**VMS Directed Study Course (VETM 690)

Deadlines:
Fall term – July 1st
Winter term – November 1st
Spring and Summer terms: April 1st**

**Course Title:**

**Course Instructor:**

**Co-Instructor/Evaluator**: (to provide independent observation and access all performance on which the grade is based)

**Course Session:**
(Fall, Winter, Spring, Summer)

**Days:**  (days of the week ie .M, W, F)

**Start Time & Duration:** (50min 3Xper week, 75min 2Xper week, or 150 min 1Xper week)

**Location:**

**Course Outline:** please see page 2 for required details

**Course Funding Support:** All requests for course funding support must be attached to this application. NO requests for course support funding will be accepted after the course has been approved.

**Students expected to take course:**

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| **Student’s Name** | **Student’s UCID** | **Student’s Supervisor** |
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**Acceptance and signatures**

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| --- | --- | --- |
| *Instructor (printed* | *Instrucot’s Signature* | *Date* |
| *Co-Instructor/Evaluator (printed)* | *Co-Instructors/Evaluator’s Signature* | *Date* |
| *Co-Instructor/Evaluator (printed)* | *Co-Instructors/Evaluator’s Signature* | *Date* |
| *Co-Instructor/Evaluator (printed)* | *Co-Instructors/Evaluator’s Signature* | *Date* |
| *Co-Instructor/Evaluator (printed)* | *Co-Instructors/Evaluator’s Signature* | *Date* |
| *Department Head (printed)* | *Department Head’s Signature* | *Date* |
| *Graduate Program Director (printed)* | *Graduate Program Director’s Signature* | *Date* |

**Required Attachments:**

It is important that directed study courses be structured and evaluated in accordance with University policy. Please ensure page 1 of this form is accompanied by:

1. **Course outline detailing session topics, schedule, and method of student evaluation to be used, including:**
	1. The weights to be assigned to the various components considered in determining the final grade – term papers, lab work, tests, final exams, etc.
	2. Whether or not there will be a final exam and, if so, whether the use of aids such as open book, calculators, etc. is permitted.
	3. Whether or not a passing grade on any particular component of the course is essential if the student is to pass the course as a whole.
	4. If more than one person is evaluating the student, please provide an outline of who will be evaluating each component, and their level of input.
2. **Animal use, human subject research, and biohazard certificates as appropriate.**
3. **Statement from student supervisor that there are no suitable alternative courses.**
4. **Acknowledgement that the graduate student’s committee has approved this directed study course as suitable for the student’s program.**

 *Written/email confirmation from the supervisor on behalf of the committee is acceptable.*

**INSTRUCTOR REQUIREMENTS and NOTES:**

1. University regulations require that each instructor responsible for a course is required to make a course outline available to each student by the first class for those courses which are scheduled one day per week and by the second class for all other courses. The course outline will consist of the information outlined above.
2. Grades must be submitted by the instructor to the Office of Graduate Education (vmgrad@ucalgary.ca) at the end of the semester in accordance with the University’s deadline.
3. The withdrawal deadline is the last day of regularly scheduled classes for the session (please consult the university calendar for specific dates). The start and end dates for courses will normally follow the dates prescribed for the session in which the course is scheduled. If it is not possible to conclude the course within that time frame, it is necessary to request a *Deferral of Term Work* by completing the Registrar’s Office approval form. The form is available from the Office of Research and Graduate Education.
4. (If applicable) Any marked disagreement in grade assignment by the co-evaluator and the instructor conducting the course will be discussed with the instructor’s Department Head. If resolution is not reached, the issue will be brought before the Associate Dean, Office of Graduate Education. Please see the Faculty of Graduate Studies Calendar: <http://www.grad.ucalgary.ca/calendar>.
5. Graduate students who are in disagreement with the marking of any courses work or their final grade have the right to appeal. Graduate students are directed to the “Appeals” section of the current Faculty of Graduate Studies Calendar (<http://www.grad.ucalgary.ca/calendar>).

***All questions regarding the administration of VETM690 courses may be directed to the***

***Graduate Program Administrator at*** ***vmgrad@ucalgayr.ca***