

2025-2026
GRADUATE CALENDAR



CALGARY, ALBERTA

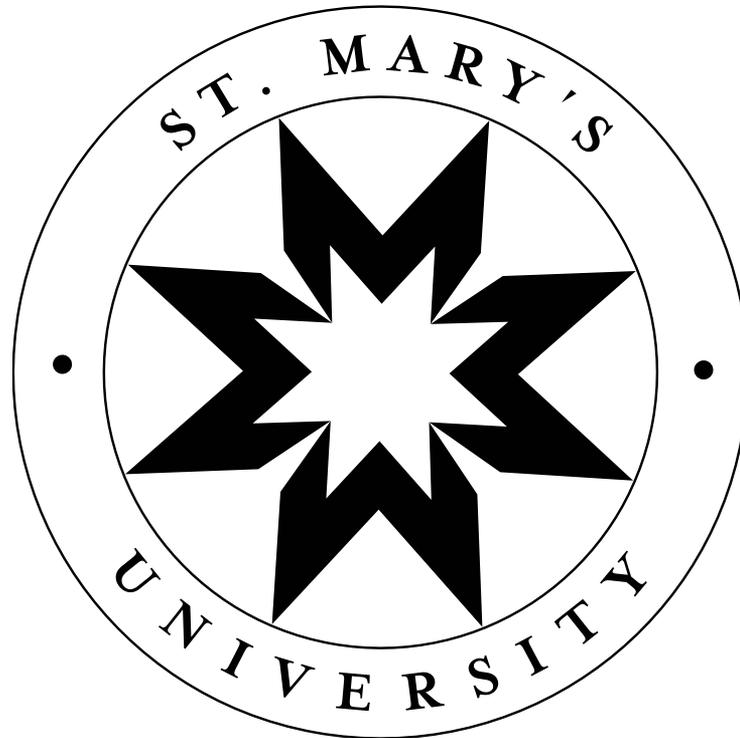
**FIND
PURPOSE.**



2025-2026 Graduate University Calendar

In lumine tuo videbimus lumen (In your light we shall see light)

Psalm 36:9



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QUICK REFERENCE

Term	Class Dates	Last Day to Change Registration	Fee Deadline	Last Day to Withdraw
Spring Intersession 2026	May 4 - Jun 15	May 11	May 19	Jun 4
Summer Intersession 2026	July 6 - Aug 17	Jul 13	Jul 20	Aug 6

Important Notice

St. Mary's University reserves the right to change or amend policies, regulations, programs and fee structures at any time. At the time of printing, this *Graduate University Calendar* is considered to be accurate and up-to-date for the academic year beginning September 3, 2025. Consult the St. Mary's University website at stmu.ca for the most current information on academic matters, including courses, personnel, academic programs and policies, and timetables.

By registering for courses at St. Mary's University, the student agrees to the terms, conditions, academic regulations and standards published in the *Graduate University Calendar*. It is the student's responsibility to become familiar with the contents of this calendar.

WELCOME TO ST. MARY'S UNIVERSITY

On behalf of the faculty and administration, it is my sincere pleasure to welcome you to St. Mary's University as we begin the Spring 2026 term. I hope and pray this year brings you deep learning, meaningful growth, and lasting inspiration as you continue your journey toward becoming authentic leaders—committed to serving others with integrity and compassion.

You are making history at St. Mary's. Not only are you the first cohort to enroll in our Master of Education with a Specialization in Catholic Leadership, but you are also the first to pursue a graduate degree of any kind at our university. Your presence marks a significant milestone, and your success will help shape the future of graduate studies at St. Mary's.

As an accredited provider of graduate education, we are committed to ensuring your experience is both enriching and supportive. Your satisfaction and success are our highest priorities, and we pledge to do all we can to meet your academic and professional needs.

We are confident that this program will prepare you to be among the finest educational leaders in the province. Our focus is on forming leaders who lead with both intellect and heart. With Christ as our guide, we aim to nurture your capacity to serve selflessly—for the good of those you lead and the broader world.

Peace,

A handwritten signature in black ink that reads "Scott Morrison".

Dr. Scott Morrison

Interim President

WELCOME TO ST. MARY'S UNIVERSITY

W elcome New M.Ed. Graduate Students,

Welcome to the inaugural class of the Master of Education with a Specialization in Catholic Leadership at St. Mary's University! We are the only independent Catholic University in Western Canada, and we take immense pride in celebrating who we are and in transforming the lives of our students — mind, body, and spirit.

My warm welcome to you is an expression of our gratitude that you have chosen StMU as the place where you want to continue your post-undergraduate journey. As I reflect on all of the hard work, creativity, and experience that went into the development of this program, I can only smile when I consider that you will be the pioneers of the program, setting new standards, and developing into the leaders of tomorrow.

If you notice that graduate school is different from your past experiences, don't worry, that's a good thing. Our fully online program is designed for the working professional and aspiring leaders who want to explore leadership through a unique lens that is grounded in ethics, service, and community – while building the capacity to lead with confidence and compassion in a context of Truth and Reconciliation.

The Master of Education with a Specialization in Catholic Leadership program will expose you to cutting edge-research, provide you with the tools to conduct research, prepare you for future leadership roles, expand your critical thinking skills, and develop your abilities to interact with your academic mentors and peers. Through the inspired work that you will be involved in over the course of the program you will also learn how to be more adaptable and resilient.

Once again, welcome to St. Mary's University and congratulations for being selected into the Master of Education with a Specialization in Catholic Leadership program. We are committed to supporting you throughout your program and we look forward to the remarkable impact you will make as students and as future leaders, researchers, and change-makers.

Warmest Regards,



Dr. Sandy Vanderburgh,
Provost and Vice President Academic

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VISION

To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

MISSION

Open to all and grounded in the Catholic Intellectual Tradition, St. Mary's University educates the whole person to inspire and empower tomorrow's engaged, global citizens for the future.

INCLUSIVITY AT ST. MARY'S UNIVERSITY

St. Mary's University is a dynamic, academically vibrant, and socially and culturally diverse community. At St. Mary's, all are welcome and we are proud that our community includes students of diverse religions (including no religion), gender identities, sexual orientations, ages, ethnicities, abilities, life experiences, cultures, and socio-economic backgrounds. This celebration of diversity is directly in keeping with our commitment to our principles of social justice, our belief in the dignity of all people, and our Catholic intellectual tradition.

We believe in the university as a place of intellectual and personal freedom that explores humanity in all its complexity. Our classes invite students to engage critically with challenging—and often provocative, sensitive, or controversial—ideas through independent reasoning, fair-minded inquiry, and academic rigor. This uncircumscribed thinking is at the heart of our University. It is also what helps our students to become more compassionate, just, and actively engaged members of our wider human society.

It is not the place of a university to put up walls but rather to open its gates, to welcome intellectual inquiry in all matters, and to embrace all who set foot on our grounds—especially the marginalized and the vulnerable. We accept, value, and respect the dignity and worth of every member of our diverse University community.

EDUCATIONAL PHILOSOPHY

“There are two equally dangerous extremes: to shut reason out, and to let nothing else in.” Blaise Pascal

St. Mary's University, a post-secondary institution that is firmly in the tradition of Catholic scholarship in this country, values this rich heritage of academic freedom, rigorous intellectual inquiry, respect for diversity of opinion and belief and social responsibility. The University welcomes students of diverse traditions and cultures; it recognizes that the intellectual interchange essential to a vibrant university-level education requires and is enriched by the presence and voices of diverse scholars and students in a community of critical thinkers. St. Mary's University proceeds on the assumption that individuals are not merely consumers or producers; we are spiritual beings, and there are ethical and moral dimensions to all we do, and the examination of these dimensions is an integral part of the entire educative process.

While each discipline is taught systematically and according to its own methods, interdisciplinary studies assisted through the study of philosophy and theology enable students to acquire an organic vision of life and a continuing desire for intellectual progress. In promoting this integration of knowledge, St. Mary's University promotes dialogue between faith and reason so that it can be seen more profoundly that faith and reason bear harmonious witness to the unity of all truth.

St. Mary's University provides an environment for the development of the whole person intellectually, emotionally, spiritually and physically in their social context, and presents a learning ethos that attempts to ensure that advances in scholarship and technology are attuned to the authentic good of individuals and society as a whole. It is an institution that inspires students to undertake responsible intellectual inquiry and accept the challenge of providing leadership for the creation of a socially just world based on sound moral principles.

St. Mary's University promotes understanding of and respect for the uniqueness and inherent dignity that defines each one of us, made as we are in the image and likeness of God. It is an academic community that, in a rigorous and critical fashion, assists in the protection and advancement of human dignity and of a cultural heritage through research, teaching and various services offered to the local, national and international communities. A Catholic institution recognizes that human culture is open to revelation and transcendence; the University should be a primary place for fruitful dialogue between the Gospel and culture.

ACADEMIC FREEDOM

Freedom of inquiry and freedom of expression define St. Mary's University. The rights and obligations of academic freedom derive from the nature of academic life and are consistent with the objectives of the University as a community of scholars that pursues the highest academic standards; promotes intellectual and spiritual growth; recognizes ethical and moral implications both of methods and discoveries; maintains respect for the inherent dignity of individuals as persons; and lives in the tradition of Catholic belief and its rich scholarly heritage.

Specific principles of academic freedom include freedom to teach and learn according to one's obligation and vision, and in accordance with the methods proper to each academic discipline; freedom to disseminate the fruits of study and research inspired by the scholarly obligation to pursue truth vigorously and honestly; and freedom to speak and write on issues in fulfillment of the obligations and legal rights of citizenship.

Correlative obligations include respectful allowance for the exercise of these freedoms by others; proper acknowledgement of the contributions made by others to one's work; preservation of the confidentiality necessary in personal, academic and administrative deliberations; and adherence in the course of one's conduct, utterances and work to the by-laws, mission, educational philosophy and educational objectives of the University.

Members have the freedom to exercise professional judgement in the acquisition of materials and in ensuring these materials are freely accessible to all for bona fide teaching and research purposes, no matter how controversial these materials may be.

EDUCATIONAL OBJECTIVES

To introduce students to the breadth and depth of human intellectual experience and to foster an unrestrained search for meaning and purpose that enables students to achieve the full measure of their being.

To provide the most intellectually stimulating learning environment possible: one that fosters the development of the disciplined habits of mind, body and spirit that are the mark of the well-educated, free human being.

To aspire to the highest standards in teaching and research with particular regard to teaching excellence, whereby professors are committed to communicate clearly and honestly the results of their research and to care about students' academic and personal well-being.

To provide individual attention to each student and to be a community of scholars, animated by the spirit of Christ, in which all students, faculty and staff are dedicated to the academic, personal, social and spiritual development of each member.

To encourage the pursuit of wisdom through learning and to ensure the learning experience at the University enables an exhilarating period of sustained personal growth and inspiring intellectual development whereby education nurtures talents, abilities and interests, and facilitates self-discovery and an enthusiastic quest for truth.

To promote scholarly excellence by providing the highest possible quality of university-level courses and programs, and to equip and prepare St. Mary's University graduates to become productive members of and to take leadership roles in their communities, the Church and the broader society.

HISTORY OF ST. MARY'S UNIVERSITY

A proud member of Campus Alberta, St. Mary's University came into being on September 18, 1986, when Royal Assent was given in the Legislative Assembly of Alberta to an act establishing St. Mary's. Founded on the Catholic intellectual tradition and open to all, St. Mary's, from the very beginning, has focused on developing the whole person—mind, body and spirit—and on preparing our students to live with integrity, compassion and confidence. St. Mary's is committed to high-quality teaching and individual attention to each student. Students are encouraged to care for the broader community by participating as volunteers to help the less advantaged.

St. Mary's began with an initial focus on professional courses for teachers in the Catholic school system. In 1997, in collaboration with the Calgary Catholic School District, St. Mary's introduced two professional development certificate programs and initiated a liberal arts university transfer program. The first full-time students were admitted that year.

On July 1, 1999, St. Mary's moved to our current site, the location of the former Father Lacombe Home on the edge of Fish Creek Provincial Park. The many heritage buildings on the site are still in use by St. Mary's, including the laundry building (the current Le Fort Centre named in honour of the late Monsignor Joseph Le Fort), Providence School (now the Classroom Building), the Carriage House and the Water Tower. The Water Tower was designated a Provincial Historic Resource in 1979 and was fully restored in 2018. It now houses the new Mauro Gallery where we host a number of art exhibits throughout the year. In 2018 St. Mary's was presented with the prestigious Lion Award from the Calgary Heritage Authority for the beautiful restoration of the Water Tower and Mauro Gallery. Other buildings on campus include St. Basil's Hall, which was built in 1999 to house the University's library and computer labs, and was recently upgraded to include two additional classrooms. Father Michael J. McGivney Hall houses the Bachelor of Education program and hosts numerous community events. Fall 2016 saw the opening of the newly constructed Heritage Centre. Its multi-purpose 1,800-square-foot main hall converts into a fully-functioning theatre with retractable tiered seating for 120 people, complete with high quality audio visual and projection, industry standard theatre lighting and specialised ventilation to enable ceremonial smudging for Indigenous events.

All of St. Mary's degrees are fully accredited by the Ministry of Advanced Education. In the spring of 2004, St. Mary's was authorized by the Ministry to offer our first Bachelor of Arts (BA) degrees and since that time additional degrees have received Ministerial approval including a two-year Bachelor of Education (Elementary) after-degree and a 4-year Bachelor of Science (BSc) with a major in Biology. In 2020, St. Mary's was given authorization to offer a Bachelor of Education (Secondary), as well as the first 4-year degree in Social Justice and Catholic Studies in Western Canada. St. Mary's also now offers a new Diploma in Entrepreneurship and Social Responsibility. St. Mary's continues

to offer four 3-year BA degrees with concentrations in English, General Studies, History and Psychology, five 4-year BA degrees with majors in English, History, Liberal Studies, Psychology, and Social Justice & Catholic Studies, and the abovementioned BSc, and B.Ed. degrees. The B.Ed. program has been in such demand that we have added additional cohorts to the program. St. Mary's also offers a broad range of university courses in other liberal arts and science disciplines, a business transfer program, and travel abroad and international student exchanges. St. Mary's also offers a Certificate in Pastoral Ministry for the Diocese of Calgary.

Other notable developments in St. Mary's history include the establishment in 2010 of the \$1.2 million endowed CWL Chair for Catholic Studies, the first Chair for Catholic Studies in the history of Western Canada. Dr. Michael Duggan was appointed as the inaugural Chair on September 1, 2010. In 2018, Dr. Duggan retired and the new Chair, Dr. Peter Baltutis, was appointed to the position. St. Mary's was also fortunate to acquire a Heritage edition of the Saint John's Bible in 2013. St. Mary's owns one of only three copies in Canada.

On October 25, 2022 St. Mary's University was granted membership into Universities Canada during its fall membership meeting. This membership signifies the continuous work that has been put into expanding the already robust program offerings at St. Mary's and further strengthens a vibrant campus environment. As an independent university with program offerings across the liberal arts and sciences as well as education, admission into this esteemed community of Canadian universities allows St. Mary's to share best practices, advocate for common interests, advance collaborative research, and collectively prepare future graduates to solve the most pressing challenges of the day.

In 2024, St. Mary's University announced the creation of the Woitas Centre for Inclusive Education, made possible through an extraordinary \$7 million gift from Clayton and Linda Woitas — the largest single investment in inclusive education in Canadian history. The Centre represents a transformative step in advancing St. Mary's mission to prepare teachers who champion inclusive, compassionate, and faith-inspired classrooms. Serving as a hub for research, professional development, and collaboration, the Woitas Centre will empower educators across Calgary and beyond with the knowledge, skills, and resources to support all learners, ensuring that every student can thrive regardless of background or ability.

Building on this momentum, St. Mary's University also received government approval to launch its first graduate-level program — the Master of Education (M.Ed.) with a Specialization in Catholic Leadership. This fully-online, 36-credit degree is designed for certified teachers and educational leaders seeking to deepen their understanding of faith-based leadership in contemporary education. Rooted in the Catholic Intellectual Tradition and focused on developing transformational leadership within Catholic schools, the program integrates academic rigor with spiritual formation. The inaugural cohort of students will begin their studies in Spring 2026, marking another milestone in the continued growth and impact of St. Mary's University.

May 2026							June 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SPRING INTERSESSION 2026

Feb 1	Last day for international students to apply for admission for Spring 2026
Mar 31	Last day for domestic students to apply for admission for Spring 2026
Apr 30	Master of Education New Student Orientation
May 4	First day of classes for Spring intersession
May 11	<i>Last day to register or to change registration for courses in Spring 2026</i>
May 18	Victoria Day. <i>University Closed</i>
May 19	<i>Deadline to pay Spring term fees</i>
Jun 1	Applications open for Spring 2027
Jun 4	Last day to withdraw from Spring courses without academic penalty
Jun 15	Last day of classes for Spring courses

July 2026							August 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUMMER INTERSESSION 2026

Jul 1	Canada Day. <i>University Closed</i>
Jul 6	First day of classes for Summer intersession
Jul 13	<i>Last day to register or to change registration for courses in Summer 2026</i>
Jul 20	<i>Deadline to pay Summer 2026 fees</i>
Aug 3	Alberta Heritage Day. <i>University Closed</i>
Aug 6	Last day to withdraw from Summer courses without academic penalty
Aug 17	Last day of classes for Summer courses



HOW TO APPLY

Applicants must apply online at apply.stmu.ca. This web page provides a link to ApplyAlberta, an online application system that permits students to apply to one or more post-secondary institutions and authorize transcript transfers between participating institutions in the province.

On the ApplyAlberta web page, applicants will be prompted to create an account and will be asked to use a credit card to pay a **non-refundable** application fee. Once the application has been submitted, students will be e-mailed a user name and password, which provides access to MyStMU, an online self-service portal.

For Master of Education applicants, admission deferrals will not be permitted. The Master of Education program only has one intake in the Spring term each year, so applicants wishing to defer must reapply for the following Spring term.

Applicants who are offered admission must pay a **non-refundable** deposit by the deadline outlined in the admission letter to be registered for courses. The Registrar's Office will automatically register students in the appropriate classes each term upon availability of the timetable. Self-registration is not permitted.

If you have questions about the application process, e-mail your inquiry to admissions@stmu.ca or contact the Registrar's Office at 403.531.9130.

GRADUATE PROGRAMS

Admission to graduate studies may be obtained under one of the following categories as determined by the Admissions Office:

- Regular Admission
- Alternate Admission
- Re-admission to the University
- International Student Admission

REGULAR ADMISSION

Applicants in this category must hold an undergraduate degree from a recognized post-secondary institution. Specific degree types and minimum GPA requirements vary by program. Please consult the program-specific admission criteria for detailed requirements. In some cases, relevant professional experience, such as work or volunteer involvement in the field, may also be required.

ALTERNATE ADMISSION

St. Mary's University recognizes that some applicants may not meet the standard academic requirements for admission to graduate studies. Applicants in this category will be considered on a case-by-case basis, taking into account a combination of academic background, professional experience, and other relevant qualifications. Specific criteria and procedures for alternate admission may vary by program. Please refer to the Alternate Admissions Policy outlined under each program for detailed information.

RE-ADMISSION TO THE UNIVERSITY

Students who have previously submitted an application or attended St. Mary's University but who have not attended or registered for one or more years must apply for re-admission at apply.stmu.ca, and must pay a \$100 re-application fee. If you previously attended a St. Mary's University graduate program and were registered within one year you do not need to apply for re-admission; please contact Admissions at admissions@stmu.ca.

Please note that requirements for returning students may vary by the program. Refer to the specific program's guidelines for detailed information. Students who wish to return after being required to withdraw from the University will be required to meet with the Dean prior to re-entry.

If a returning student has been attending a post-secondary institution that is not a participating member of ApplyAlberta, the student must supply official transcripts from the post-secondary institution when applying for re-admission to St. Mary's University.

INTERNATIONAL STUDENTS

St. Mary's University is a Designated Learning Institute (DLI Number O19273782872) eligible to accept and enroll international students on a study permit.

If you are not a Canadian citizen or a permanent resident of Canada, you must obtain a valid study permit before you come to Canada.

APPLYING TO ST. MARY'S UNIVERSITY

Applying for a study permit can be a lengthy process. It is recommended that international students begin the admissions process at least three months prior to the term in which you would like to commence studies. For application deadlines, refer to the *Academic Schedule* (pages 11-12).

International students are considered on a case-by-case basis and must:

- Apply online at apply.stmu.ca
- Pay a **non-refundable** \$175 (Canadian) international student application fee
- Present English Language proficiency results
- Provide all original transcripts and/or documentation from previous educational institutions, including exact translations by a certified translator if the documentation is not already in English

TO BE ELIGIBLE TO STUDY IN CANADA

To obtain a study permit you must:

- Apply to St. Mary's University and have your letter of acceptance
- Have a valid passport
- Receive a Provincial Attestation Letter. Information on this process will be provided after you apply and are accepted to St. Mary's University
- Submit a completed application with the requested fees to the Canadian Embassy or to Citizenship and Immigration Canada (CIC) in your country

You must provide proof that you have enough funds to pay for your:

- Tuition fees
- Living expenses for yourself and any family members who come with you to Canada
- Return transportation for yourself and any family members who come with you to Canada

You must be law-abiding and have no record of criminal activity (you may be asked to provide a Police Clearance Certificate)

- You will not be a risk to the security of Canada
- You must be in good health and willing to complete a medical examination, if necessary
- You must satisfy an immigration officer that you will leave Canada when you have completed your studies

For more information about obtaining a study permit, visit:

canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.

HEALTH INSURANCE/ACCIDENT INSURANCE

It is important that you subscribe to the Alberta Health Care Insurance Plan (AHCIP) as soon as you arrive in Canada. You will need an Alberta Health Care Identification Card, Blue Cross Card or another private insurance plan identification card to access the health care system.

Students authorized to stay in Canada for 12 months or longer are required to register with AHCIP. You will be eligible to apply and to receive coverage on the date of your arrival. You must register within 3 months of your arrival in Canada. A copy of your Study Permit and/or your Temporary Resident Visa will be required when you apply for AHCIP.

AHCIP pays for services provided by physicians (doctors) and oral surgeons. It also pays a portion of the cost of treatment provided by optometrists, chiropractors, podiatrists, and physical therapists. It does not pay for naturopaths, or for medication or ambulance services.

Apply for AHCIP by visiting one of the local registry agents or by mail:

Alberta Health Care Insurance Plan
Box 1360 Stn Main
Edmonton, AB T5J 2N3

Additional information can be obtained by calling toll free: 403-310-0000 or visit alberta.ca/ahcip for more information.

If you do not qualify for AHCIP, you may purchase health insurance from a private insurance company such as:

- Kanetix
- Bridges International Insurance Services
- Guard Me

International students are not covered through St. Mary's University's accident insurance plan that covers injuries sustained in campus buildings or on the premises while attending classes on any regular day of classes; while attending or participating in any University activity approved and supervised by an appropriate University authority; while travelling directly to or from any regularly scheduled and approved University activity under the direction or supervision of a proper University authority; and while travelling to or from the insured's residence and the University for the purpose of attending classes or participating in any University-sponsored activity.

ENGLISH LANGUAGE PROFICIENCY

English is the official language of instruction at St. Mary's University. All applicants, regardless of their citizenship or country of origin, must demonstrate English language proficiency to be considered for admission to the University. Please refer to the English Proficiency section under each program for specific requirements.

Students who have studied for a minimum of three years in a formal full-time secondary or post-secondary institution in Canada or any one of the countries listed below, with proof of education in English, will have satisfied the English language proficiency requirement for St. Mary's University:

- America Samoa
- Anguilla
- Antigua and Barbuda
- Australia
- Bahamas
- Barbados
- Belize
- Bermuda
- Botswana
- British Virgin Islands
- Canada
- Cameroon (English stream-GCE)
- Cayman Islands
- Dominica
- Falkland Islands
- Fiji
- Gambia
- Ghana
- Gibraltar
- Grenada
- Guam
- Guyana
- India
- Ireland
- Jamaica
- Kenya
- Liberia
- Malawi
- Malta
- Mauritius (English stream-GCE)
- Montserrat
- New Zealand
- Nigeria
- Puerto Rico (English stream)
- Seychelles
- Singapore
- Sierra Leone
- South Africa
- St. Helena
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Tanzania
- Trinidad and Tobago
- Turks and Caicos Islands
- Uganda
- United Kingdom
- United States of America
- Virgin Islands
- Zambia
- Zimbabwe

INTERNATIONAL APPLICANTS ALREADY STUDYING IN CANADA

As of 2024, international students who are already studying at a Canadian institution and who have a valid study permit need to apply for a study permit extension to change post-secondary institutions. This will require a Provincial Attestation Letter issued by St. Mary's University. IRCC requirements are subject to change, so students are encouraged to consult directly with IRCC.

TRANSCRIPTS

The University will automatically obtain transcripts on behalf of applicants who attended a post-secondary institution in Alberta, as long as the institution is a participating member of ApplyAlberta. If the institution is not a member of ApplyAlberta, the student must supply official transcripts when applying for admission to St. Mary's University. Transcripts must be mailed directly to the Admissions Office from the issuing institution bearing the official seal of the institution. Transcripts may also be sent digitally by the issuing institution to admissions@stmu.ca.

NEW STUDENT ORIENTATION

The University offers a new student orientation prior to the start of the program. The purpose of the orientation is to familiarize students with expectations of the program, campus services, and to meet faculty and peers. Online programs will host orientation sessions online.



HOW TO REGISTER

Registration for each term will commence when the master timetables are published. Master timetables for the Fall and Winter terms are normally available in April. The Spring and Summer master timetables are normally available in December.

The master timetable is subject to change and the University reserves the right to make changes to the master timetable as circumstances demand. This may include the cancellation or rescheduling of a particular class and the subsequent amendment of a student's timetable.

The Registrar's Office will automatically register M.Ed. students in the appropriate classes each term upon availability of the timetable. Self-registration is not permitted.

We recommend that students review their schedules on My.StMU before each term begins to ensure that their schedules have not changed.

PREREQUISITES

Students will be permitted to register only for those courses for which they have the prerequisites. Please refer to the course descriptions in this *Graduate University Calendar* to determine if you have the appropriate prerequisites. Prerequisite grade requirements may vary between programs. Please consult the specific program for details.

WITHDRAWING FROM COURSES

Students are permitted to add or drop courses without penalty up to the change of registration deadline. Registration changes can be made by contacting admissions@stmu.ca.

A course dropped on or before the change of registration deadline will not appear on the student's transcript and the student will be refunded any tuition and fees paid for that course. Students are responsible for consulting the *Graduate University Calendar* for the change of registration deadline each term.

Please note that dropping one or more courses may require withdrawal from cohort-based programs. Students should consult their program advisor before making changes to their registration.

CANCELLATION OF REGISTRATION

A student who cancels their registration prior to the change of registration deadline may do so on My.StMU and will have those courses removed from their academic record. The student will not owe tuition and fees for those courses. Non-attendance is not sufficient notification to cancel registration.

A student who cancels registration after the course registration deadline and before the course withdrawal deadline must submit a *Course Withdrawal Form* to the Registrar's Office. The student will receive a grade of W for all courses. Tuition and fees for those courses will not be refunded.

Students in cohort-based programs must advise their program and email admissions@stmu.ca if they drop their courses.

WITHDRAWING WITH CAUSE

After the change of registration deadline and before the withdrawal deadline, students may withdraw from courses with cause in cases of serious illness or other extenuating circumstances and receive a grade of WC (Withdrawal with Cause). Tuition and fees are not refundable.

After the withdrawal deadline, students may still request to withdraw from courses with cause in cases of serious illness or other extenuating circumstances and receive a grade of WC (Withdrawal with Cause).

In both cases, students must submit a *Withdrawal with Cause Form* to the Registrar. All requests will be dealt with on a case-by-case basis and the request must include the following supporting documentation:

- detailed letter outlining the reason(s) for the request
- letter of assessment from a recognized health care professional (doctor or psychologist)

Students who have been granted a withdrawal with cause will be requested to provide evidence that the condition(s) which led to their withdrawal have been identified and addressed before they are permitted to register in classes again.

Please note that withdrawing from one or more courses may require withdrawal from cohort-based programs. Students should consult their program advisor before making changes to their registration.

REPEATING A COURSE

To maximize student success and enhance access to courses for all students, the University sets a limit on the number of times students may attempt a particular course. A final grade, withdrawal, or withdrawal with cause is considered an attempt.

A student may register for a particular course twice with the permission of the Dean. The grade for each of these two attempts will be recorded on the official student record, and the highest grade will be used in the calculation of the Grade Point Average (GPA).

To initiate the approval process, a student must submit a *Request to Repeat a Course Form* to the Registrar's Office. Course repeat approval is not guaranteed and does not guarantee a seat in the course. Approval to repeat a course is only valid for the term indicated on the form. If the course is not taken in the approved term, the student will need to request permission again in a future term. The grades for all attempts will be recorded, and the highest grade will be used in the calculation of the GPA.



APPLICATION FEES

Application Fee non-refundable	\$100
Application for Re-Admission non-refundable	\$100
International Student Application Fee non-refundable	\$175

REGISTRATION DEPOSIT

All new applicants who have been offered admission are required to pay a **non-refundable** deposit of \$200 to confirm their intention to attend St. Mary’s University.

This registration deposit will be applied to the student’s first term tuition and fees. After the deposit has been paid, students will be able to register for courses and make payments.

Payment of this deposit indicates the following:

- the applicant agrees to be bound by all University policies and procedures as outlined in the *Graduate University Calendar*
- the timetable is subject to change and it is the student’s responsibility to check for updates
- all tuition and fees are payable on or before the fee deadlines outlined in the *Graduate University Calendar*.

TUITION & GENERAL FEES

Tuition is assessed on a per credit hour basis. The tuition cost per credit hour is \$550 for domestic graduate students. Tuition cost per credit hour is \$750 for international graduate students.

In addition to tuition, students are charged the following general fees as outlined below:

EMERGENCY BURSARY FEE

The Emergency Bursary Fee of \$5 per term supports students in emergency financial need situations.

GRADUATE STUDENTS’ ASSOCIATION FEE

This is a compulsory fee that entitles graduate students to membership in their association and all the benefits offered. Students are charged a flat fee of \$50 per semester. The fees are collected by the University and paid to the Graduate Students’ Association.

STUDENT SERVICES FEE

This is a compulsory and comprehensive fee that supports student services and resources to help students succeed throughout their academic careers. Full-time credit students pay \$246 per term and part-time credit students pay \$123 per term. Services included in the fee:

- IT infrastructure, servers, Wi-Fi, email, website, online delivery tools, D2L, and Moodle,
- Library Services, including enhanced electronic resources, licenses and access to statistical software,
- Mental Health Counselling Services,
- Career Services,
- Accessibility Services,
- Student Success Centre Services.

BOOKS & SUPPLIES

Students are required to purchase their own books and supplies. Required and optional textbooks are available from the University Bookstore/Campus Store. A textbook list is available at shop.stmu.ca or through self-service at My.StMU. Students who are sponsored by a band education authority or other organization may have part or all of the cost of their books and supplies paid for by their sponsor. Sponsored students should ensure that all documentation has been forwarded to the Financial Aid Office and to the Bookstore/Campus Store.

TRANSCRIPT FEES

Official Transcript	\$10
Unofficial Transcript (free on My.StMU)	\$2
Courier Fee	Variable

OTHER FEES

Confirmation of Enrolment Letter	\$10
Graduation Fee	\$100
ID Card Replacement	\$5
NSF/Returned Cheque.....	\$65
Parchment Replacement.....	\$65
Payment Plan Administration Fee.....	\$50
Program Extension Fee.....	\$50
Re-registration Fee	\$50
T2202 Replacement (prior to 2008).....	\$5
Tuition or Payment Plan Delinquent Fee.....	\$65

FEES

PAYMENT OF FEES

Tuition and fees are due in full on or before the fee deadline each term.

Students who have not paid their tuition and fees by the deadline will be de-registered from all courses and can only be reinstated by paying a \$50 re-registration fee, as well as all tuition and fees, prior to the time of re-registering. Re-registration will be processed only when the payment or proof of payment has been provided.

PAYMENT METHODS

The preferred method of payment is via online banking through setting up St. Mary's University (Calgary) as a payee through your bank. The account number is the student's 9-digit student ID when setting up the payee. Credit card payments will be accepted via [My.StMU](#); however, all transactions will automatically be charged a 3% fee.

The Registrar's Office does not accept e-transfer, debit transactions, cash, or in-person payments of any kind.

ACCOUNT STATEMENTS

A record is kept of each student's financial transactions at the University. Students may print a statement through self-service at [My.StMU](#) or request copies of their account statements from the Registrar's Office to verify their financial status. Any discrepancies must be reported as soon as they are discovered.

PAYMENT PLANS

Payment plans are available only to students who demonstrate financial need and can provide proof that all other funding sources have been exhausted; ex. student loans, student line of credit, etc. Payment plans are term-based and are only permitted for four-month terms. Requests for a payment plan can be sent to financial.aid@stmu.ca and a financial need assessment will be completed. Following this assessment, a meeting with the Financial Aid and Awards Officer will be required to discuss plans for making tuition and fee payments in three instalments.

The deadline to apply for a payment plan is by the change of registration deadline of the term. Payments made through online banking or credit card ([My.StMU](#)) are scheduled over three months:

- first one-third of tuition and fees, along with a non-refundable \$50 administration fee, are due by the fee deadline
- second payment is due on the 15th of the month following the fee deadline
- third and final payment is due on the 15th of the second month following the fee deadline.

If permitted a payment plan, the contract will indicate penalties of non-payment. If a student breaks the contract by neglecting to make payments on time, they will not be offered the payment plan option for future semesters.

FEE ADJUSTMENT/REFUNDS

DROPPING COURSES

Tuition and fees will not be charged for courses dropped before the change of registration deadline.

WITHDRAWAL/WITHDRAWAL WITH CAUSE

Dropping a course after the change of registration deadline will be considered a withdrawal and tuition and fees will be charged.

CANCELLATION OF REGISTRATION

A student who cancels registration after the change of registration deadline and before the course withdrawal deadline will receive a grade of W for all courses and will owe tuition and fees for those courses.

A student who has ceased to attend a course and who has not officially dropped, withdrawn, or cancelled is considered to be registered in that course and all tuition and fees remain payable.

REFUNDS

Refunds will be provided to students for all tuition and fees paid for courses that are dropped or cancelled before the change of registration deadline. Refunds will be completed in the month following the tuition & fee deadline. Students will be asked to provide banking information to set up direct online deposit with St. Mary's University. Students are required to provide this information to receive their refunds in a timely manner. Refund cheques will be mailed as an alternate means of refund if necessary under special circumstances.

TUITION TAX RECEIPTS

Tuition, Education and Textbook Amounts Certificates (T2202) for federal income tax purposes will be issued by the end of February, based on eligible fees assessed and paid during the previous calendar year. They will be available on your [My.StMU](#) account. Replacement T2202 statements are also available on your [My.StMU](#) account from 2008 to the present. A fee of \$5 will be charged for each duplicate statement older than 2008, and must be requested to the Registrar's Office.

Master of Education with a Specialization in Catholic Leadership Program - Domestic Students		
	1 course*	2 courses**
Tuition	\$1,650.00	\$3,300.00
Student Services Fee	123.00	246.00
Graduate Students' Association	50.00	50.00
Emergency Bursary Fee	5.00	5.00
Total	\$1,828.00	\$3,601.00
* - Spring 2026 ** - Summer 2026		

Master of Education with a Specialization in Catholic Leadership Program - International Students		
	1 course*	2 courses**
Tuition	\$2,250.00	\$4,500.00
Student Services Fee	123.00	246.00
Graduate Students' Association	50.00	50.00
Emergency Bursary Fee	5.00	5.00
Total	\$2,428.00	\$4,801.00
* - Spring 2026 ** - Summer 2026		

CHANGE OF REGISTRATION & FEE DEADLINES

Spring Intersession 2026	<p>May 4, 2026 First day of classes</p> <p>May 19, 2026 Deadline to pay Spring 2026 tuition & fees.</p>	<p>May 11, 2026 Change of registration deadline.</p> <p>Last day to change registration for Spring 2026 courses.</p>
Summer Intersession 2026	<p>July 6, 2026 First day of classes</p> <p>July 20, 2025 Deadline to pay Summer 2026 tuition & fees.</p>	<p>July 13, 2026 Change of registration deadline.</p> <p>Last day to change registration for Summer 2026.</p>



FINANCIAL ASSISTANCE & STUDENT AWARDS

GOVERNMENT STUDENT LOANS, GRANTS & BURSARIES

Financial assistance for post-secondary education is available from the federal and provincial governments to help Canadian citizens or permanent residents. Assistance is intended to supplement student and family resources and is awarded based on financial need. Funding is provided in the form of loans as well as grants and bursaries in cases of high financial need. To qualify for financial assistance, each student must prove financial need and be enrolled as a full-time student. A full-time student is one who is registered in at least six credit hours in a term.

Government loans are interest-free while students are attending a post-secondary institution full time. Repayment of federal student loans begins six months after the borrower ceases to be registered as a student. As of July 1, 2023, repayment of provincial student loans begins twelve months after the borrower ceases to be registered as a student. The interest rate and terms of repayment are set at the time of consolidation. Grants and bursaries do not need to be paid back.

APPLYING FOR A STUDENT LOAN

Students must apply through the last province in which they spent twelve consecutive months while not a full-time student. Students who are residents of another province should apply to the student finance assistance program in their home province. Alberta residents who apply for a student loan will be considered for both Alberta and Canada student loans, as well as grants and bursaries.

The deadline to apply for a student loan is typically four to six weeks before the end date of the study period. For Alberta Student Aid, the deadline to apply for a full or part-time loan is 30 days prior to the end date of the study period. However, it is strongly recommended to apply for student loans early to meet the tuition and fees deadline. Full-time Alberta student loan applications are available online at studentaid.alberta.ca. For part-time student loans, please contact financial.aid@stmu.ca.

After applying, students should monitor their Alberta Student Aid inbox regularly for important updates, such as Award Letters, Canada Master Student Financial Assistance Agreements (MSFAA) and Alberta Student Aid Agreements. Students must be sure to digitally sign their Canada Master Student Financial Assistance Agreement (MSFAA) and/or Alberta Student Aid Agreement in a timely manner to receive their federal and/or provincial funding. If students fail to complete their agreement(s) 30 days prior to the end date of the study period, they may lose the option to receive funding for that term.

PROCESSING A STUDENT LOAN

Once the Financial Aid Office has confirmed your enrolment status, you will receive all funds in your personal bank account. It is your sole responsibility to pay your tuition and fees by the tuition deadline.

The preferred method of payment is via online banking through setting up St. Mary's University as a payee through your bank. The account number is the student's 9-digit student ID when setting up the payee. Credit card payments will be accepted via [My.StMU](#); however, all transactions will automatically be charged a 3% fee.

The Registrar's Office does not accept e-transfer, debit transactions, cash, or in-person payments of any kind.

CHANGES IN REGISTRATION STATUS

St. Mary's University notifies the appropriate government or provincial funding body whenever students receiving financial assistance change from full- to part-time status or discontinue their studies at the University. Normally, the student loan is cancelled and the student is required to re-apply for future funding. If a student has received full-time grant funding before dropping to part-time or fully withdrawing, the grants may be converted to loans based on the reassessment.

INTEREST-FREE STATUS

Students who will be borrowing full-time student loans do not need to submit interest-free documents to their lenders. If a student does not borrow subsequent loans, previously borrowed full-time student loans remain interest- and payment-free while studying full-time as long as students provide adequate proof of enrolment to their lenders. The proof of enrolment is required to be submitted through the National Student Loans Service Centre (NSLSC) account if the student has both Canada and Alberta loans.

For full-time students who have only Alberta loans, or part-time students who are repaying previous Alberta student loans, they may reinstate their Alberta loans to interest-free status by completing the Confirmation of Registration (Form B). Interest-free status can only be requested for a current study period and cannot be completed retroactively.

REPAYMENT

Information regarding repaying your loan can be found at:

Making Payments: studentaid.alberta.ca/repayment/repaying-your-student-loan or csnpe-nslsc.canada.ca/en/repaying-your-loan

Repayment Assistance: studentaid.alberta.ca/repayment/repayment-assistance-plan

UNDERSTANDING YOUR STUDENT LOAN

If you need more information about government loans and grants, visit studentaid.alberta.ca/student-aid-funding-guide/loans-and-grants-funding-guide

INTERNATIONAL STUDENTS

Students who are citizens of countries other than Canada and who have been accepted at St. Mary's University on a study permit are not eligible for Canadian federal or provincial financial assistance. Applicants from other countries who require aid should contact officials of their own governments to determine if they qualify for aid.

PERSONAL BANK STUDENT LOANS

Most major banks offer loans or credit lines for full-time students. This may be an option for students not eligible for government student loans; however, students must be aware that interest is charged and payable while attending school. The interest rate can vary significantly among financial institutions. Students are advised to shop around and use this form of financing sparingly.

SPONSORSHIPS

Indigenous students may qualify for funding through their respective First Nation, Métis, or Inuit education authority. Students are encouraged to contact their education counsellor as early as possible because several months may be required to process the request. If you have questions about accessing this funding, contact financial.aid@stmu.ca.

CHANGES IN REGISTRATION STATUS

St. Mary's University notifies the appropriate sponsoring body whenever students receiving financial assistance change from full- to part-time status or discontinue their studies at the University. Changes to the student's funding is at the discretion of the sponsor.

REGISTERED EDUCATION SAVINGS PLANS

Students who wish to use a Registered Education Savings Plan (RESP) are advised to contact the financial institution about the terms of accessing the funds. In most cases, students will be required to have a form signed or a letter produced by the Registrar confirming enrolment. If a signature is required, students should submit the form to the Registrar's Office. If a letter is required, students must fill out a *Confirmation of Enrolment Form* and pay a \$10 fee to the Registrar's Office. Processing delays to receive RESP funding from the providing institution are not considered grounds for extending a tuition deadline.

STUDENT AWARDS

A limited number of St. Mary's University funded awards are available for both domestic and international students and are selected automatically with no need for application. A list of these awards can be found at stmu.ca/admission/scholarships.

APPLYING FOR NON-UNIVERSITY AWARDS

Applications for Alberta Student Aid awards will be provided by the Registrar's Office to qualified students for submission by the appropriate deadline dates.

Inquiries for other external awards should be made directly to the specific agency regarding application forms and deadlines.

PAYMENT OF STUDENT AWARDS

Unless otherwise noted, students in receipt of awards administered by the University must maintain full-time registration at St. Mary's University and must maintain a minimum grade point average of at least 3.3. If successful in receiving an award, the amount will be applied to any tuition and fees owed to the University, which may be applied across terms, and the balance may be issued by electronic funds transfer.

The University assumes liability for the payment of awards only to the extent that gifts from donors or returns from particular investments for these purposes will permit. If a student is granted an award, St. Mary's University reserves the right to release pertinent information to provincial funding bodies.



ACADEMIC REGULATIONS

ACADEMIC STANDING

The academic progress of all students is reviewed by the Registrar at the conclusion of each term.

GOOD STANDING

Graduate students with a term GPA of 3.3 or higher are considered to be in Good Standing. Students in Good Standing are eligible to continue in their program of study and to graduate from the Master of Education with a Specialization in Catholic Leadership program.

ACADEMIC SUSPENSION

Failing one or more courses may lead to academic suspension at the discretion of the Dean. Conditions of suspension will be determined by the Dean on a case-by-case basis. Students who have been placed on Academic Suspension and required to withdraw from St. Mary's University may apply for re-admission after a minimum of one year. Transfer credit may be granted for work completed elsewhere if the grades are at the minimum standard required for transfer of courses to St. Mary's University.

PROGRAM PROGRESSION

To maximize student success and enhance access to courses for all students, the University sets a limit on the number of times students may attempt a particular course. A final grade, withdrawal, or withdrawal with cause is considered an attempt.

A student may register for a particular course for a second time only with the permission of the Dean. To initiate the approval process, a student must submit a *Request to Repeat a Course Form* to the Dean of Education's Office. Course repeat approval is not guaranteed and does not guarantee a seat in the course. Approval to repeat a course for a second time is only valid for the term indicated on the form. If the course is not taken in the approved term, the student will need to request permission again in a future term. The grades for all attempts will be recorded, and the highest grade will be used in the calculation of the GPA.

If a student receives a failing grade for a course, the student cannot progress without retaking the course with permission from the Dean.

ACADEMIC MISCONDUCT

Graduate students at St. Mary's University are expected to uphold the highest standards of academic integrity, producing original work, citing sources accurately, and taking full responsibility for their academic conduct. Misconduct includes cheating, plagiarism, falsifying research, submitting purchased work, unauthorized use of artificial intelligence (AI), and other dishonest practices. Students have the right to appeal any penalties under the Graduate Student Academic Appeals Policy.

First-time violations may result in a failing grade on the assignment or course, with a formal record submitted to the Registrar. Repeat offences may lead to disciplinary action by the Dean, including possible expulsion, which will be noted on the student's academic record. All students are expected to act ethically, learn from mistakes, and demonstrate understanding through their own work.

See St. Mary's University **Graduate Academic Integrity Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

ACADEMIC MISCONDUCT APPEALS

St. Mary's University's Graduate Academic Appeals Policy outlines the rights and responsibilities of graduate students seeking to appeal decisions that affect their academic standing. The policy applies to students enrolled in credit courses and covers appeals related to academic and non-academic regulations. Students have the right to a fair, confidential, and timely appeal process and are responsible for knowing university policies, respecting community members, adhering to codes of conduct, and upholding academic integrity. Academic appeals may involve assessments, progression, standing, misconduct, or decisions made by the Dean. Grounds for appeal include alleged bias, unfair procedures, new evidence, ambiguous criteria, or compassionate circumstances. Appeals must be submitted in writing within 10 days of the decision, with supporting documentation, to the appropriate first point of contact (i.e., the person who alleged misconduct). If unresolved, students may proceed through the Graduate Student Dispute Resolution Process.

See St. Mary's University **Graduate Academic Appeals Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

NON-ACADEMIC MISCONDUCT

The Student Non-Academic Misconduct Policy & Procedures explains the University's expectations for Student Non-Academic Conduct, so that all students can understand their rights, privileges, and responsibilities, make informed decisions about their behaviour, and be accountable for those decisions in a fair manner and to a fair outcome. Non-Academic Misconduct infringes upon the efforts and achievements of other students, detracts from the University's ability to provide a safe and welcoming environment in which to learn and work, and undermines its reputation.

See St. Mary's University **Student Non-Academic Misconduct Policy & Procedures** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

ACADEMIC REGULATION APPEALS

St. Mary's University provides a structured process for graduate students to resolve disputes related to fairness and equity in academic or program decisions. Students must first pursue informal resolution by addressing concerns directly with instructors or supervisors. If unresolved, they may escalate the issue to the Coordinator, who will provide a written outcome. The Coordinator's decision may be appealed to the Dean, who will provide a written outcome. For complex cases, students may seek confidential support from the Dean, Registrar, or the Ombudsperson. If informal resolution is not possible or unsuccessful, students may initiate formal dispute resolution by submitting a written complaint to the Vice President Academic within 10 business days. An Ad Hoc committee will review the case and issue a decision. Either party may appeal the committee's decision to the Vice President Academic, who will make a final determination. The VPA's decision concludes the dispute resolution process and is not subject to further appeal.

See St. Mary's University **Graduate Students Dispute Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

St. Mary's University is committed to fostering a fair and equitable campus environment through the establishment of an Ombudsperson role governed by principles of independence, impartiality, and confidentiality. The Ombudsperson provides informal, accessible support to members of the University community, offering advice and recommendations to help resolve disputes. Investigations are only initiated after all formal dispute resolution and appeal processes have been exhausted. The Ombudsperson operates independently of the University and Student Legislative Councils and adheres to national standards of ethical practice and fairness. The Ombudsperson may receive complaints from any member of the University community but cannot act on behalf of others or intervene in matters governed by collective agreements or student association governance. Their decisions and recommendations are final and not subject to appeal.

The Ombudsperson has discretion in choosing appropriate methods of intervention and has access to relevant records and policies. Appointments are made via a selection committee and funded jointly by the University and Student Legislative Council (as needed) when students are involved. The Ombudsperson may also recommend policy changes and highlight systemic concerns. Conflicts of interest are managed through temporary appointments by the Advisory Committee.

See St. Mary's University **Ombudsperson Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

ATTENDANCE

Students are expected to attend all classes for which they are registered. Faculty members may include specific regulations regarding class attendance in their course syllabus.

COURSE/INSTRUCTOR EVALUATIONS

Course/instructor evaluations are distributed to all students near the end of each term. Students have the opportunity to share their comments through this feedback. Evaluations are strictly confidential and anonymous.

Other student surveys may also be conducted at the University in order to gain information for academic and student services planning purposes.

FULL-TIME AND PART-TIME STATUS

Students registered in 6 credit hours or more per term are considered to have full-time status. Students registered in fewer than 6 credit hours per term have part-time status.

GRADING POLICIES

GRADING SYSTEM

St. Mary's University uses the four-point alpha-numeric grading system for all courses. The following table sets out the grading system:

Grade	Grade Point	Description
PS+	4.0	Pass with Distinction
PS	3.3	Pass
F	0	Fail

NOTE: Grade of PS is the minimum grade required to pass a course in the Master of Education with a Specialization in Catholic Leadership program.

INCOMPLETE GRADE

Normally, course work that is not completed by the last day of lectures is given a grade of zero. In extenuating circumstances, a student may petition the instructor on or before the day of the last lecture for a grade of incomplete (I) for the course. The student and the course instructor must complete and sign an *Application for Incomplete Grade* and submit it to the Registrar with appropriate supporting documentation. The contract must include a completion date, normally within four weeks after the last scheduled class of the term.

If approved, the student must submit the completed work to the instructor on or before the date designated on the contract. A student who does not complete the required work before the deadline will be assigned a grade of zero for the incomplete work. The instructor will submit a *Grade Change Form* upon completion of the work.

Should no grade change be submitted, the I grade will revert to an F grade for the course.

OTHER GRADES

The following grades may also appear in a student's academic record or on the transcript. These grades are not used to calculate the GPA.

Symbol	Term	Description
AU	Audit Course	Assigned when the student is registered as an auditor
CR	Credit Received	Assigned when the student successfully passes a challenge examination
DF	Deferred Final Examination	Assigned when the student has deferred the examination
I	Incomplete	Assigned with permission of the Dean

Symbol	Term	Description
IP	In Progress	Assigned when the student is in the process of completing a course
MT	Multi-Term Course	Assigned when a course is full-year and not yet completed
P	Pass	Assigned when a student meets the requirements to complete a course on the basis of Pass or Fail
PF	Practicum Fail	Assigned when the student fails practicum
[]	Repeated Course	When [] appears around a grade, it means the student repeated the course and the lowest grade is not calculated in earned credits or GPA
RW	Required to Withdraw	Assigned when the student is asked to withdraw from a course by the instructor or Dean
TR	Transfer	Assigned when the course is transferred from another institution
W	Withdrawal	Assigned when the student withdrew from a course by their own choice
WC	Withdrawal with Cause	Assigned when the student was granted a withdrawal with cause

HOW TO CALCULATE GPA

All grades with a grade point value are used in the calculation of a term GPA, both for purposes of the official transcript of record and for the cumulative GPA used for determination of student progress through the academic program.

The GPA is determined by dividing the total grade points earned by the number of credit hours attempted, as follows:

Course	Grade	Points	Credits	Points
EDCI 631	PS+	4	x	3 = 12.0
EDFN 607	PS	3.3	x	3 = 9.9
EDLD 553	F	0	x	3 = 0.0
EDPH 501	PS+	4	x	3 = 12.0

Total: 12 33.9

Total Grade Points: 33.9

Total Attempted Credits: ÷ 12

Grade Point Average: 2.825

GRADE POSTING & REPORTS

Final grades will only be available to students via their secure access to My.StMU.

TRANSCRIPT REQUESTS

Transcripts are the permanent record of all matters relating to a student's academic standing, including courses (attempted and earned), credits, grades, academic standing and probation.

Transcripts, official and unofficial, are issued upon request of the student. Students can request transcripts from My.StMU. Personal information provided through submission of a *Transcript Request* will be used to process your request. StMU does not collect personal information for commercial marketing or distribution to any private organizations. There is a nominal charge for each transcript issued by the Registrar's Office, both official and unofficial. Students are able to print a copy of their unofficial transcript at no cost from My.StMU. If you need assistance in accessing My.StMU or require your password to be reset, please contact info@stmu.ca.

Official transcripts are signed by the Registrar, stamped with the official institution seal, placed in a sealed envelope and normally mailed directly to an institution. Transcripts can be given directly to the student to forward as long as the envelope containing the transcript remains unopened. Other institutions may require the transcript to be mailed directly to them in order for it to be considered official. Transcripts may also be sent electronically by email by inputting an email address into the mailing address section on the My.StMU transcript request form.

Transcript requests are processed in the order in which they are received. Transcripts will not be released if money is owed to St. Mary's University.

GRADE APPEALS

Informal Appeal

A student who is dissatisfied with a grade must first discuss the grade with the course instructor within 10 days of the grade being communicated. If this does not resolve the matter to the student's satisfaction, the student may wish to pursue the matter further as outlined in the **Graduate Student Dispute Resolution Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

GRADUATION

GRADUATION REQUIREMENTS

All students who expect to receive a parchment from St. Mary's University must satisfy the degree, diploma or certificate requirements as outlined in the *Program* section of this *Graduate University Calendar*. Students are encouraged to meet regularly with an advisor to ensure the completion of their program.

APPLYING TO GRADUATE

All students are responsible for notifying the Registrar's Office of their intention to graduate. They must submit an *Application to Graduate* by the deadline.

If St. Mary's University does not receive a student's *Application to Graduate* by the deadline, they will be ineligible to graduate that academic year. The student will have to wait until the next convocation before receiving the degree, diploma or certificate.

Students will be notified in writing if they are eligible to graduate and will be asked to pay a \$100 graduation fee. The graduation fee is mandatory for all graduating students regardless of the student's attendance at convocation. Students with outstanding fees, fines or other charges on their account will not be permitted to graduate or participate in convocation.

PARCHMENT STANDARDS

Students' names will appear on the parchments as they are recorded in their academic records. Students are encouraged to verify the accuracy and spelling of their names when they submit their *Application to Graduate*. Any name changes must be supported by legal documentation.

CONVOCATION

Convocation, for the conferring of degrees, diplomas and certificates, will be held annually in the fall. Please refer to the *Academic Schedule* for the date.

To be eligible to graduate in the fall, a student must have completed all required courses and met all other graduation requirements by the end of the Summer term of the same year.

A convocation package will be sent to all students who submit an *Application to Graduate* and who meet the graduation requirements. Upon receipt of this package, all graduands must notify the Registrar's Office at least six weeks prior to the ceremony as to whether or not they will attend.

DEGREES IN ABSENTIA

Graduands who do not attend the convocation ceremony will have their degrees conferred "in absentia." Parchments will be available at the Registrar's Office for pickup after convocation. Parchments not picked up after 30 days will be mailed.

COMPASSIONATE CREDENTIAL

A compassionate credential from St. Mary's University may be awarded posthumously to deceased students or students who receive a terminally ill diagnosis with approval from the program's Dean, the student's next of kin, and Academic Council. The student must have been an active student in a credit program, in good academic standing, eligible to graduate based on GPA requirements, with a reasonable expectation that eventual graduation would have occurred and completed a minimum of 50% of the program requirements. The notation of "posthumous" or "compassionate" will be recorded on the student's transcript and in the Convocation program but will not appear on the credential awarded.

See St. Mary's University **Compassionate Credential Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

REPLACEMENT PARCHMENTS

St. Mary's University reissues parchments that are lost, stolen, damaged, or require an official name change. Graduates must submit a written reprint request to the Registrar's Office, with supporting documentation for name changes. A fee will be charged.

LANGUAGE

English is the official language of instruction at St. Mary's University.

LEAVE OF ABSENCE

Students in cohort-based programs are expected to finish within the designated timeline. For non-cohort course-based programs, students must complete their degree within six years, including any approved leaves. Thesis-based graduate students must complete their program within four years.

Approved leaves of absence may be granted for up to 12 months due to personal or medical reasons. Leaves of absence are requested using the *Leave of Absence Form*.

Leaves cannot be extended, and students who do not return within 12 months must reapply through ApplyAlberta. Re-entry is subject to seat availability, and early contact with the Dean is recommended. Students withdrawing for medical reasons may be asked to provide documentation before re-enrolling.

Students who cease registration for one year without an approved leave will be considered withdrawn from the program. All leave and return decisions require approval from the Dean and Registrar.

See St. Mary's University **Graduate Time to Complete Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

STUDENT RECORDS

Students at St. Mary's University have a confidential student record containing financial and academic information.

CHANGE OF NAME OR ADDRESS

If there is a change in pertinent information, such as name, address or telephone number, a student must submit a *Change of Information Form*. St. Mary's University is not responsible for failing to contact a student if that student has neglected to inform the University of a change of information.

CONFIDENTIALITY

St. Mary's University is subject to the provisions of the *Personal Information Privacy Act* (Alberta). No personal information about a student may be given to any organization or person, including a parent or spouse, without the student's written authorization.

STUDENT ACCESS TO INFORMATION

Students can access their up-to-date financial and academic information through their secure access to My.StMU. If students choose to access information at the Registrar's Office, a student identification card will be required to access this information. Students who wish to view their student file may submit a *Student File Access Request Form* to the Registrar's Office. Twenty-four hours' notice will be required and nothing may be removed from the student file upon viewing.

Access to a student's record will be given in the presence of the Registrar or designate and the student may request corrections to any part of the record believed to be incorrect. Correction requests will be handled in accordance with the provisions of the *Personal Information Privacy Act*.

THIRD PARTY RELEASE

Students may authorize St. Mary's University to disclose information to an approved third party by completing the *Third Party Release Form* at the Registrar's Office. This does not permit the third party named to take any steps regarding management of the information in a student's file or to give information or instructions to St. Mary's University on the student's behalf, but is for permission to release the specified information as requested by the student.

STUDENT IDENTIFICATION CARDS

Student identification cards bear a picture of the student and confirm that an individual is a current St. Mary's University student. The photo will also be housed in the St. Mary's University Student Information System and will be available to faculty members and staff for the purpose of verification of identity.

Selfie photos for student ID cards are submitted by students to IDphoto@stmu.ca. Photos are to have been taken within the last six months, have the student's face clearly visible to the camera with shoulders showing, and be in colour. Photos may not contain hats or sunglasses, have anyone other than the student in the picture, or have inappropriate expressions. All photos will be printed or rejected at the discretion of the Registrar's Office.

Issuance of a replacement card will be subject to a replacement fee of \$5.

The student identification card is required to borrow books from the St. Mary's University library and to borrow materials from the University of Calgary, Ambrose University and Bow Valley College libraries. University staff and faculty also have the right to ask to see the student identification card of anyone on campus, particularly for the purpose of issuing cheques and documentation, or for writing an examination.

SUPERVISION

The supervision of student capstones should be completed by a tenure-track member of the Faculty of Education or an adjunct instructor working under the supervision of the Coordinator. The Capstone Supervisor serves as an academic mentor and evaluator, guiding students through the planning, execution, and completion of their capstone work.

Each student shall be assigned a Capstone Supervisor at the beginning of the *Designing Educational Research Course (EDRS 623)*. Both the course instructor and their Capstone Supervisor shall approve the topic and design of the capstone. The supervisor supports the student's academic progress, reviews written work, recommends when the capstone is ready for evaluation, and evaluates the capstone.

The Capstone Supervisor provides mentorship, academic guidance, and regular feedback, and helps students develop timelines and meet scholarly standards. Supervisory assignments are made by the Coordinator in consultation with the Dean, relevant faculty, and advisors. Reassignment of supervisors is permitted under specific conditions, such as lack of expertise, leave of absence, or unresolved conflict.

TRANSFER POLICIES

TRANSFER CREDIT FROM OTHER POST-SECONDARY INSTITUTIONS

Normally a student may transfer credit to St. Mary's University for courses completed at another accredited institution.

The student must:

- provide an official transcript from the original institution if it is not a member of ApplyAlberta
- obtain the minimum grade for transfer
- be working towards a credential at St. Mary's University

Transfer credit is limited by the residency requirement, which stipulates the number of credit hours that students must complete at St. Mary's University in order to earn a St. Mary's University degree.

Courses from other institutions in Alberta for which there is an equivalency in the Alberta Transfer Guide are generally accepted. If the course is not part of the Alberta Transfer Guide or if the institution is outside Alberta, the student may be asked to submit a copy of the course outline and details of the qualifications of the course instructor or other indicators of course content and quality. While transfer courses do appear on the student's transcript, the grade is not included in the student's term or cumulative GPA.

Students wishing to transfer to other post-secondary institutions outside Alberta are advised to contact the institution they plan to attend regarding transfer policies and required courses.

Time Limits

Courses completed more than ten years ago are not accepted for transfer credit.

Residency Requirement

In order to be granted a credential, a student must complete at least half of the required credit hours at St. Mary's University. In addition, some degree programs may require specific courses to be completed at St. Mary's University. Please refer to the *Program* section of this *Graduate University Calendar* for more details.



St. Mary's University is committed to creating an environment that fosters the development of the mind, body and spirit. By focusing on the whole person, St. Mary's University creates a learning ethos that attempts to ensure that advances in scholarship and technology are attuned to the authentic good of individuals and of society as a whole. A broad range of services and resources are available to support the academic, spiritual and physical lives of students at St. Mary's University.

ACADEMIC RESOURCES

ACCESSIBILITY SERVICES (ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES)

Location: Classroom Building, Rm. C114

Email: access@stmu.ca

St. Mary's University is committed to providing an inclusive and accessible academic experience that supports the learning and development of all students. Accessibility Services works with students in consultation and collaboration with faculty and staff at St. Mary's to develop academic accommodation plans, systems and supports for students with disabilities, temporary conditions, or other medical or psychiatric concerns such as mental illness.

Students requesting accommodations should contact the Academic Access Coordinator as soon as possible, ideally prior to the start of a semester. However, accommodations may be requested or revised at any point throughout the academic year. Not all accommodation requests may be feasible if the request is not made with sufficient notice - for example, a student requesting exam accommodations on the day of their exam - which is why students are encouraged to request accommodations with plenty of notice.

Accommodation requests must be supported with appropriate documentation, obtained from a licensed professional experienced in the diagnosis and treatment of the respective disability. Documentation should be sufficiently recent to reflect the student's current condition, should clearly identify the functional impacts experienced in an academic setting, and should provide recommendations for accommodations that address those impacts. Students with pre-existing documentation are able to submit their documentation for evaluation by emailing their documents to access@stmu.ca.

BOOKSTORE/CAMPUS STORE

Location: Heritage Building

Hours: Monday-Friday, 9am-3pm

Email: bookstore@stmu.ca

Instagram: [@STMUCampusStore](https://www.instagram.com/STMUCampusStore)

Phone: 403.254.3726

Website: shop.stmu.ca

St. Mary's University Bookstore/Campus Store provides supportive, valuable, and integrated services to enhance the student experience and aid in the growth of our university community. From traditional classroom learning to online learning, the Bookstore/Campus Store continues to grow to meet the demands of our students.

The Bookstore/Campus Store offers academic materials, services and products for the success of our students. We also have a wide selection of clothing, merchandise and stationery products for sale. We support the needs of the University Community through attending campus events, Lightning Athletics games and Convocation.

Your St. Mary's University Bookstore/Campus Store is dedicated to enhancing the quality of life for students, while improving facilities and operations at St Mary's University.

COMPUTER ACCESS

St. Mary's University has student computer labs in the library, as well as computers available for student use in the library common areas and at the Student Success Centre, Rm. C114. The computer labs may at times be reserved for classes or for library research instruction. During those periods, computers will not be available for general student use.

Student computers are equipped with access to the Internet and Microsoft Office. Other software may be supplied for specific course work. Students are not permitted to change computer settings, or download or store programs on these computers. All personal materials must be stored in My Documents (or H:\) or OneDrive.

Students electing to use these computers must adhere to all University policies with regard to their use. Misuse of University computers may result in disciplinary action, which can include fines, suspension or removal from classes.

INDIGENOUS INITIATIVES

Email: indigenous@stmu.ca

St. Mary's University campus sits on Land that has a deep relational history and ongoing presence with the Indigenous Peoples who have called this place home since time immemorial, the Siksikaisitapi: the Blackfoot Confederacy: the Siksika, the Kainai, the Piikani and the Umskappi Piikani. Mohkinstsis, is also home to the Tsuut'ina peoples, a Dene people who travelled from the North and were signatories to Treaty 7 alongside the Iethka, Stoney Nakoda Nation, the Chiniki, Bearspaw and Good Stoney. We honour the history of the Métis people, the Otipemisiwak Métis government, a proud post-contact Nation formed from the union of First Nations families and European Settlers.

As an academic institution, we have a responsibility to honour these long-standing, and ongoing relationships to Land, and to learn how we can become good relatives here.

Our responsibility and commitment is to humbly invite and learn from the generous Elders and Knowledge-Keepers who have been leading our path of Indigenous Inclusion and addressing the colonial legacy in the Academy. We take to heart Justice Murray Sinclair's words:

Achieving reconciliation is like climbing a mountain - we must proceed a step at a time. It will not always be easy. There will be storms, there will be obstacles, but we cannot allow ourselves to be daunted by the task because our goal is just and it is also necessary.

We listen:

- To our **Indigenous Advisory Council** which provides advice and assistance to Indigenous strategies and activities, assists and supports Indigenous programming, and helps to ensure that the program continues to meet the needs of students and community
- To our **Elders on Campus**, when we regularly welcome Elders and Knowledge-Keepers on campus to provide rich discussion and story-telling, cultural teachings and ceremony to all of the StMU community to learn more about Indigenous Ways of Knowing, Being, and Doing.

We act:

- Through offering **academic mentoring and guidance** in a culturally safe and relevant manner to self-identified Indigenous learners
- Through **student support and engagement with Elders**, Knowledge-Keepers and mentors who engage and nurture Indigenous learners on campus to help them achieve their own story of success
- Through offering **Indigenous Studies courses**
- Through our Continuing Education Series, **Indigenous Voices**, to host Indigenous Elders, Knowledge-Keepers and Scholars to center Indigenous Voices and Ways of Knowing in the academy.

Key Services:

- **Access to Information Resources:** Get 24/7 access to thousands of e-books, academic journals, and databases online. Borrow books and audiovisual materials, access course-specific reserve material, and request resources from other libraries.
- **Research Assistance:** Library staff are available in-person and online to help with research needs, including finding resources, citation guidance, and more.
- **Technology Access:** Workstations, scanners and printers are in the main area of the library and in the full-service computer lab housed in St. Basil's Hall. The library also offers equipment loans, including laptops and device chargers.
- **Workshops and Events:** In-person and online workshops on research skills, research tools, and other academic topics are offered in the fall and winter terms in partnership with the Student Success Centre. Check the library website for upcoming events.
- **Special Collections:** The Gerry & Anna Maier Special Collections Reading Room has a range of materials including rare books, local archival documents, and historical maps. St. Mary's University is the proud steward of a Heritage Edition of The Saint John's Bible. The library displays this beautiful 7 volume full-size illuminated fine art edition of the first handwritten bible created in 500 years.

The library has several key partnerships that support student research and academic needs with access to library materials from the University of Calgary, Ambrose University and Bow Valley College as well as other academic and public libraries around the province of Alberta.

LIBRARY

Location: St. Basil's Hall

Hours: Varies. Please check the library website for hours of operation.

Email: circulation@stmu.ca

Phone: 403.254.3761

Website: stmu.ca/library

The St. Mary's University Library is a fully staffed service point on campus that provides access to a growing collection of books, eBooks, journals, audiovisual materials, and an expanding array of full-text academic electronic resources that may be accessed on and off campus.

Students use their student ID card to borrow physical materials and their St. Mary's University account login to access online resources and submit hold or interlibrary loan requests. Fines and fees are levied for overdue and lost items and may result in temporary suspension of borrowing privileges.

THE REGISTRAR'S OFFICE

Location: Administration Building
 Hours: Monday-Friday, 8:30am-4:30pm
 Email: info@stmu.ca
 Fax: 403.531.9136
 Phone: 403.531.9130

The Registrar's Office Staff is a professional, supportive team committed to providing a responsive educational and working environment. Our team has specialized expertise within numerous service areas.

The Registrar's Office provides a wide range of services and, in addition to upholding the integrity of student academic records, is responsible for the following:

- Academic Schedule
- Academic Standing
- Admissions
- Career Advising
- Course scheduling
- Duplicate T2202s
- Final Exam Schedule
- Financial aid, awards and scholarships
- Forms and Enrolment Letters
- Government Reporting
- Grade Reporting
- Housing & Accommodation
- Locker Rental
- Managing classroom space
- Organizing and executing Convocation ceremonies
- Payment Plans
- Registration
- Student Athlete certification
- Transcripts
- Undergraduate Academic Advising
- University Calendar
- Work-Integrated Learning

The Registrar's Office is committed to serving the St. Mary's University community and executing its assigned tasks in a manner that is efficient, professional and ethical.

THE STUDENT SUCCESS CENTRE

Location: Classroom Building, Rms. C113, C114, C115
 Email: student.success@stmu.ca

The Student Success Centre provides academic support free of charge to all students; offerings are listed and can be booked directly via the signup QR codes in room C114. Book appointments or view what is available by accessing [My.StMU](#) self-service, selecting the Bookings tab, opening Student Success Centre, and viewing the various calendars of supports.

CAMPUS BEHAVIOUR

St. Mary's University is committed to a safe, healthy, productive work and learning environment that respects the inherent dignity of each member of this scholarly community. Incidents that threaten this environment such as acts of harassment, aggression, hazing, assault (sexual, verbal and physical), bullying, theft or other inappropriate behaviour must be reported to the Assistant Vice-President, Enrolment and Student Experience. Those who violate these regulations may be subject to discipline, academic suspensions, team suspensions, reporting to Calgary Police Service, and possible expulsion from the University. The St. Mary's University **Student Non-Academic Misconduct Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

ALCOHOL

Alcohol may be consumed on the University premises only at licensed events sponsored by the Students' Legislative Council or the University.

These events are governed by the St. Mary's University **Policy and Procedures for the Consumption of Alcohol** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

CANNABIS

The use of non-medicinal cannabis is strictly prohibited on campus.

People who arrive at the University with alcohol and/or drugs in their possession, under the influence of alcohol and/or drugs or selling alcohol and/or drugs will be reported to the Assistant Vice-President, Enrolment and Student Experience. Individuals who violate these regulations may be subject to discipline, academic suspension, team suspension, report to Calgary Police Service and possible expulsion from the University.

SMOKING

St. Mary's University is a non-smoking environment. Smoking, including e-cigarettes, is prohibited in all buildings and allowed only in designated outside locations.

SCENT-FREE CAMPUS

St. Mary's University is a scent-free campus.

CAMPUS INTEGRITY & SAFETY

St. Mary's University is committed to providing and maintaining a vibrant campus community where everyone is welcome and treated with respect, civility and dignity. All community members – including students, faculty, staff, contractors, and volunteers – share the responsibility of creating and fostering a safe, respectful and inclusive environment, and are encouraged to report any instances of discrimination, bullying, violence and harassment, whether they are the target of, a witness to, or recipient of an incident. Policies to highlight relating to this include:

- Health and Safety Policy;
- Human Rights Policy;
- Respectful & Inclusive Community Policy; and
- Sexual and Gender Based Harassment and Violence Policy

All members of the St. Mary's University community are encouraged to download the free St. Mary's Safe mobile application for Apple and Android devices that will allow St. Mary's University to provide official, real-time information during an emergency on campus. In the event that there is a health and safety, or a sexual or gender-based harassment and violence incident on campus or off-site during a campus-related event, we encourage individuals to submit an incident report using the app.

Individuals from the University community who are concerned about acts of discrimination, harassment or violence to themselves or others in any way or would like information regarding the University's **Human Rights Policy, Respectful & Inclusive Community Policy, or Sexual and Gender Based Harassment and Violence Policy**, please visit stmu.ca/about-us/st-marys-university-policies-and-procedures and/or contact Campus Integrity at campus.integrity@stmu.ca.

HEALTH & SAFETY POLICY

St. Mary's University (University) is committed to a proactive Health and Safety Program aimed at protecting our employees, students, visitors, volunteers, contractors, and university premises and property.

In compliance with the Occupational Health and Safety (OHS) Act and other applicable legislative practices, everyone employed at the University, at every level, is responsible and accountable for the institution's health and safety. Active participation by all on an ongoing basis is essential for the safety excellence of our community.

Leadership at all levels of the University are committed to protecting employees, students, volunteers and visitors' health and safety, that addresses their physical, and psychological well-being.

Leaders have a duty to ensure employees are informed of their right to refuse unsafe work and employees have a duty to work in a safe manner as per university policies and procedures.

The University conducts regular Joint Health and Safety Committee (JHSC) meetings to recommend additional safety standards and posts meeting minutes for all employees in accordance with provincial legislation. Additionally, every employee shall be aware of the legislative requirements and industry standards as well as the University's policies and procedures that apply to their work areas.

Additional information around health and safety updates, as well as Emergency Protocols can be found on St. Mary's University's Health and Safety webpage at stmu.ca/campus-life/student-services/health-well-being.

HUMAN RIGHTS POLICY

Human rights law has defined discrimination as unjust or prejudicial treatment of an individual based on protected grounds: race, colour, ancestry, place of origin, religious beliefs, sex, sexual orientation, gender, gender expression, physical disability, mental disability, age, marital status, family status, source of income, or a conviction for which a pardon has been granted or a record suspended.

In addition to the areas and grounds discussed above, the *Act* protects Albertans in the area of equal pay pertaining to gender.

The University aims to foster a respectful and inclusive campus free of discrimination for all current and prospective individuals of our community in alignment with the requirements of the *Human Rights Act (Act)*. Violations of human rights shall not be tolerated at the university. Achievement of a barrier-free environment within the limits of undue hardship requires the cooperation and dedication of everyone at the university. Individuals from the university community who are aware of acts of discrimination are encouraged to take appropriate steps in the Identifying, Responding and Reporting section of the **Respectful & Inclusive Community Policy** to prevent discriminatory behaviour. The policy is available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

RESPECTFUL & INCLUSIVE COMMUNITY POLICY

Building respectful relationships and trust at St. Mary's University (hereafter, the university) is fundamental to our success in achieving a healthy and positive work environment. All community members working or acting as volunteers at or for the university share the responsibility and expectation of upholding this policy.

In alignment with the Alberta Occupational Health and Safety Act, the purpose of this policy is to help ensure that all individuals, associates, and affiliates of the university are dedicated to cultivating and preserving a welcoming, safe, and respectful community that is free of discrimination, bullying, violence, and harassment during university-related activities on or off campus which could reasonably be associated to work and learning.

In all cases where a concern is raised and/or a formal complaint is made, a full review of the incident will occur, and confidentiality will be applied to the fullest extent possible by appropriate authorities to determine proper steps of action.

The **Student Non-Academic Misconduct Policy** is related to this policy and available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

SEXUAL & GENDER BASED HARASSMENT AND VIOLENCE POLICY

The purpose of this policy, in alignment with the Alberta Occupational Health and Safety Act and in accordance with the *Human Rights Act*, as well as the related university policies (i.e., Health and Safety Policy, and Respectful and Inclusive Community Policy) is to ensure all individuals of the university community share the commitment to create a safe, working and learning environment. St. Mary's University cultivates and preserves a welcoming, inclusive, safe and respectful community that is free of sexual or gender-based harassment and violence. This includes activities on or university-related events off campus, which could reasonably be associated with the university's learning and working activities. This will allow the University to promote and maintain a vibrant work and learning environment where everyone is treated with respect, civility and dignity.

The University recognizes that sexual and gender-based harassment and violence can occur in campus settings and does not condone such behaviour or blame survivors, complainants and/or those making a disclosure. Any instances of sexual or gender-based harassment or violence should be reported, whether they are the target of, or witness an incident.

Reported incidents will be confidential, and dealt with quickly, effectively, and fairly to reduce harm and encourage appropriate behaviour while being cognizant of potential intersectional impacts. In all cases where a concern is raised and/or a formal complaint is made, a full review of the situation will occur to determine appropriate steps of action.

Support and interim measures are available should an incident occur, and additional resources and information are available on the Office of Sexual & Gender Based Violence Education webpage at stmu.ca/campus-life/gbv-office.

CAMPUS MINISTRY

Location: McGivney Hall, Rm. M109
Email: campus.ministry@stmu.ca

Campus Ministry at St. Mary's University is committed to nurturing the whole person by developing the mind, body, and spirit of our students. Our mission is to provide a welcoming space that meets students where they are at in their unique faith journeys. Through access to the sacraments, pondering our rich Catholic intellectual tradition, vibrant fellowship, and a desire to facilitate a deeper understanding of life's purpose, our Campus Ministry seeks to enrich your university experience.

PRAYER AND WORSHIP

We welcome students, faculty, staff, parents, family, friends, and supporters of the University to celebrate with our community.

We celebrate Mass on campus every Wednesday at 11:30 am in McGivney Hall during the Fall and Winter terms. Following mass, we will also share a meal or snacks together as a community. We welcome everyone who wishes to participate in the celebration.

In the Classroom Building you'll find a small chapel for individual prayer and meditation. The Oratory is dedicated as a space for students and staff to spend time throughout the day in the presence of the Blessed Sacrament. Located in C112, everyone is welcome to spend a moment in the quiet space during the Classroom Building's open hours.

RETREATS

By having you take time away from your busy lives to go to an off-campus retreat, you will get an opportunity to grow closer with your fellow peers, be uplifted in the faith through mass, prayer and speakers, and build wonderful memories together. Retreats are critical events which allow you to realign your heart and soul toward God and give you a sense of greater direction and purpose. StMU subsidizes the cost of the retreat to make it affordable for you. Various topics could include discerning your vocation and living your faith in the modern world.

SOCIAL JUSTICE

Social justice is a principle of the universal human community that guarantees equity and the human rights of every individual. It further emphasizes the responsibility of every person for the welfare of every other person and the planet. The tradition of Catholic social teaching calls for a commitment to social justice that stems from a network of principles including the dignity of the human person, stewardship of creation and protection and advocacy of human rights.

SPIRITUAL DIRECTION

Campus Ministry provides a safe, supportive and confidential environment. Spiritual direction and spiritual counselling is available to assist students, faculty and staff of all faith traditions, no matter where you are on your spiritual journey. Spiritual direction can include sharing your struggles and losses, working through personal and relational issues, support with grief and bereavement, and support with your own faith life. Conversations can be on a drop-in basis or by appointment at the Campus Ministry Office (M109).

The Sacrament of Reconciliation is always available during Adoration and prior to mass but can also be set up by appointment by contacting campus.ministry@stmu.ca.

ST. MARY'S VOLUNTEER TEAM

Campus Ministry supports the St. Mary's Volunteer Team. The St. Mary's Volunteer Team mission is to connect and increase volunteer opportunities that address community needs and develop a lifetime commitment to service.

The St. Mary's Volunteer Team is a way for us to signal that giving back is a key part of the university's mission for everyone on campus — from students to the President. Through the St. Mary's Volunteer Team we are able to support major volunteering initiatives in the community.

FINE ARTS

CHORAL PERFORMANCE

St. Mary's University Chorus provides interested and qualified singers with opportunities to sing choral music, gain performing experience, and meet other students with like interests. The choral group, consisting of St. Mary's University undergraduate students and singers from the community, meets once a week during the Fall and Winter terms for full choir rehearsals and sectionals, leading to a public performance at the end of each Fall and Winter term.

DRAMA

The drama program at St. Mary's University provides students with an opportunity to gain valuable hands-on experience in acting, stage management and technical theatre under the direction of local professionals. Public performances are usually staged at the end of each Fall and Winter term.

HEALTH & WELLNESS

DEPARTMENT OF ATHLETICS AND RECREATION

Email: fitness@stmu.ca

Lightning Athletics

Our intercollegiate athletics program is part of our campus wellness strategy that aims to promote healthy lifestyle choices for our students and encourages them to engage in a wide range of physical and wellness activities.

Credentialed and well-qualified coaches ensure that Lightning student-athletes enjoy a competitive, well-rounded experience that encourages them to fulfill their personal and athletic potential while competing in post-secondary sport. Lightning Athletics promotes an open, honest and respectful environment for each of its student-athletes. The focus for each athlete is to have success in their sport and be positive citizens in the classroom and in the school community.

St. Mary's University has men and women varsity teams that compete in the sports of basketball, cross country running, and indoor track in the Alberta Collegiate Athletic Conference (ACAC). The ACAC is widely considered to be the most competitive of the five conferences composing the Canadian Colleges Athletic Association (CCAA). Comprising over 100 institutions across Canada, the CCAA sponsors national championships and brings together the best college athletes in the country from institutions of all sizes. Competing at this level offers student-athletes at St. Mary's University excellent sporting opportunities in the unique atmosphere of our institution. Membership in the ACAC will have the Lightning athletic teams compete against institutions such as SAIT, Red Deer College and Lethbridge College. If interested in participating in ACAC, please let us know by completing the form at stmu.ca/campus-life/athletics.

Campus Recreation

The Campus Recreation program offers students a diverse range of physical activities, programs, and services promoting wellness of spirit, mind and body. Some examples of our recreation offerings include a discover yoga class that welcomes all levels of participants and our Tabata class, an interval workout class open to all levels of fitness.

Fitness Centre

Location: Classroom Building, Rm. C100

Phone: 403.254.3141

St. Mary's University Fitness Centre is open to students, staff and faculty of St. Mary's University for use during regular hours. Community members are welcome to take advantage of the personal training, group exercise programs and monthly community memberships. The Fitness Centre includes weight training and cardio equipment as well as a stretching area and body weight resistance training area. Shower facilities and day-use lockers are available for your convenience. St. Mary's University promotes healthy lifestyle choices and encourages engaging in a wide range of physical and wellness activities.

For further information, please visit stmu.ca/fitness-centre.

Employment

The Department of Athletics and Recreation offers part-time employment opportunities for students including game day operations.

General Information

For more information about our department and offerings, please visit our website at stmu.ca/campus-life/athletics.

COUNSELLING

Location: Classroom Building, Rm. C127

Appointment Booking: stmu.janeapp.com

St. Mary's University provides confidential individual counselling, counselling groups, and psychoeducational workshops to current students both in person and virtually. Our campus counsellors are sensitive and respectful listeners who work with students to assist in identifying and resolving personal problems and academic concerns. Students have access to a one-time intake as well as eight (8) subsequent sessions which renew annually in May. Students are welcome to book an appointment online using the Jane app or by contacting the counsellors directly by sending an email to counselling@stmu.ca.

HEALTH AND WELL-BEING

St. Mary's University is committed to a proactive Health and Safety Program aimed at protecting our employees, students, visitors, volunteers, contractors, and university premises and property.

Leadership at all levels of the University are committed to protecting employees, students, volunteers and visitors' health and safety, that addresses their physical, and psychological well-being.

For information regarding Health and Safety information and health and safety concerns, please contact the Safety Office at safety@stmu.ca or visit stmu.ca/campus-life/student-services/health-well-being.

INSURANCE

Students, with the exception of international students and students over the age of 70, are insured through a University-provided accident insurance plan that covers injuries sustained in campus buildings or on the premises while attending classes on any regular day of classes; while attending or participating in any University activity approved and supervised by an appropriate University authority and while travelling directly to or from any regularly scheduled and approved University activity under the direction or supervision of a proper University authority.

STUDENT GOVERNMENT

All graduate students are automatically members of the Graduate Students' Association of St. Mary's University.

MASTER OF EDUCATION PROGRAM

This 36-credit, 26-month graduate program is designed to prepare aspiring leaders of all backgrounds for leadership, mentorship, and administrative roles in schools and related institutions. Rooted in the Catholic Intellectual Tradition and worldview, the program offers a distinctive formation for those seeking to serve as educational leaders in both Catholic and non-Catholic contexts. Aligned with Alberta's *Leadership Quality Standard*, the program equips graduates to lead effectively in Catholic, public, private, charter, and alternative school settings.

HOW TO APPLY

Applicants must apply online at apply.stmu.ca. This web page provides a link to ApplyAlberta, an online application system that permits students to apply to one or more post-secondary institutions and authorize transcript transfers between participating institutions in the province.

ADMISSION REQUIREMENTS

Applicants to the Master of Education (M.Ed.) program must have completed a Bachelor of Education degree from a recognized post-secondary institution. Admission to the M.Ed. program is competitive. Applicants are considered based on five areas: Academic Records, Teaching Experience, Résumé, Letter of Intent, and a Reference Form.

1. Academic Records

- Applicants must provide official transcripts for all post-secondary coursework and degrees obtained at other institutions. High school transcripts are not required.
- Applicants must have achieved a minimum 3.0 GPA on their Bachelor of Education degree.

2. Teaching Experience

Applicants must provide evidence of at least two years of successful teaching experience, demonstrated through one of the following:

- A valid permanent professional teaching certificate.
- A letter confirming employment in an administrative role.
- A letter confirming employment in a leadership role with a school board.

Letters must be written by someone other than the applicant, such as a principal, assistant principal, superintendent, department head, or another senior administrator who can speak to the applicant's role and responsibilities.

3. Résumé

Applicants will be evaluated on the breadth and depth of their educational and leadership experience as outlined in their resume. This includes academic background, professional development, classroom teaching roles, and leadership responsibilities. Emphasis will be placed on demonstrated commitment to growth in education settings, including participation in relevant training, workshops, or volunteer work.

4. Letter of Intent

Applicants will be assessed on their ability to clearly articulate their professional background, leadership aspirations, and commitment to equity, diversity, and inclusion in a 1–2 page letter of intent. This letter should introduce the applicant, describe their current role, outline research interests, and demonstrate readiness for graduate study.

5. Reference Form

Applicants must provide one reference from a principal, superintendent, or other educational administrator. References from family, friends, or individuals outside of these roles will not be accepted. The reference must be submitted through our confidential online form at stmu.ca/admission/masters-of-education-reference-form. The reference should include specific examples addressing the applicant's communication skills, collaboration and respect for others, research and preparation abilities, leadership-readiness, and overall suitability for graduate study and leadership roles.

English Proficiency

For individuals whose first language is not English, evidence accepted by the University is:

- TOEFL iBT (Internet Based): min. overall 98 with min. 27 in speaking, 25 in writing, 23 in listening, 23 in reading
- IELTS (Academic Format): 8.0 with no bands below a 7.0
- Cambridge English Advanced (CAE): 200
- Cambridge English Proficiency (CPE): 200

Language proficiency evidence is not needed in cases where an applicant has studied for a minimum of 3 years in a formal full-time secondary or post-secondary institution in Canada or in any one of the language-exempt countries listed on page 14 of the *Graduate University Calendar*.

Applicants with International Credentials

- Arrange for all original transcripts and/or documentation from previous educational institutions to be sent directly to St. Mary's either by mail or email.
- Exact translations from a qualified translator must be provided if the documentation is not already in English.
- An assessment completed by the International Qualification Assessment Service (IQAS), or World Education Services (WES), which compares international educational standards to Canada, must be sent to admissions@stmu.ca or by mail to St. Mary's.

Alternate Admissions Pathway

St. Mary's University recognizes that the academic record of some applicants may not meet the stated admission requirements for entrance into the Master of Education (M.Ed.) with a Specialization in Catholic Leadership. Applicants in this category must hold a Bachelor of Education (B.Ed.) degree from a recognized post-secondary institution. Those with a GPA between 2.70 and 2.99 on their B.Ed. degree may be eligible if they demonstrate very strong rubric scores in other admissions criteria, including their resume, reference, and teaching or leadership experience. Applicants with less than two years of formal teaching experience may also be considered if they possess equivalent professional or life experience, such as independent teaching or leadership roles in K–12 or post-secondary settings. Applicants who present both a GPA between 2.70 and 2.99 and less than two years of teaching experience will not be considered for admission.

Students accepted through this pathway will be admitted on Special Admission and a notation "Admitted on Academic Probation" will be indicated on their academic transcript. To continue in the program, they must achieve a "PS (Pass)" grade in each of the first two courses. Failure to meet this requirement will result in discontinuation from the program. Re-application may be permitted with approval from the Dean and the M.Ed. Coordinator.

See St. Mary's University **Master of Education in Catholic Leadership – Alternate Admissions Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

PROGRAM OVERVIEW - MASTER OF EDUCATION WITH A SPECIALIZATION IN CATHOLIC LEADERSHIP

This graduate program is delivered fully online. It follows a course-based structure and concludes with a capstone project. The capstone project is guided through three research courses. By the end of the second course, *Designing Educational Research (EDRS 623)*, students are expected to complete their research proposal and then work with their capstone supervisor during the final course, *Presentation of Educational Research (EDRS 625)*.

Please refer to the *Course Descriptions* section of this *Graduate University Calendar* for a full description of these courses. Contact Admissions by emailing admissions@stmu.ca for any questions about the application process.

First-Year Courses

- EDLD 555: Theory and Practice in Educational Leadership I
- EDLD 557: Theory and Practice in Educational Leadership II
- EDLD 553: The Catholic Principalship
- EDPH 501: Philosophical Foundations of Catholic Education
- EDPR 521: Introduction to Educational Research
- EDRS 623: Designing Educational Research

Second-Year Courses

- EDFN 609: Contemporary Issues in Catholic Education
- EDLD 653: Visionary Catholic Leadership
- EDFN 607: Catholic Education in Alberta, Canada and the World
- EDLD 655: Professional Practice and Organizational Behavior in a Catholic Educational Setting
- EDCI 631: Instructional Leadership in Curriculum, Instruction, and Assessment

Third-Year Courses

- EDRS 625: Presentation of Educational Research

CAPSTONE REQUIREMENTS

Students will complete a capstone that may focus on any of the nine competencies outlined in Alberta's *Leadership Quality Standard (LQS)*. They will begin their capstones early in the program during the *Designing Educational Research (EDRS 623)* course. The capstone includes the following components: an introduction, a literature review incorporating 15 to 20 scholarly sources related to the selected competency, an inquiry into a relevant issue (e.g., methodology such as a case study, survey, interview, observation, design and testing of a method, etc.), followed by findings, discussion, and recommendations. The final submission is presented during the final research course, which is *Presentation of Educational Research (EDRS 625)*.

GRADUATION REQUIREMENTS

Students will be eligible to graduate once they have successfully completed all program requirements, including all courses with the minimum GPA required to graduate.

CODE OF PROFESSIONAL CONDUCT

Students enrolled in the Master of Education program are responsible for understanding the provisions of the Government of Alberta, specifically, the *Education Act and the Code of Professional Conduct for Teachers and Teacher Leaders*. Students are also expected to maintain confidentiality regarding any sensitive or personal information shared during class discussions, presentations, or collaborative activities. This includes information disclosed by instructors, peers, or guest speakers. Respecting confidentiality is essential to fostering a safe and respectful learning environment and aligns with professional standards in education. Any student enrolled in the Master of Education degree program who is found to have violated any of these provisions will be subject to discipline ranging from reprimand to expulsion from the degree program.

PROFESSIONALISM & STUDENT CONDUCT

Master of Education students are bound by the policies and regulations inherent in the *Graduate University Calendar*. However, the Master of Education program, as a professional program, requires an even higher standard of its students. While attending the St. Mary's University Master of Education program, students will conduct themselves in a professional manner appropriate to those fortunate to serve as educators, mentors, models, and leaders of both students and staff. The Master of Education Attendance Expectations will be shared with students when they are accepted into the program.

MASTER OF EDUCATION TRANSFER POLICIES

Transfer Credit from Other Post-Secondary Institutions

Normally a student may transfer credit to St. Mary's University for courses completed at another accredited institution.

The student must:

- provide an official transcript from the original institution if it is not a member of ApplyAlberta
- obtain a grade of B+ or better
- be working towards a credential at St. Mary's University

Transfer credit is limited by the residency requirement, which stipulates the number of credit hours that students must complete at St. Mary's University in order to earn a St. Mary's University credential.

Courses from other institutions in Alberta for which there is an equivalency are generally accepted. Students may be asked to submit a copy of the course outline and details of the qualifications of the course instructor or other indicators of course content and quality. While transfer courses do appear on the student's transcript, the grade is not included in the student's term or cumulative GPA.

See St. Mary's University **Graduate Transfer Credit Policy** available at stmu.ca/about-us/st-marys-university-policies-and-procedures.

Time Limits

Courses completed more than ten years ago are not accepted for transfer credit.

Residency Requirement

In order to be granted a credential, a student must complete at least half of the required credit hours at St. Mary's University. In addition, some programs may require specific courses to be completed at St. Mary's University.

LEADERSHIP QUALITY STANDARD (LQS) - FOCUS ON CATHOLIC LEADERSHIP

The *Leadership Quality Standard (LQS)* with a focus on Catholic Leadership include courses to assist future and current school administration to develop leadership competencies aligned to the Alberta Leadership Quality Standard. Students must successfully complete both EDLD 555 and EDLD 557 (previously EDLD 551 and EDLD 552) to be recommended for LQS in the Province of Alberta.

- EDLD 555: Theory & Practice in Educational Leadership I (3 credits)
- EDLD 557: Theory & Practice in Educational Leadership II (3 credits)

(Usually offered in Spring/Summer – online delivery)

Applicants must submit their application for admission online through ApplyAlberta at apply.stmu.ca along with the \$100 admission fee. A copy of the applicant's valid permanent professional teacher certificate indicating at least two years of full-time certified teaching must be submitted to the Admissions Office. School board administrators who do not have a teacher certificate must submit a letter confirming they are employed as an administrator or employed in a leadership role with one of the Catholic school boards. Transcripts are not required.

Students who have successfully completed EDLD 555 and EDLD 557 with a grade of B+ or higher may be exempt from the first two courses of the Master of Education with a Specialization in Catholic Leadership. However, students cannot immediately continue into the M.Ed. program after completing these courses. To begin the M.Ed. in the following Spring intake, students must apply in advance and meet all admission requirements (as outlined above). Students who wish to go directly into the M.Ed. program should apply for it first and complete the LQS courses as part of their program.

Contact Admissions at admissions@stmu.ca if you have any questions about the application process.



COURSE DESCRIPTIONS

SCHOLARLY DISCIPLINES BY AREA

EDUCATION

M.Ed.	Educational Curriculum.....	EDCI
	Educational Foundation.....	EDFN
	Educational Leadership.....	EDLD
	Educational Philosophy.....	EDPH
	Educational Research.....	EDRS

UNDERSTANDING COURSE DESCRIPTIONS

COURSE NUMBER

The course number indicates both the weight of the course (full or half) and the level of the course.

- Introductory graduate level: 500 level
- Senior graduate level: 600 level

HOURS OF INSTRUCTION

The code following the course number, e.g. H(3-3T-3L), indicates the length of the course and the number of hours of instruction per week.

- F – Full course – offered over 26 weeks
- H – Half course – offered over 13 weeks
- I – indicates the number of Internship (WIL) hours per term
- Q – Quarter course – offered over 6 1/2 weeks
- (3-3T-3L-30P) – The first number indicates the number of lecture hours per week, the T number indicates the number of tutorial hours per week, L number indicates the number of lab hours per week, and the P number indicates the number of practicum hours per term.

Examples

EDCI 631 H (3-0) Instructional Leadership in Curriculum, Instruction, and Assessment

H: half course, 3: 3 hour of lectures per week for 1 term (13 weeks)

OTHER NOTATIONS

Any special requirements or notes related to the course are listed below the course description.

COURSE DESCRIPTIONS

Scholarly disciplines are listed in alphabetical order and courses are listed alphabetically within the disciplines by abbreviations: e.g., Educational Curriculum 631 is listed alphabetically according to the course code EDCI 631. The University may offer only a selection of these courses in any one academic year. For courses offered, see the current master timetable, which can be accessed at stmu.ca/academics/resources/timetable-and-exam-schedules.

EDUCATION

MASTER OF EDUCATION

EDCI 631 H (3-0) Instructional Leadership in Curriculum, Instruction, and Assessment

In this course, students will develop the instructional leadership skills needed to promote educational reform and to successfully lead district schools. Examine and apply a variety of growth, evaluation and supervision of staff, and assessment techniques for a diverse population.

EDFN 607 H (3-0) Catholic Education in Alberta, Canada, and the World

This course will examine and understand the global mission of Catholic Education in the context of Alberta; review the formation of Alberta in the context of Catholic Education; and examine challenges to past and present Catholic Education; within the Canadian context of the Truth and Reconciliation Commission's 94 Calls to Action.

EDFN 609 H (3-0) Contemporary Issues in Catholic Education

Students will examine and understand the contextual aspects of educational leadership such as school to district culture; commitments to responding to social movements such as Black Lives Matter and policy guidelines such as the Truth and Reconciliation Calls to Action; and on-going professional growth around topics such as diversity, equity, and inclusion as they relate to living out their Catholic faith in the classroom; school-based wellness; Witness of Charity; Principle of Solidarity; serving diverse learners.

EDLD 553 H (3-0) The Catholic Principalship

This course will provide an in-depth analysis of Catholic principalsip, focusing on the spiritual and moral dimensions of leadership, theories of principal leadership, stewardship of learning, instructional leadership, staff capacity building, and

change management.

EDLD 555 H (3-0) Theory and Practice in Educational Leadership I

This course assists future and current school administrators to develop leadership competencies aligned to the Alberta Leadership Quality Standard. Based in educational theory, research, and best practice, this course focuses on the development of the following competencies through the lens of a Catholic worldview: Fostering Effective Relationships; Embodying Visionary Leadership; Leading a Learning Community; Providing Instructional Leadership; and Managing School Operations and Resources.

Note: Credit for both EDLD 555 and EDLD 551 will not be allowed. However, transfer credit for EDLD 551 will be awarded as EDLD 555 if the minimum required grade is received.

EDLD 557 H (3-0) Theory and Practice in Educational Leadership II

This course assists future and current school administrators to address the contextual aspects of educational leadership, ranging from school to district culture; the current context of on-going dialogue and reconciliation with Canada's First Nations, Métis and Inuit peoples; social movements and legislation; and on-going professional growth. Aligned to the Alberta Leadership Quality Standard, this course focuses on the development of the following competencies through the lens of a Catholic worldview: Developing Leadership Capacity, Modelling Commitment to Professional Learning, Supporting the Application of Foundational Knowledge about First Nations, and Understanding and Responding to the Larger Societal Context.

Note: Credit for both EDLD 557 and EDLD 552 will not be allowed. However, transfer credit for EDLD 552 will be awarded as EDLD 557 if the minimum required grade is received.

EDLD 653 H (3-0) Visionary Catholic Leadership

Using the Catholic Education: Marks of an Excellent Catholic Leader, students will engage in self-discovery, personal growth and development through articulating and sharing a living educational theory that informs a vision of Catholic leadership. Topics include faith formation, ethical decision making based on Catholic teachings, etc.

EDLD 655 H (3-0) Professional Practice and Organizational Behaviour in a Catholic Educational Setting

Students will interpret and apply organizational behaviour, educational policy, and professional practice in Catholic schools.

EDPH 501 H (3-0) Philosophical Foundations of Catholic Education

This course will provide a theoretical orientation to a holistic and responsive approach to educational problems and issues informed by the Catholic intellectual tradition.

EDRS 521 H (3-0) Introduction to Educational Research

An introduction to the purpose and value of educational research, students will build competency to read, understand, and apply educational research for educational decision making. The course is based on the premise that research develops and evolves through an interactive process involving prior expertise and ongoing reflection in thinking, doing, and improving practice. Students will gain knowledge in reading and interpreting, research, decolonizing, and indigenizing educational research.

EDRS 623 H (3-0) Designing Educational Research

This course will provide the framework in which MEd students design their research project and engage students in research design and introduces them to the techniques needed to enact the research project. Special attention will be given to qualitative and Indigenous methodologies. Students will gain knowledge in the application of research including ethics, applied methodology, data collection, and data analysis.

Prerequisites: EDRS 521

EDRS 625 H (3-0) Presentation of Educational Research

This course is designed on a collaborative seminar model that brings together the practices of legitimate peripheral participation and writers' workshop methodology. During this course students will engage in the process of refining their drafted research findings into effectively communicated research reports and presentations including principles of writing with and about Indigenous Peoples. Students will be expected to engage in the process of critique and refinement of the work of their peers under the direction of the course instructor.

Prerequisites: EDRS 521 and EDRS 623

GENERAL CONTACTS

Academic Advising.....	advising@stmu.ca
Accessibility Services.....	access@stmu.ca
Admissions.....	admissions@stmu.ca
Bookstore/Campus Store.....	403-254-3726.....bookstore@stmu.ca
Campus Ministry.....	campus.ministry@stmu.ca
Campus Security.....	403-671-4357.....security@stmu.ca
Career Services.....	career.services@stmu.ca
Communications and Events.....	communications@stmu.ca
Counselling Services.....	403-254-3728.....counselling@stmu.ca
Faculty of Education.....	education@stmu.ca
Finance.....	finance@stmu.ca
Financial Aid.....	financial.aid@stmu.ca
Fitness Centre.....	403-254-3141.....fitness@stmu.ca
Human Resources.....	HR@stmu.ca
Indigenous Initiatives.....	indigenous@stmu.ca
IT Helpdesk.....	403-254-3123.....helpdesk@stmu.ca
Student Success Centre.....	403-254-3704.....student.success@stmu.ca
Library.....	403-254-3761.....circulation@stmu.ca
Reception and Registrar’s Office.....	403-531-9130.....info@stmu.ca
Recruitment and Community Engagement.....	403-254-7925.....visitus@stmu.ca
Scholarships, Awards, and Bursaries.....	awards@stmu.ca

ST. MARY’S UNIVERSITY BOARD OF GOVERNORS 2025

- Most Reverend William T. McGrattan, Chancellor**
Bishop, Diocese of Calgary
President of the Canadian Conference of Catholic Bishops
- Dr. Scott Morrison, Interim President & Vice-Chancellor**
Interim President & Vice-Chancellor, St. Mary’s University
- Gary Strother, Chair & Treasurer**
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- Roberto Geremia, Audit & Risk Committee Chair**
Director at RKG Consulting
- Dr. Linda Dudar, Fund Development & Facilities Committee Chair**
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President, Student Legislative Council, St. Mary’s University
- Patrick Donnelly, Member-at-Large**
Practising Lawyer, Manager, ESG, Government Affairs & Legal Counsel
- Matthew Hill, Member-at-Large**
President and CEO, Harvard Diversifies Holdings
- Christine McIver, Member-at-Large**
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- Senator Scott Tannas, Member-at-Large**
Canadian Senator, Former President/CEO and Founder of Western Financial Group

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Bill Dickie	1987-1990
Ged Hawco	1990-1993
Yolande Gagnon	1993-2000
Bill Dever	2000-2002
Peter Freeman (deceased)	2002-2006
Joseph Ladouceur	2006-2011
James T. (Terry) McCoy	2012-2016
Don Verdonck	2017-2019

PRESIDENTS EMERITI

Dr. David Lawless (deceased)	1996-1999
Dr. Terrence Downey	1999-2011
Dr. Gerry Turcotte	2011-2022

FORMER PRESIDENT

Dr. Sinda Vanderpool	2022-2025
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INTERIM PRESIDENT

Dr. Scott Morrison	2025-
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HONORARY FELLOWS

Dr. Allan Markin	2004
Yolande Gagnon	2005
Dr. David Lawless (deceased)	2006
Frank Upshaw	2007
Dr. John Thompson	2008
Fr. Thomas Mohan (deceased)	2009
Fr. James T. Mulligan	2010
Peter Freeman (deceased)	2011
Geraldine Perry	2012
Gerald Watkins	2013
Joseph Ladouceur	2014
Dr. Ernest McCullough (deceased)	2015
John Cordeau	2016
Dr. David Bershad (deceased)	2017
Marilyn Potts	2017
Dr. Patrick Francis Walsh	2017
Bernie Constantin	2018
James T. (Terry) McCoy	2019
Linda Olsen	2020
Evelyn Good Striker	2022
Don Verdonck	2022
Frank Vetsch (deceased)	2023
Guy Blasetti	2024

DR. DAVID LAWLESS SCHOLARS

Dr. Norman Knowles	2007
Dr. Michael Duggan	2008
Dr. Tara Hyland-Russell	2009
Dr. Jocelyn Williams	2010
Dr. Jennifer Garrison	2011
Dr. Timothy Harvie	2012
Dr. Gayle Thrift	2013
Dr. Luke Bresky	2014
Dr. Norman Knowles	2015
Dr. Corinne Syrnyk	2016
Dr. Cory Wright-Maley	2017
Dr. Jennifer Garrison	2018
Dr. Paolina Seitz	2019
Dr. Timothy Harvie	2020
Dr. Ronald D. Porter	2021
Dr. Laurie Hill	2022
Dr. Mary Ann McLean	2023
Dr. Trent Davis	2024

ST. MARY'S UNIVERSITY ORDER OF EXCELLENCE

Dr. Michael Duggan	2018
Dr. Allan Markin	2019
Isaac Bignell	2020
Verna Wright	2021
Guy Turcotte	2022
Willis and Betty O'Leary	2024
Catholic Diocesan Council of the Catholic Women's League of Canada	2025

**ST. MARY'S UNIVERSITY AWARD FOR
TEACHING EXCELLENCE**

Dr. Mary Ann McLean	2017
Sonja Johnston	2018
Dr. Matthew Clay	2019
Dr. Laurie Hill	2020

**DR. TERRENCE DOWNEY AWARD FOR
TEACHING EXCELLENCE**

Dr. Katarina O'Briain	2021
Dr. Cory Wright-Maley	2023
Dr. Peter Baltutis	2024
Dr. Harrison Campbell	2025

GLOSSARY OF ACADEMIC TERMS

This glossary contains a list of some commonly used academic terms. It is designed to assist readers in the interpretation of this calendar and other University documents.

Academic Year: The school year that runs from September to April and normally includes the Fall and Winter terms.

Academic Term: The University offers four terms during the year as follows: Fall (13 weeks from September to December), Winter (13 weeks from January to April), Spring Intersession (six weeks in May and June), Summer Intersession (six weeks in July and August). Also referred to as a semester or session. **Note:** the Spring and Summer intersessions are not part of the normal academic year for academic or funding purposes.

Admission: The process of applying and being accepted as a potential student of the University. This process does not include course selection or registration.

Antirequisites: Courses that overlap sufficiently in course content that both cannot be taken for credit.

Award: Awards are gifts of money to students for use toward their educational costs. Awards can include both scholarships and bursaries.

Bursary: An award issued to a student based primarily on financial need. Award of a bursary may be subject to additional criteria such as academic standing or community involvement.

Capstone: A project that allows students to apply their knowledge, theory, and skills gained in the program through interactive research.

Capstone supervisor: A tenure-track member of the Faculty of Education or an adjunct instructor working under the supervision of the Coordinator who oversees a graduate student's planning, execution, and completion of their capstone work.

Certificate: A document certifying that an individual has fulfilled the requirements of a particular program of study.

Corequisites: Course(s) in which a student must enroll for credit in the same term for which a student is enrolling in a given course.

Credit: Students who receive credit for a course may use the course toward a degree program or as a prerequisite, unless otherwise noted in the course description.

Credit hours: A number that determines the weight a course will be given when calculating GPA or determining degree or program requirements, relating directly to the number of hours of instruction. Courses lasting one academic term are generally three credit hours, while full-year courses are generally six credit hours.

Cross-listed course: A course offered by more than one discipline with the same content and only one course can be taken for credit.

Diploma: A document bearing record of graduation from or of a degree conferred by an educational institution.

Directed Reading: A course that provides students with an opportunity beyond the usual curriculum to investigate or work on specific topics and projects related to their program of studies which they would not otherwise be able to do at St. Mary's.

Directed Study: A course that permits students to take an established course during a semester in which the course is not being offered as part of the regular curriculum.

Discipline: A subject area or branch of knowledge.

Drop: Before the appropriate deadline, a student may have a course removed from his or her registration. Dropped courses do not appear on a student's transcript.

Faculty: The academic teaching staff of a college or university.

Fees: A sum charged for services, approved annually by the Board of Governors. The amount assessed may be based on credit value and other criteria.

Full load: The maximum number of credits a student may take in a term. For undergraduate programs, this is enrolment in fifteen credit hours per term; for graduate programs, this is enrolment in six credit hours per term.

Full time: The minimum number of credits to be considered full time is enrolment in at least nine credit hours per term for undergraduate programs or at least six credit hours per term for graduate programs.

GPA: Grade point average. A calculation of a student's academic performance obtained by dividing the total number of grade points received by the number of credit hours in which the student was registered.

Grade report: An unofficial list of the grades a student received in the previous term.

Loan: A repayable fund of money distributed by the government and financial institutions based on financial need. Loans are interest bearing and may require that interest payments be made while a student is still at school. Loan applications must be made to the granting government program or financial institution.

Leadership Quality Standard (LQS): A framework by Alberta Education for the professional growth, supervision, and evaluation of leaders, particularly in educational settings.

Ombudsperson: The Ombudsperson serves as an impartial and confidential advisor for any member of the University, helping them address concerns in an informal, effective, and accessible manner.

Part time: For undergraduate programs, enrolment in fewer than nine credit hours per term; for graduate programs, enrolment in fewer than six credit hours per term.

Prerequisites: Course(s) students are required to have completed for credit prior to enrolling in a given course.

Probation: A student will be placed on academic probation for unsatisfactory academic performance. Probation is a temporary state requiring that a student abide by certain conditions and return to satisfactory academic standing.

Registration: The process of selecting and enrolling in courses for a particular term.

Scholarship: An award given primarily on the basis of exceptional academic achievement.

Suspension: A student may be suspended from the University for unsatisfactory academic performance or intellectual dishonesty. Suspended students are not permitted to register for any courses while suspended.

TOEFL: Test of English as a Foreign Language. This test is administered by an independent organization and is used to assess the English language abilities of those applicants for whom English is not a native language.

Transcript: A complete list of the courses taken and grades received at an educational institution.

Transfer credit: Credit granted at St. Mary's University for studies completed at another institution.

Tuition: The price assessed for courses.

Withdrawal: A student may withdraw from a course before the appropriate deadline. The student will be given a grade of W for the course and the course will remain on the student's transcript. Grade of W is not included in GPA calculations. Tuition and fees will be charged for the course(s).

Withdrawal with Cause: A student may be granted a withdrawal with cause from a course(s) with appropriate documentation. The student will be given a grade of WC for the course(s) and the course(s) will remain on the student's transcript. Grade of WC is not included in GPA calculations. Tuition and fees will be charged for the course(s).

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CAMPUS MAP



- A Administration Building**
14500 Bannister Rd SE
- B St. Basil's Hall Library/Classrooms**
14590 Bannister Rd SE
- C Classroom Building**
14540 Bannister Rd SE
- D Students' Association Building**
14586 Bannister Rd SE
- E Le Fort Centre/St. Mary's Bistro**
14580 Bannister Rd SE
- F McGivney Hall**
14550 Bannister Rd SE
- G Water Tower**
The Mauro Gallery
- H Heritage Centre**
- I St. Mary's Bookstore**
- P1 Staff Parking**
- P2 Student/Visitor Parking**



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