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Introduction

Associate Vice President, Research, Innovation, and Graduate Studies

Welcome to the School of Graduate Studies at Nipissing University! Thank you for choosing to continue your academic journey with us. We strive to offer our graduate students an experience that is both enjoyable and intellectually rewarding.

This handbook is a resource to help you navigate the policies, processes, and milestones related to graduate programs at Nipissing. In addition to the handbook, our team within the School of Graduate Studies, and your Graduate Program Coordinator/Chair are resources to help you make the most of your graduate education and make progress towards achieving your goals and ambitions. Our team is available in person and virtually to clarify any aspect of this handbook and beyond.

We are glad you have chosen Nipissing as you embark on this exciting path of discovery, professional development, and personal growth.

Dr. Barbi Law

Associate Vice-President, Research, Innovation, and Graduate Studies

School of Graduate Studies Principles and Core Values

The mission of our School of Graduate Studies is to define and support excellence in graduate education at Nipissing University. To achieve this goal, the primary roles and functions of the School of Graduate Studies are to articulate a vision of excellence for the graduate community, to provide an inter-university perspective on graduate education, to enhance the intellectual and research community of scholars among graduate students and graduate faculty and to serve as an advocate for graduate education and graduate students within the institution.

This handbook will serve as a general guide to Graduate Studies at Nipissing University. It will review high-level University and Graduate Studies Policies. Individual programs may have additional protocols and processes. Students should consult with their Graduate Program Coordinator/Chair, in addition to this Handbook, for complete information regarding graduate studies at Nipissing.

Graduate Programs Overview

At Nipissing University, we currently offer the following graduate programs:

- Master of Arts in History
- Master of Arts in Sociology

- Master of Education
- Master of Environmental Science/Studies
- Master of Science in Kinesiology
- Master of Science in Mathematics
- Doctor of Philosophy in Educational Sustainability

Each program has a unique structure, offering different options, routes, and degree requirements. The chart below provides a summary.

Graduate Program Structure										
Program	Total Credits	MRP Credit Value	Thesis Credit Value	Course Route Credits	Degree Completion (Full Time)	Degree Completion (Flex)	Defence Timeline	External Required	Admission Average	Notes
MA History	24	6 (+18 course credits)	N/A	N/A	1 year MRP	1 year + 6 flex terms (3 years total)	7 weeks	External to department	75%	Usually NU faculty outside of history department MRP has an oral defence
MA Sociology	24	6 (+18 course credits)	N/A	N/A	1 year MRP	1 year + 6 flex terms (3 years total)	N/A	Consulting committee member drawn from Gov, Community, or Private Org.	75%	No MRP defence
	27	N/A	12 (+15 course credits)		2 year Thesis	2 years + 6 flex terms	7 weeks			Thesis has defence and external
Master of Education	30	6 (+24 course credits)	12 (+18 course credits)	30	2 year MRP	2 years + 6 flex terms	7 weeks	No	70%	No MRP defence
					2 year Thesis	2 years + 6 flex terms		External to NU		Thesis has defence and external
MES/MESc	24	6 (+18 course credits)	12 (+12 course credits)	N/A	1 year MRP	1 year + 6 flex terms (3 years total)	N/A	No	75%	No MRP defence
					2 year Thesis	2 years + 6 flex terms	7 weeks	External to NU		Thesis has defence and external
MSc KIN	30	N/A	18 (+12 course credits)	N/A	N/A	N/A	7 weeks	External to NU	70%	
					2 year Thesis	2 years + 6 flex terms				
MSc Math	24	6 (+18 course credits)	12 (+12 course credits)	N/A	1 year MRP	N/A	7 weeks	External to Department	75%	Both MRP and Thesis go to defence and have an external examiner
					2 year Thesis	2 years + 6 flex terms				
PhD	30	N/A	12 (+18 course credits)	N/A	4 years Dissertation	N/A	8 weeks	External to NU	80%	Residency a pre-requisite to electives Both Internal and External Examiners

Applying to Our Programs

Please visit our website for the most current admission requirements and instructions for each of our programs: www.nipissingu.ca/academics/school-graduate-studies/application-process

In addition to the online application, students must complete the corresponding Supplemental Forms package for their program. These can be found at www.nipissingu.ca/regsitarforms

Applying for Scholarships

Nipissing University's School of Graduate Studies is pleased to offer a variety of external and internal funding opportunities for our graduate students. To view the types of funding we offer, please visit: <https://www.nipissingu.ca/academics/school-graduate-studies/awards-and-funding/types-funding>.

Nipissing University's Student Financial Services also offers scholarships and in-course bursaries for which graduate students are eligible to apply. Visit the [Student Financial Services website](#) for more information.

It is important to note that many scholarship applications are due before or at the same time as admission applications to a graduate program at Nipissing University. In particular, the Canada Graduate Research Scholarship – Master's and the Canada Graduate Research Scholarship – Doctoral are due before the submission of admission applications. Furthermore, the Ontario Graduate Scholarship application deadline typically coincides with the submission deadline for admission applications to Nipissing University. Please visit our website <https://www.nipissingu.ca/academics/school-graduate-studies/awards-and-funding/deadlines> to view the upcoming deadlines for major awards.

Graduate students are automatically considered for internal scholarship opportunities, such as the Nipissing University Graduate Scholarship, the Nipissing University Alumni Entrance Scholarship, and Graduate Assistantships, provided they apply to a full-time graduate program by the posted deadline and meet the applicable eligibility requirements. Upper-year graduate students are considered automatically, where eligible.

Commented [BL1]: I would also include the link to the in course awards, some of which require application, so students can see on-going potential for funding (e.g., Schulich awards)

Enrollment Policies

Once students have accepted their admission and funding offer, they should continue to familiarize themselves with their individual program's degree requirements and the School of [Graduate Studies regulations and policies](#). Students should continuously review admission offers, program of study, and welcome letters to familiarize themselves with important deadlines, such as applying for residence, registering for classes, and connecting with Research Supervisors/Faculty Advisors.

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Academic Calendar:

Graduate students should consult the Graduate Studies section of the [Academic Calendar](#) frequently. The Academic Calendar outlines regulations regarding degree requirements, course descriptions, grading, and important dates to be aware of each year.

Advanced Standing:

If students have received advanced standing for courses previously taken at another university, this will reduce the number of elective courses they are required to take as part of their degree program at Nipissing. The steps to apply for advanced standing are as follows:

1. The student applies to and is accepted into a graduate degree program at Nipissing.
2. Upon accepting the offer, the student will submit the transcript(s) of the course(s) they want to have considered for transfer credit to the School of Graduate Studies, along with the course descriptions and/or syllabi.
3. The School of Graduate Studies seeks approval from the Graduate Program Coordinator/Chair, the Faculty Dean, and the Associate Vice-President of Research, Innovation, and Graduate Studies.
4. If approved, the course(s) will be added to the student's program of study as elective courses.

Please note that advanced standing and transfer credits cannot exceed the equivalent of two 3-credit courses or one 6-credit course value.

Transfer Credits:

Once students are registered in the program, they may enroll in a maximum of two 3-credit or one 6-credit graduate-level course(s), which cannot include required courses, through another graduate program at Nipissing University.

To receive permission to take a graduate-level course at another Ontario university, students must complete the [Ontario Visiting Graduate Student \(OVGS\)](#) application form. If the course is accepted into the student's program of study, the request will be approved and forwarded to the host university. Graduate students are responsible for requesting transcripts from the Ontario university where the course was taken.

Students can contact the School of Graduate Studies for more information on internal transfer credits and the OVGS program.

Courses:

Graduate students are responsible for registering themselves in their courses by the appropriate deadlines listed on the Academic Calendar. Instructions on how to register for courses are included with each student's admission offer. Graduate students should refer to their Program of Study, Welcome Letter, and consult with their Faculty Advisor/Research Supervisor and the School of Graduate Studies to determine which course(s) they should select each term. Detailed course descriptions are available on the Academic Calendar. Students can also contact the Registrar's Office for assistance at registrar@nipissingu.ca.

Continuous Enrollment:

According to the [Academic Calendar](#), all graduate students are required to maintain continuous enrollment each term. **The three terms are Fall, Winter and Spring/Summer.**

In addition to any required or elective courses, graduate students will automatically be registered in GSCF 0500/0600 Program Continuation each term and billed their program fee unless there are financial restrictions preventing registration.

Students are considered enrolled for a term when they have paid all applicable tuition, continuation, and incidental fees for the term.

Students who have failed to maintain continuous enrollment for at least one term and have not been granted a Leave of Absence will be withdrawn from their program.

Students wishing to complete their program after being withdrawn must apply for re-admission and pay the application fee. Students should be aware that re-admission is not guaranteed, and, in the event of re-admission, continuation of the same research project and/or Supervisor cannot be guaranteed. Furthermore, students may not be able to count previously earned graduate credits towards the completion of their degree.

Time to Completion:

The School of Graduate Studies operates on a **trimester basis, with three terms defined as: Fall Term (September to December); Winter Term (January to April); and Spring/Summer Term (May to August).** In the following table, a year is based on three terms: fall, winter, spring/summer.

Program	MRP Route Full-Time	Thesis Route Full-Time	Flex-Time
Doctor of Philosophy in Educational Sustainability	N/A	4 years	N/A
Master of Arts in History	1 year	N/A	3 years (1 year + 6 flex terms)
Master of Arts in Sociology	1 year	2 years	MRP: 3 years (1 year + 6 flex terms) Thesis: 4 years (2 years + 6 flex terms)
Master of Education	2 years	2 years	4 years (2 years + 6 flex terms)
Master of Environmental Science/Students	1 year	2 years	MRP: 3 years (1 year + 6 flex terms) Thesis: 4 years (2 years + 6 flex terms)
Master of Science in Kinesiology	N/A	2 years	4 years (2 years + 6 flex terms)

Master of Science in Mathematics	1 year	2 years	MRP: N/A Thesis: 4 years (2 years + 6 flex terms)
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Degree Program Routes:

Some graduate programs at Nipissing offer multiple degree routes, including a course-based, MRP, and/or thesis route. Graduate students are admitted to their degree program within a particular route. Students who wish to switch routes (e.g., from a course route to a thesis route) must complete the [Request to Switch Option/Route form](#). Please note that if the new route involves additional years of study (e.g., transitioning from a one-year MRP route program to a two-year thesis route program), the student will be charged additional tuition fees each term. Conversely, if a student switches from a two-year thesis route program to a one-year MRP route program, tuition fees for additional terms of study will not be refunded.

Flex-Time and Full-Time:

Graduate students are admitted to a specific status (Full-Time or Flex-Time) in their respective degree program (where available). Suppose a student decides to change their status. In that case, they must complete the [Change in Status Request](#) form with their Research Supervisor/Faculty Advisor and submit it to the School of Graduate Studies by the deadline indicated in the Graduate Studies Important Dates section of the Academic Calendar. One year MRP programs allow students to switch from Full-Time to Flex-Time within the first term of study. Two year programs allow students to switch from Full-Time to Flex-Time within the first 12 months (three terms) of study.

Graduate students have Full-Time or Flex-Time status regardless of the number of courses in which they are registered for each term. The Full-Time and Flex-Time statuses reflect the amount of time it takes to complete the degree rather than the number of courses a student is taking in a particular term.

Grading:

With the exception of MRPs or Theses and courses with a Pass/Fail grade, the standardized grading system for graduate courses at Nipissing University is:

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

Graduate students must receive a grade of 70% or higher to receive credit for a course; however, each program may have further specific degree requirements.

Tuition and Funding

Tuition and Fees:

Graduate students are billed a program fee (total cost of the program divided evenly across the number of terms of study), not a per course fee. Current tuition fees, charges, and payment deadlines are available on the Student Finance website: www.nipissingu.ca/finance/.

Full-time students are required to pay tuition and student fees (program fees) in each of the Fall, Winter, and Spring/Summer for the duration of their program (3 terms for one-year MRP programs, 6 terms for two-year programs, 12 terms for the PhD program), regardless of the number of courses they are registered in for a given term.

Flex-time students in a 9-term (three-year) MRP program pay full-time tuition and fees for the first 3 terms (year one), then student fees only for terms 4 through 9 (years two and three).

Flex-time students in a 12 term (4 year) program, pay full-time tuition and fees for the first 6 terms (years one and two), then student fees only for terms 7 through 12 (years three and four).

Students who have not completed the program within the specified timeframes may apply for a Degree Extension. If granted, they will be charged the extension fee per term plus any applicable ancillary fees.

Students should check their WebAdvisor regularly, as late payments are subject to a late fee and a financial restriction that will prevent course registration. The Student Financial Services team can assist with any inquiries in F216 or at finance@nipissingu.ca.

Scholarship Funding Payments:

Unless otherwise indicated, all graduate awards and funding are paid out in three equal instalments throughout the fall, winter and spring/summer terms.

Graduate funding will always be applied to any outstanding fee balances first. If funding results in a credit on the student account, students must complete a [refund request](#) to have the balance deposited to their bank account. For more information and to set up a direct deposit, visit <https://www.nipissingu.ca/departments/student-financial-services/refund-credit-dates>.

Student Experience

Blackboard:

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

Graduate Student Study Space:

The Graduate Student Study Space is in room R229 in the research wing and is operated by the Office of Research, Innovation, and Graduate Studies. Desk spaces are limited. The Office of Research, Innovation, and Graduate Studies sends out information each Fall on how to apply for a desk space. Desk spaces are assigned for one academic year at a time (Fall, Winter, Spring/Summer). Students in multiple-year programs will need to re-apply for a desk space each year.

Events:

Below is a summary of events that have been offered through to graduate students. Event listings may vary from year to year. Visit www.nipissingu.ca/sgs/ under the Dates & Events tab to learn more about upcoming events. Events will also be shared with graduate students on Blackboard.

Orientation

Orientation events are designed to provide you with information on various aspects of graduate studies at Nipissing. Both new and returning graduate students are welcome to attend any Orientation-related events. Orientation information is sent to graduate students with their admission offers, to the Blackboard site, and via email.

Three Minute Thesis (3MT) Competition

The challenge of 3MT is to present complex research material in an engaging, compelling way, in three minutes or less using only one slide. The three minute thesis competition provides graduate students with an opportunity to refine skills that can be transferred after graduation to diverse career paths. Distilling research into a clear form, without over-simplifying or making it overly-complex, and highlighting the wider implications of this research are important skills to carry into post-graduate employment and public service. Nipissing University hosts a competition each year, with the winning attending the Ontario regional competition.

Research Month

Taking place in March each year, Research Month encompasses several events such as the NU360 Speaker Series, the Undergraduate Research Conference, and 3MT. Visit www.nipissingu.ca/researchmonth/ for updated event listings for Research Month.

Speaker Series

Graduate programs such as the MA History program, the MSc Kinesiology, and the MES/MESc program offer speaker series open to all graduate students throughout the academic year. Research Services also offers Research Rendezvous events that might be of interest to graduate students. Students should monitor the Blackboard site and their Nipissing student email address to learn more.

Oral Defence Examinations

The School of Graduate Studies invites all graduate students to attend most oral defence examinations. Students should monitor their email or contact the School of Graduate Studies for a listing of upcoming defence examinations.

Graduate Student Supports

Academic Advising:

Graduate students have several avenues to seek academic advising.

School of Graduate Studies:

Graduate students can contact the School of Graduate Studies at sgs@nipissingu.ca. The School of Graduate Studies advises current and prospective graduate students on selecting a program of study, clarifying educational goals, and guiding students through the academic decision-making process. SGS also provides students with information about alternatives, limitations, and potential consequences of academic decisions (e.g., adding, dropping, or withdrawing from courses, switching from full-time to flex-time, implications on scholarships and finances, switching program routes, etc.). SGS also refers graduate students to appropriate campus resources.

Faculty Advisors/Research Supervisors:

Advisors/Supervisors can offer advice explicitly related to meeting learning outcomes for the degree and specific program milestones. They also advise students regarding research design, data collection, and stylistic requirements for thesis projects. Graduate students should consult with their Faculty Advisor/Supervisor regularly to ensure the most fulfilling research experience in their degree program.

Student Development and Services

Student Development and Services consists of multiple units that support students both academically and personally. Their supports include but are not limited to (visit [their website](#) for a full listing):

- [Accessibility Services](#)
- [Career Development and Education](#)
- [International Student Support](#)
- [Mental Health & Wellbeing](#)
- [Record of Student Development](#)
- [Residence](#)
- [Student Learning and Transitions \(Academic Skills\)](#)

Graduate Degree Milestones

Progress Reports:

Each term, with the exception of the first term of the degree program, graduate students are required to complete a Progress Report with their Research Supervisor/Faculty Advisor. Progress Reports are due to the School of Graduate Studies on the last day of classes each term (see Graduate Studies Important Dates section of the Academic Calendar). It is essential to complete Progress Reports to ensure that students meet the various milestones of their degree on time. The Progress Report form can be found at <https://www.nipissingu.ca/academics/school-graduate-studies/forms-procedures/forms>.

Course Work:

Graduate students should complete their course work as detailed in their Program of Study. It is important for graduate students to discuss their educational goals with the Faculty Advisor/Supervisor and the School of Graduate Studies to ensure that course work is completed on schedule. Graduate students should register for their required courses as soon as they are offered and are eligible.

MRP/Thesis/Dissertation Course Registration:

Graduate students usually register for their MRP/Thesis course in the Spring/Summer term of their first year of study. If the course is not listed in WebAdvisor, students should contact the School of Graduate Studies at sgs@nipissingu.ca to verify that all prerequisites to MRP/Thesis course registration have been completed.

Master of Education students and PhD in Education students must complete the [MRP/Thesis/Dissertation Application](#) form prior to registering in these courses.

Declaring a Supervisory Committee:

All Graduate Students in a research-based program (i.e. MRP, thesis, or dissertation) route program are required to declare a supervisory committee using the Request to Declare a Supervisory Committee form, which can be found on our [forms website](#). Committee membership requirements for each type of research-based program are detailed in our [Supervisor Committee Policy](#). The Research Supervisory will assist in determining a suitable committee for the student.

Students in a course-based route who want to switch to an MRP or Thesis route should consult the School of Graduate Studies and their Faculty Advisor. The Faculty Advisor will assist in finding an appropriate Supervisor and committee membership.

Research Proposals:

Before embarking upon approval from the Nipissing University Research Ethics Board (NUREB, where applicable), graduate students must complete a research proposal. The supervisory committee will indicate whether the proposal is accepted using the [Proposal Approval form](#). Once the supervisory committee has signed the form, the respective Graduate Program Coordinator/Chair will sign it and submit a copy to the School of Graduate Studies for the student's file.

Nipissing University Research Ethics Board (NUREB):

For research projects with human participants, it is required that graduate students seek ethics approval. With the Supervisor as the Principal Investigator, graduate students will apply to conduct research with human participants to the Nipissing University Research Ethics Board (NUREB). Please visit our website for more information on submitting a protocol for ethical review: <https://www.nipissingu.ca/research/ethics/protocol-submission>.

Research & Writing:

In addition to the student's supervisory committee and any discipline-specific resources, guides, or best practices, numerous in-person and online resources are available to assist graduate students in the research and writing stages of their MRP, thesis, or dissertation development. This list is not exhaustive. Graduate students should follow the advice of their supervisory committee.

- [Harris Learning Library](#)
 - [How Do I... Guide Books](#)

- [Student Learning and Transitions](#)
- [Formatting Your MRP, Thesis, or Dissertation](#)
- [Tri-Agency Framework: Responsible Conduct of Research](#)
- [Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans – TCPS 2 \(2022\)](#)

Oral Defence Examinations

Graduate students enrolled in a thesis or dissertation program (and some MRP programs) will have an oral defence examination to present their work. There are many steps involved in preparing for the defence, which are outlined in detail in our [Oral Defence Examination Regulation](#).

External Examiners:

Once the supervisory committee deems an MRP (where applicable), thesis, or dissertation ready for the oral defence examination, they will recommend an External Examiner. The Supervisor(s) will contact potential Examiner(s) to see if they meet the eligibility requirements (see [External Examiner Policy](#)) and are available during the proposed oral defence examination time frame (see [Oral Defence Examination Regulation](#)). The supervisory committee will sign the [External Examiner Recommendation form](#) and send it as instructed to the School of Graduate Studies.

Internal Examiners:

For PhD programs, an Internal Examiner is also appointed using the [Internal Examiner Recommendation form](#). The Internal Examiner is a Nipissing University Graduate Faculty Member who has not been involved with the supervision and direction of the dissertation and is in a position to render an objective and impartial assessment of the quality of the work.

Oral Defence Examination Request Form:

Before an MRP, thesis, or dissertation is sent to the Examiner(s) for review, the student and supervisory committee must complete the [Oral Defence Examination Request form](#), agreeing that the work meets the degree program standards and learner outcomes and is ready to proceed to the oral defence examination stage.

Review Period:

Examiner(s) have three or four weeks (depending on the program, see Oral Defence Examination Regulation for a detailed timeline) to submit their report(s) to the School of Graduate Studies. Graduate students then have one week with the report(s) before their oral defence date.

The Defence:

Graduate students should work closely with their supervisory committee to prepare for the defence. The School of Graduate Studies sets aside up to three hours for an Oral Defence Examination. Please review the [Oral Defence Examination Regulation](#) for further information about the defence proceedings.

Post-Defence:

Graduate students must complete any revisions required following the defence. Once the final version of the MRP, thesis, or dissertation is accepted by the supervisory committee, the School of Graduate Studies will email the student instructions for the [Final Submission Requirements](#).

Applying to Graduate:

Graduate students who have met or expect to meet their degree requirements (including defence, post-defence revisions, and the final library submission) should apply to graduate in WebAdvisor by the date posted for that term in the Academic Calendar. There are three graduation periods: February, June, and October. There is one convocation ceremony in June for all graduation periods. Questions about graduation and convocation can be directed to graduation@nipissingu.ca and convocation@nipissingu.ca.

Extensions, Leaves, and Withdrawals:

Degree Extension Requests:

Graduate students who have not completed their degree requirements in the program's specified [time to completion](#) will need to complete a [Degree Extension Request form](#) with their Supervisor/Faculty Advisor. The deadline to submit Degree Extension Requests to the School of Graduate Studies is on the last day of classes each term, as indicated in the Important Dates section of the Graduate Studies Academic Calendar.

According to the continuous enrollment regulation, graduate students will be automatically registered and billed for subsequent terms unless there is a financial restriction that prevents registration.

Leave of Absence Requests:

Nipissing University recognizes that graduate students may need to be absent from their studies. Leaves of absence may not be used to pursue any activities which form part of a study plan (e.g. field experience, individual study, directed study or individual research) or for which any form of residual program credit might otherwise be requested.

Once on leave, graduate students will not be registered and will not be required to pay fees. Students may not make demands upon the University's resources (e.g., library, laboratories, or gym), attend classes, or expect advice from their Supervisor. Students on leave will not be eligible to receive internal awards or funds from Nipissing University. For other student awards or funds, the regulations of the respective granting agency apply.

Except where noted and in exceptional circumstances, a graduate student will not be granted more than one leave of absence. An elective leave of absence is only approved once. [Leave of Absence Request forms](#) are due by the last day of classes each term, as indicated in the Important Dates section of the Graduate Studies Academic Calendar. The leave of absence will start the following term. Leaves of absence are not granted retroactively.

Leave of absence requests for extenuating circumstances may be considered after the deadline at the discretion of the Associate Vice-President, Research, Innovation, and Graduate Studies. Students who need a leave of absence should contact the School of Graduate Studies to discuss options. Students on leave should continue to monitor their Nipissing University student email account.

Returning from a Leave of Absence:

Graduate students returning from a leave of absence should reach out to their Faculty Advisor/Research Supervisor, the School of Graduate Studies, and the Registrar's Office prior to their return/leave of absence end date.

Voluntary Withdrawal:

Graduate students who want to withdraw from their program of study voluntarily should submit their request via email to the School of Graduate Studies (sgs@nipissingu.ca), the Registrar's Office (linah@nipissingu.ca or registrar@nipissingu.ca), and their respective Graduate Program Coordinator/Chair.

Required Withdrawal - Academic:

Graduate students who receive a final mark of less than 70% in one graduate course will be placed on academic probation. If the course is required, students MUST repeat it and obtain a grade of at least 70% in the repeated course.

If a student receives a final mark of less than 70% in two graduate courses, the student will be required to withdraw from the University.

Students who are required to withdraw from the University will not be eligible to receive funding for the remainder of the year.

Students who are required to withdraw from the University for academic reasons and who wish to re-apply may do so after one calendar year following the required withdrawal date.

Required Withdrawal – Continuous Enrollment:

Students are considered enrolled for a term when they have paid all applicable tuition, continuation and incidental fees for the term.

Students who have failed to maintain continuous enrollment for at least one term and have not been granted a leave of absence will be withdrawn from their program.

University Policy and Forms Listings:

Appeals:

Please visit the [Appeals and Petitions](#) section of the Academic Calendar for information on engaging in an Academic Appeal. Students may access support by contacting asp@nipissingu.ca.

Policies:

Nipissing University has a policy listing to assist students, staff, and faculty. The listing is available at: <https://www.nipissingu.ca/about/governance/policies-and-guidelines>. This list is not exhaustive. Graduate students should contact the relevant department(s) if they have a question about a particular policy, procedure, or process.

Further policies can be found in the University Policies and Regulations section of the Academic Calendar.

Forms:

A listing of School of Graduate Studies forms is available at: <https://www.nipissingu.ca/academics/school-graduate-studies/forms-procedures/forms>. Please contact sgs@nipissingu.ca for more information on forms.

Appendix A: Doctor of Philosophy in Educational Sustainability Program Requirements

In addition to the School of Graduate Studies requirements detailed in this Handbook, PhD students are also required to adhere to the following milestones and timelines.

For further information, please consult the [PhD Handbook](#).

Please consult the [Academic Calendar](#) for course descriptions.

Program of Study (4 years Full-Time)

Required Courses	Academic Year	Credit Value
EDUC 6116 Educational Research	Year 1 (July) Summer Residency 1	3.0
EDUC 6117 Educational Theory	Year 1 (July) Summer Residency 1	3.0
Elective (MEd/ PhD course)	Year 1 (Fall/Winter)	3.0
Elective (MEd/ PhD course)	Year 1 (Fall/Winter)	3.0
Elective (MEd/ PhD course)	Year 1 (Fall/Winter)	3.0
EDUC 6126 Doctoral Seminar	Year 2 (July) Summer Residency 2	3.0
EDUC 6127 Comprehensive Exam	Year 2 (Fall)	-
EDUC 6999 Dissertation	Year 2 (Winter) to Year 4 (Spring/Summer)	12.0

Elective Courses:

Master of Education (MEd) elective courses will be available for registration upon successful completion of the first summer residency. All scheduled MEd courses will be available to PhD students, with the exception of the following:

- EDUC 5196 Understanding Education
- EDUC 5157 Survey of Research Methods
- EDUC 5186 Research Project and Seminar

The Comprehensive Examination:

PhD students may begin their comprehensive examination after successful completion of the two summer residencies and course work has been completed. Prior to beginning the comprehensive examination, PhD students must first complete two forms at least four weeks prior to the intended exam completion date:

- Request to Declare a Supervisory Committee
- PhD Comprehensive Examination Application

The comprehensive examination consists of two written qualifying papers. In the papers, students are expected to bring a variety of theoretical perspectives and research methodologies

to their intended area of research, consistent with the commitment to the program's interdisciplinary approach to education studies. The papers allow students the opportunity to situate their chosen area of research in the broad educational context.

The Dissertation Supervisor will serve as a reader for both qualifying papers and a second reader will be selected from the core faculty for each of the theoretical and the methodological papers. The Chair, Graduate Studies in Education will approve the submission date after consulting with the readers. Procedures for the PhD comprehensive examination may be found at: <https://www.nipissingu.ca/sites/default/files/2018-05/PhD%20Comp%20Policy%20-%20May%207%2C%202014%20%282%29.pdf>

Dissertation:

Upon successful completion of the Comprehensive Examination, students must then register for EDUC 6999 PhD Dissertation, using the MRP/Thesis/Dissertation Application form.

Once registered, PhD students must work on a research proposal and apply for ethics approval for research involving human participants. Once the Supervisory Committee approves the research proposal, they must indicate such by completing the Proposal Approval form.

Appendix B: Master of Arts in History

In addition to the School of Graduate Studies requirements detailed in this Handbook, MA History students are also required to adhere to the following milestones and timelines.

Please consult the [Academic Calendar](#) for course descriptions.

Program of Study – Major Research Paper (1 year Full-Time):

- HIST-5006 Methods in Historical Research I (3.0 credits)
- HIST-5007 Methods in Historical Research II (3.0 credits)
- Four MA History field/elective courses (12.0 credits)
- HIST-5995 Major Research Paper (6.0 credits)

Timeline – Major Research Paper (1 year Full-Time)

- For information on your timeline as a Flex-Time student, please contact the Graduate Program Coordinator at gradHist@nipissingu.ca and the School of Graduate Studies at sgs@nipissingu.ca

Term	Tasks
Term 1: Fall	-Course work
Term 2: Winter	-Course work completed by term end -Tentative research topic identified and approved by supervisor -Draft Research Proposal
Term 3: Spring/Summer	-Register in HIST 5995 – Major Research Paper -Research Proposal approved -Presentation at Graduate History Conference (May) -Request to Declare a Supervisory Committee completed (May) -MRP Draft (June) -MRP Submission (July) -MRP Oral Defence Examination (August) -MRP Final Submission (early September)

Appendix C: Master of Arts in Sociology

In addition to the School of Graduate Studies requirements detailed in this Handbook, MA Sociology students are also required to adhere to the following milestones and timelines.

Please consult the [Academic Calendar](#) for course descriptions.

Major Research Paper (MRP)

Program of Study – Major Research Paper (1 year Full-Time)

- SOCI-5106 Advanced Sociological Theory (3.0 credits)
- SOCI-5216 Research Design (3.0 credits)

And

- SOCI-5217 Quantitative Analysis (3.0 credits) or,
- SOCI-5417 Qualitative Analysis (3.0 credits)

Plus

- SOCI-5115 Major Research Paper (6.0 credits)
- Elective courses chosen in consultation with the research supervisor (9.0 credits)

Timeline – Major Research Paper (1 year Full-Time)

For information on your timeline as a Flex-Time student, please contact the Graduate Program Coordinator at gradSoc@nipissingu.ca and the School of Graduate Studies at sgs@nipissingu.ca

Term	Tasks
Term 1: Fall	-Course work -Clarify research interest/topic and specific research question -Declare a Supervisory Committee (form)
Term 2: Winter	-Course work -Register in SOCI-5115 Major Research Paper -Prepare MRP proposal for submission (March) and approval by the Supervisory Committee (April)
Term 3: Spring/Summer	-Complete research and writing of the MRP (approx. 60 pages) -Submit to Supervisory Committee (early August) -Supervisory Committee completes necessary final MRP forms -Final Submission requirements are sent to the School of Graduate Studies

Thesis Research Project (TRP)

Program of Study – Thesis (2 years Full-Time)

- SOCI-5106 Advanced Sociological Theory (3.0 credits)
- SOCI-5216 Research Design (3.0 credits)

And

- SOCI-5217 Quantitative Analysis (3.0 credits) or,
- SOCI-5417 Qualitative Analysis (3.0 credits)

Plus

- SOCI-5454 Thesis Research Project (12.0 credits)
- Elective courses chosen in consultation with the research supervisor (6.0 credits)

Timeline – Thesis (2 years Full-Time)

For information on your timeline as a Flex-Time student, please contact the Graduate Program Coordinator at gradSoc@nipissingu.ca and the School of Graduate Studies at sgs@nipissingu.ca

Term	Tasks
Term 1: Fall	-Course work -Clarify research interest/topic, specific research question, strategies for primary data collection -Declare a Supervisory Committee (form)
Term 2: Winter	-Course work -Register in SOCI-5454 Thesis -Prepare thesis proposal for submission (April) to Supervisory Committee
Term 3: Spring/Summer	-Course work (any final electives) -Supervisory Committee approves thesis proposal (May) -Submit Ethics application -Begin data collection (July/August)
Term 4: Fall	-Continue data collection in consultation with Supervisory Committee -Provide regular reports to Supervisory Committee on data collection process
Term 5: Winter	-Complete data collection -Data analysis -Begin writing thesis
Term 6: Spring/Summer	-Complete data analysis -Send first draft of thesis (approx. 100 pages) to Supervisory Committee (June) -Complete revisions -Conduct oral defence examination process (see regulation)

Appendix D: Master of Education

In addition to the School of Graduate Studies requirements detailed in this Handbook, MEd students are also required to adhere to the following milestones and timelines.

For further information, please consult the [MEd Handbook](#).

Please consult the [Academic Calendar](#) for course descriptions.

Program of Study (2 years Full-Time)

Master of Education students must complete 30 credits as follows.

- EDUC-5196 Understanding Education (3.0 credits)
- EDUC-5157 Survey of Research Methods (3.0 credits)

And:

- EDUC-5454 Master's Thesis (12.0 credits) plus four 3.0 credit electives

Or:

- EDUC-5115 Major Research Paper (6.0 credits) plus six 3.0 credit electives

Or:

- EDUC-5186 Research Project and Seminar (3.0 credits) plus seven 3.0 credit electives

Elective courses are chosen in consultation with your Faculty Advisor/Research Supervisor.

Note that all Master of Education students are admitted to the Course Route (Research Project and Seminar).

MRP/Thesis:

To pursue an MRP/Thesis, Master of Education students will need to complete the following forms in consultation with their Faculty Advisor:

- Request to Declare a Supervisory Committee
- MRP/Thesis/Dissertation Application Form

Faculty Advisor:

Upon acceptance into the program, Master of Education students will be assigned a Faculty Advisor. The role of the Faculty Advisor includes assisting students in developing their program of study, choosing the appropriate route to completion (Thesis, MRP, or Course Route), and locating a research supervisor should the student decide to complete their program via the

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

Once a Research Supervisor is appointed, the Research Supervisor then assumes the role of assisting the student through their program of study.

Appendix E: Master of Environmental Science/Studies

In addition to the School of Graduate Studies requirements detailed in this Handbook, MES/MESc students are also required to adhere to the following milestones and timelines.

Please consult the [Academic Calendar](#) for course descriptions.

Program of Study – Major Research Paper (1 year Full-Time)

- ENST-5516 Perspectives on the Environment (3.0 credits)
- ENST-5117 Methods of Inquiry in Environmental Research (3.0 credits)
- ENST-5126 Geomatics for MES/MESc Graduate Studies (3.0 credits)
- ENST-5118 Major Research Paper (6.0 credits)
- 3 Elective Courses – chosen in consultation with the Supervisor (9.0 credits)

Timeline – Major Research Paper (1 year Full-Time)

For information on your timeline as a Flex-Time student, please contact the Graduate Program Coordinator at gradSoc@nipissingu.ca and the School of Graduate Studies at sgs@nipissingu.ca

Term	Tasks
Term 1: Fall	-Course work -Clarify research interest/topic and specific research question -Declare a Supervisory Committee (form)
Term 2: Winter	-Course work -Prepare MRP proposal for submission (March) and approval by the Supervisory Committee (April)
Term 3: Spring/Summer	-Register in ENST-5115 Major Research Paper (at latest) -Complete research and writing of the MRP (approx. 60 pages) -Submit to Supervisory Committee (early August) -Supervisory Committee completes necessary final MRP forms -Final Submission requirements are sent to the School of Graduate Studies

Program of Study – Thesis (2 years Full-Time)

- ENST-5516 Perspectives on the Environment (3.0 credits)
- ENST-5117 Methods of Inquiry in Environmental Research (3.0 credits)
- ENST-5126 Geomatics for MES/MESc Graduate Studies (3.0 credits)
- ENST-5454 Master's Thesis (12.0 credits)
- 1 Elective Course – chosen in consultation with the Supervisor (3.0 credits)

Timeline – Thesis (2 years Full-Time)

For information on your timeline as a Flex-Time student, please contact the Graduate Program Coordinator at gradEnviro@nipissingu.ca and the School of Graduate Studies at sgs@nipissingu.ca

Term	Tasks
Term 1: Fall	<ul style="list-style-type: none"> -Course work -Clarify research interest/topic, specific research question, strategies for primary data collection -Declare a Supervisory Committee (form)
Term 2: Winter	<ul style="list-style-type: none"> -Course work -Prepare thesis proposal for submission (April) to Supervisory Committee
Term 3: Spring/Summer	<ul style="list-style-type: none"> Register in ENST-5454 Thesis (at latest) -Supervisory Committee approves thesis proposal (May) -Submit Ethics application (if applicable) - Begin data collection (July/August)
Term 4: Fall	<ul style="list-style-type: none"> -Continue data collection in consultation with Supervisory Committee -Provide regular reports to Supervisory Committee on data collection process
Term 5: Winter	<ul style="list-style-type: none"> -Complete data collection -Data analysis -Begin writing thesis
Term 6: Spring/Summer	<ul style="list-style-type: none"> -Complete data analysis -Send first draft of thesis (approx. 100 pages) to Supervisory Committee (June) -Complete revisions -Conduct oral defence examination process (see regulation)

* All MES/MESc students (MRP and thesis routes) are required to participate in the regular program speaker series and to present their research at an academic conference, either at Nipissing University or elsewhere.

Appendix F: Master of Science in Kinesiology

In addition to the School of Graduate Studies requirements detailed in this Handbook, MSc Kinesiology students are also required to adhere to the following milestones and timelines.

Please consult the [Academic Calendar](#) for course descriptions.

Program of Study – Thesis (2 years Full-Time):

- KINE-5006 Research Methods in Kinesiology (3.0 credits)
- KINE-5007 Statistics in Kinesiology (3.0 credits)
- KINE-5206 Integrative Seminar in Kinesiology (3.0 credits)
- KINE-5453 Research Thesis (18.0 credits)
- Elective Course(s) – to be chosen in consultation with the supervisor (3.0 credits)

Timeline – Thesis (2 years Full-Time)

- For information on your timeline as a Flex-Time student, please contact the Graduate Program Coordinator at gradKin@nipissingu.ca and the School of Graduate Studies at sgs@nipissingu.ca

Term	Tasks
Year 1	
Term 1: Fall	-Course work
Term 2: Winter	-Course work -Declare a Supervisory Committee
Term 3: Spring/Summer	-Register in KINE 5453 Thesis -Supervisory Committee approves thesis proposal
Year 2 <i>(The timelines listed below are flexible. This is a sample of a possible timeline)</i>	
Term 4: Fall	-Submit Ethics application -Data collection
Term 5: Winter	-Data analysis -Begin writing thesis
Term 6: Spring/Summer	-Send first draft of thesis to Supervisory Committee -Complete revisions -Conduct oral defence examination process (see regulation)

Appendix G: Master of Science in Mathematics

In addition to the School of Graduate Studies requirements detailed in this Handbook, MSc Mathematics students are also required to adhere to the following milestones and timelines.

Please consult the [Academic Calendar](#) for course descriptions.

Program of Study – Major Research Paper (1 year full-time)

- MATH-5066 General Topology (3.0 credits)
- MATH-5086 Functional Analysis (3.0 credits)
- MATH-6001 Major Research Paper (6.0 credits)
- Four 3-credit elective courses, chosen in consultation with the Supervisor

MRP Timeline:

Term	Tasks
Term 1: Fall	-Course work -Clarify research interest/topic and specific research question/problem -Declare a Supervisory Committee (form)
Term 2: Winter	-Course work -Prepare MRP proposal for submission (March) and approval by the Supervisory Committee (April)
Term 3: Spring/Summer	--Register in MATH-6001 Major Research Paper -Complete research and writing of the MRP (approx. 60 pages) -Submit to Supervisory Committee -Conduct oral defence examination process (see regulation) -Final Submission requirements are sent to the School of Graduate Studies

Program of Study – Thesis (2 years full-time)

Option one:

- MATH 5066 General Topology (3.0 credits)

- MATH 5086 Functional Analysis (3.0 credits)
- MATH 6206 Graduate Seminar in Mathematics (3.0 credits)
- MATH 6207 Graduate Seminar in Mathematics (3.0 credits)
- MATH 6100 Thesis in Mathematics (12.0 credits)

Option two:

- MATH 6206 Graduate Seminar in Mathematics (3.0 credits)
- MATH 6207 Graduate Seminar in Mathematics (3.0 credits)
- MATH 6100 Thesis in Mathematics (12.0 credits)
- Two 3-credit elective courses chosen in consultation with the Supervisor

Thesis Timeline:

Term	Tasks
Term 1: Fall	-Course work -Clarify research interest/topic, specific research question/problem, strategies for addressing the question/problem -Declare a Supervisory Committee (form)
Term 2: Winter	-Course work -Prepare thesis proposal for submission (April) to Supervisory Committee
Term 3: Spring/Summer	-Register in MATH-6100 Thesis -Supervisory Committee approves thesis proposal (May) -Submit Ethics application (if applicable) - Begin literary review (July/August)
Term 4: Fall	-Continue literary review and work on the question/problem in consultation with Supervisory Committee -Provide regular reports to Supervisory Committee on progress
Term 5: Winter	-Complete literary review and work on the question/problem -Begin writing thesis

Term 6: Spring/Summer	<ul style="list-style-type: none">-Send first draft of thesis (approx. 100 pages) to Supervisory Committee (June)-Complete revisions-Conduct oral defence examination process (see regulation
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