<http://www2.mystfx.ca/student-success/>) is a valuable resource for students.

If you need assistance, contact the Student Success Centre at (902) 867-5221 or by email at [sscentre@stfx.ca](mailto:sscentre@stfx.ca). Please note, the Centre is not open during the summer session.