

# MFA STUDENT HANDBOOK

*Revised June 2017*

a place of mind



UBC CREATIVE WRITING

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## Creative Writing Online Forum

This online forum is hosted and managed by the Creative Writing Program and acts as the information hub for all MFA students in both the on campus and Optional Residency (online) streams of the Program.

It is *mandatory* that all MFA students (both on campus and online Optional Residency) register for the Forum in advance of starting classes. Announcements and information about the program, including thesis details, awards, events, publishing, production and more, are provided here. Students can also arrange to have information forwarded directly to their email inbox once they've signed up.

The Forum Guide is available for download on the Policies & Handbooks page: <http://creativewriting.ubc.ca/current-students/policies-handbooks/>

To sign up, students visit the forum at <http://forum.creativewriting.ubc.ca/>

### How to Sign Up for the Creative Writing Forum

Click the "Create Account" link on the main page. You should then fill in all of the fields on the registration page.

YOU MUST USE YOUR FULL NAME AS YOUR USER NAME. Please include capitalization and the space between first and last name (for example, 'Alice Munro'). As you move from field to field you will be alerted to any problems with the information you have entered.

Please **do not** use the same password you use with your email account or UBC Campus-wide Login– this is extremely insecure.

The Registration Question answer is "UBC". When you have filled in the form, click 'Create Account'.

We will manually approve each registration. Once you have registered you won't be able to use the forums until you have been approved. This usually takes less than a day unless you are registering on a weekend or holiday.

#### **Subscribing to individual topics**

If you don't visit the Forum regularly, you can get email notifications of new material. We recommend subscribing to the following forums: Announcements; Scholarships; Summer Residency. Then choose the other areas which interest you the most.

**Please sign up for the Forum as soon as you have been admitted to UBC.**

Contact Andrew Gray at [angray@mail.ubc.ca](mailto:angray@mail.ubc.ca) if you have problems or questions.

## Introduction to the Program

Canadian poet Earle Birney launched the first Creative Writing class at UBC in 1946; from that beginning, Creative Writing established itself as an independent department in 1965 and then became part of the Department of Theatre, Film, and Creative Writing in 1995. In 2008, the Creative Writing Program became an independent interdisciplinary unit. It is now one of North America's largest, most technologically advanced and most diverse creative writing programs.

The Creative Writing MFA Program offers both an on campus and an online (Optional Residency) course of study in which apprentice writers are offered instruction by faculty working in a variety of literary and dramatic forms. Students in the on campus stream of the Program typically complete their degrees within a two-year framework; students in the online stream may take somewhat longer to complete their degrees. The Program leads to a research-based Master of Fine Arts degree in Creative Writing. Students accepted to the Program have already demonstrated a high level of ability and the promise of becoming professional writers of merit.

At the core of the MFA program is the workshop. Our pedagogical mode is the small-group workshop where student work provides the primary content for the class. We do not privilege any particular writing style.

Our faculty are, at all levels, writers whose works have been published and produced around the world; they have been nominated for or won nearly every prize in Canada as well as numerous international awards.

Our alumni have made a significant contribution to the literature of Canada and beyond. Each year, dozens publish and produce, and many alumni appear on award shortlists.

At the core of our program is the belief that a student writer is best served by working in a variety of forms. To this end we currently offer courses in eleven genres: fiction, creative nonfiction, poetry, screenplay and television, stageplay, podcasting, writing for children and young adults, graphic forms, lyric writing, literary translation, and writing for new media.

MFA students are required to take workshops in at least three of these genres. While students typically focus on their thesis genre, the cross-training component of the Program provides students with a fuller understanding of their capacities as writers. Experience in a number of genres also enhances opportunities for teaching and for careers in publishing and production, and other literary media and communications.

The Creative Writing Program offers flexible learning plans and works actively to support graduate student career preparation, via both its course workshop and thesis supervisory offerings.

The Program supports students financially by assisting them in applying for major grants (CGS-Master's SSHRC, Affiliated and Aboriginal Graduate Fellowships Awards), as well as providing direct funding through Graduate Entrance Scholarships, Graduate Support Initiative Scholarships, and a variety of internally allocated awards.

The Program also currently provides student employment opportunities through Teaching Assistant positions for our large-lecture undergraduate courses, through editorships at *PRISM international* literary magazine, and through a range of Work Learn positions, including Brave New Play Rites experience, instructor positions at our Vancouver high school mentorship program New Shoots, as well as other programs. These opportunities are all available for students in both the on campus and online (Optional Residency) streams of the MFA, providing they are able to work on campus.

The Creative Writing Program is supported by the Faculty of Graduate and Postdoctoral Studies, which is the academic home of all UBC graduate students, offering support regarding admissions, awards, leaves, financial information, conference funding and academic support. Visit their website at [www.grad.ubc.ca](http://www.grad.ubc.ca)

## MFA Program Completion Requirements

The UBC Creative Writing Program MFA is comprised of two components – creative writing workshop and elective courses, and thesis. (See the **Thesis** section of this Handbook for detailed information on the thesis process.) Creative Writing graduate students must take a total of 36 credits in order to complete their MFA degree. The thesis portion of the degree comprises 6 of these 36 credits; the remaining 30 credits are made up of workshop and elective courses as described below.

**IMPORTANT NOTE:** Students are not permitted to exceed the 36 credits in total of Creative Writing courses required for completion of their MFA degree.

Before beginning classes, students are required to complete the on-line [New Student Program Completion Form](#) to acknowledge they have understood the program completion requirements.

### Program Duration

**On campus stream:** On campus students generally study full time, completing their MFA degrees, including thesis, in two years, graduating either in the Spring or Fall following their second year of study.

On campus students must register when they begin their studies. They must remain continuously registered until the degree is completed. Failure to register for two consecutive terms may result in the student being required to withdraw from the Program. The exception is those periods of time for which the student may request a leave of absence: all leaves must be approved by the Graduate Chair and the Faculty of Graduate and Postdoctoral Studies. Note that leaves apply only to on campus students. See the **Leaves of Absence** section in this Handbook for further details.

Beyond the two years of residence in the Program, on campus students pay the continuing registration fee until they have completed their program (coursework plus thesis).

**Optional Residency stream:** Optional Residency students have the option of studying part time and, even while maintaining full-time status (minimum of 12 credits), may take fewer than 18 credits per year and thus may require more than the standard two-year course of study to complete their degree.

Optional Residency students pay fees on a per-credit basis: no fees are charged when Optional Residency students are not registered in courses.

For both on campus and Optional Residency students, if a degree is not awarded within a maximum period of five years from initial registration, the student's eligibility for the degree will be terminated and the student will be required to withdraw from the Program unless an extension is granted by the Faculty of Graduate and Post-Doctoral Studies.

The progress of all students in both streams working toward the MFA degree is reviewed regularly by the Graduate Chair. A student may be required to withdraw if progress has not been satisfactory as shown by coursework, progress on the thesis, or other requirements of the Creative Writing Program.

## Course Requirements

The MFA program of study is comprised of two components, coursework and thesis. A total of 36 credits are required in order to complete the degree, 6 credits of thesis and 30 credits of coursework.

**IMPORTANT NOTE:** Students are not permitted to exceed the 36 credits in total of Creative Writing courses required for completion of their MFA degree.

A minimum of 24 of these 30 credits of coursework must be Creative Writing workshops for which students are registered at the 500 level.

Creative Writing MFA students are required to take workshop courses in at least three of the genres offered. Screen and television are considered a single genre despite having separate course numbers. Short fiction and the novel are also considered a single genre.

**IMPORTANT NOTE:** A maximum of 12 credits in any given genre may be counted for credit towards the MFA degree. If students exceed 12 credits in a genre, the excess credits will not count towards their degree.

Students thus have a remaining 6 credits which they may use to take additional 500 level workshop courses, or may use according to the following options:

- 3-credit grad Elective (non-workshop) courses CRWR 530 (Preparation for a Career in Writing) and/or CRWR 550 (Teaching Creative Writing)
- maximum 6 credits undergraduate level in Creative Writing courses numbered 300 to 499, pending approval from the Graduate Chair indicating that the courses are directly and demonstrably related to the student's program of study
- maximum 6 credits in courses numbered 300 and up outside of the Creative Writing Program, pending approval from the Graduate Chair indicating that the courses are directly and demonstrably related to the student's program of study

**NOTE:** Courses numbered 100 to 299 and courses taken through Continuing Studies are not counted towards the requirements of the degree.

A full course load is considered to be 18 credits per academic year. Students who wish to take the maximum of 24 credits in an academic year may do so *only with permission of the Graduate Chair*. If permission has not been given to enroll in 6 extra credits, the Program may unilaterally de-register the student from the excess credits.

**Note:** On campus students will note that their transcripts indicate that they have been registered for a thesis course from their program start date. This registration is for administrative purposes only and does not count towards the 24-credit maximum total.

For on campus students, taking fewer than 18 credits of writing workshops in first year will negatively impact a student's ranking with respect to year-end Creative Writing Program awards and Graduate Support Initiative (GSI) awards. In evaluating rank for these awards, writing workshop credits are given a greater GPA weight than elective course credits. See the **Graduate Student Scholarships and Awards** section in this Handbook for details on student funding available.

Students must enrol in a minimum of 12 credits of courses (6 credits per term) in the fall/winter session in order to be eligible to receive year-end Creative Writing Program awards and Graduate Support Initiative (GSI) awards.

Occasionally, advanced undergraduate students may participate in graduate level workshops.

Additionally, graduate students at times may be registered at the graduate level in workshop courses offered only at the undergraduate level. These courses count towards the 24 credits required of 500 level workshop.

**NOTE:** When workshop courses are over-subscribed, first-year MFA students have priority in course selection over continuing MFA students.

For the July residency courses, a policy has been instituted in 2017 that students graduating in the Fall who require a final three credits to graduate have priority in registration.

Individual faculty members set regular deadlines and page quotas for workshop courses.

Regular attendance and active participation in workshop courses is expected and students are encouraged to consult regularly with instructors. Unexplained absences from three classes per term is cause for failure. Two late classes equal one missed workshop. This policy includes late or inadequate participation in an online workshop. See the **Guide to Workshop Etiquette** section in this Handbook for details on workshop protocol.

**NOTE:** Students are not permitted to take a completed project from one course and simply convert it to a different genre for another course (for instance, converting a novella to a screenplay).

Creative Writing Program graduate students are responsible for selecting and completing the necessary course/genre requirements to graduate. Students may consult with the Graduate Chair should they have any further questions regarding these requirements.

## Course Descriptions

Complete course descriptions for CRWR graduate courses are updated annually and are listed on the Creative Writing Program website:

*On campus*

<http://creativewriting.ubc.ca/prospective-students/graduate/mfa-courses/>

*Optional Residency*

<http://creativewriting.ubc.ca/prospective-students/graduate/online-mfa-courses/>

Graduate courses are numbered at the 500 level. Courses offered include a mix of 3 credits (one term) and 6 credits (two terms).

Students can access *current* CRWR course schedules on the UBC website via the following link:

<https://courses.students.ubc.ca/cs/main?pname=subjarea&tname=subjareas&req=1&dept=CRWR>

Students can access information on *all* courses offered by the CRWR Program on the UBC website via the following link:

<http://www.calendar.ubc.ca/vancouver/courses.cfm?code=CRWR>

**Note:** The Program does not approve Directed Study courses (CRWR 590) except under extraordinary circumstances. Examples of projects that will *not* be approved for directed study include: novels, directed reading courses, thesis preparation, and projects that the student is not ready or willing to share with peers. Students are not permitted to pursue directed study merely in order to focus on their own work and avoid the workshop.

The Graduate Chair contacts and confers with the faculty to determine the merit/feasibility of any proposed Directed Study. Contact the Graduate Chair for more information.

## Continuing Student Progress Reports

At the end of each academic year, continuing students complete an annual [Continuing Student Progress Report](#).

<http://creativewriting.ubc.ca/current-students/forms/continuing-student-progress-report/>

It is important for students to evaluate their progress towards degree completion annually, and to consider what they plan to accomplish during their time at UBC, as well as for them to familiarize themselves with program regulations and requirements.

This is an opportunity for students to identify any problems they may be having as they navigate towards their degree, and to request assistance in resolving any difficulties.

Additionally, the Creative Writing Program needs to gather information to help plan to better meet the needs of students.

Students must complete their report by June 1<sup>st</sup> each year. Forms are completed and submitted online at the above link.

## Combined Programs

### Master of Fine Arts in Creative Writing and Theatre

The Creative Writing and Theatre Programs offer a program of on campus study which leads to a Master of Fine Arts in Creative Writing and Theatre. Both the Creative Writing and Theatre Programs evaluate candidates' applications, and approval is required from both programs.

Students are required to complete thirty-six (36) credits of coursework in Creative Writing and Theatre. The required courses are: Creative Writing 507 (6 credits), Theatre 562 (3 credit seminar, offered biannually) and Creative Writing 599 (6 credits). CRWR 599 is the Thesis requirement, which is a full-length stage play (or its equivalent) that must be approved and accepted by both programs. Master of Fine Arts in Creative Writing and Theatre students may complete the rest of their courses requirements either with Creative Writing graduate writing workshops, or Theatre graduate (or equivalent) courses with the approval of their Creative Writing and Theatre supervisors.

Master of Fine Arts in Creative Writing and Theatre students have two supervisors, Bryan Wade from Creative Writing, and a faculty member from Theatre, who are involved with the implementation of their overall program and are also the thesis supervisors for their full-length stage play. The recommended timeframe for students to complete their course requirements, along with their thesis, is two years.

Students who are applying for the Creative Writing and Theatre Program should complete the Creative Writing MFA application process to submit one full-length play and/or three one-act plays.

Creative Writing and Theatre applicants must also be accepted by the Theatre Program in addition to the approval of The Faculty of Graduate and Postdoctoral Studies.

Students who apply to the MFA Creative Writing and Theatre Program cannot also apply to the on campus or Optional Residency MFA in Creative Writing Programs.

## Master of Fine Arts in Film Production and Creative Writing

The Film Program and the Creative Writing Program offer a Master of Fine Arts degree in Film Production and Creative Writing.

The Program is a two-year course of resident study and requires, as a prerequisite, an undergraduate degree in film production or the equivalent in experience, a portfolio of completed films as primary creator (director, writer or producer), and a portfolio of screenwriting.

Applicants apply first to the Film Program to be accepted into the MFA in Film Production and Creative Writing Program. The Film Program will then arrange for the application and materials to be sent to the Creative Writing Program for consideration.

Sharon McGowan is the Creative Writing supervisor for Film Production and Creative Writing theses.

For application requirements, please see the Film Program website:  
<http://theatrefilm.ubc.ca/graduate-studies/film-production/mfa-filmcreative-writing>

and

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,828,1142>

## Faculty Staff Contact Information and Roles

### General Information

The UBC Creative Writing Program faculty and administrative offices and the graduate classrooms are located on the 4<sup>th</sup> and 1<sup>st</sup> floors of Buchanan Building Block E on the Vancouver campus.

*PRISM* magazine and TA offices are located in Brock Hall Annex.

#### *Mailing Address*

UBC Creative Writing Program  
Buchanan E-462, 1866 Main Mall  
Vancouver, B.C. V6T 1Z1

#### *Website*

[creativewriting.ubc.ca](http://creativewriting.ubc.ca)

### Faculty and Staff

#### *Acting Program Chair*

Linda Svendsen, Professor  
[linda.svendsen@ubc.ca](mailto:linda.svendsen@ubc.ca)  
Office: Buch. E470  
Phone: (604) 822-3058

#### *Graduate Chair*

Andrew Gray  
Email: [angray@mail.ubc.ca](mailto:angray@mail.ubc.ca)  
Office: Buch. E462

Contact the Graduate Chair with questions about:

- academic issues (course selection, degree requirements, leaves, etc.)
- thesis
- summer residency

*Master of Fine Arts in Creative Writing and Theatre*

Bryan Wade, Associate Professor

[bwade@mail.ubc.ca](mailto:bwade@mail.ubc.ca)

Office: Buch, E471

Office Phone: (604) 822-2042

*Master of Fine Arts in Film Production and Creative Writing*

Sharon McGowan, Associate Professor

[sharon.mcgowan@ubc.ca](mailto:sharon.mcgowan@ubc.ca)

Office: Buch, E461

*Graduate Student Support*

Alexandra Tsardidis

Email: [crwr.grad@ubc.ca](mailto:crwr.grad@ubc.ca)

Buchanan E462

Phone: (604) 822-0699

Fax: (604) 822-3616

Contact Graduate Student Support with questions about:

- thesis submission
- graduation application & requirements
- thesis registration
- awards transcripts & GPA calculations

*Program Administrator*

Tania Chen

Email: [tania.chen@ubc.ca](mailto:tania.chen@ubc.ca)

Buchanan E465

(604) 822-3024

Contact the Program Administrator with questions about:

- Creative Writing Program Work Learn positions
- accessing employee portal (students employed by UBC)
- keys and access to Buchanan E or Brock Annex
- questions about the administration of the Creative Writing Program

*Program Coordinator / Educational Strategist*

Andrew Gray

Email: [angray@mail.ubc.ca](mailto:angray@mail.ubc.ca)

Contact the Program Coordinator with questions about:

- access to/ help with the online Creative Writing Forum
- technical issues

### *Undergraduate Advisor*

TBA

Buch E472

Phone: 604-827-2331

Email: [crwr.undergrad@ubc.ca](mailto:crwr.undergrad@ubc.ca)

Contact the Undergraduate Advisor with questions about:

- Teaching Assistant position application process
- undergraduate student or course matters.

### *Financial Clerk*

Christine Tu

Buchanan E462

Phone: 604 822 6161

Email: [crwr.finance@ubc.ca](mailto:crwr.finance@ubc.ca).

Payroll, expense reimbursement.

### *SSHRC Chairs*

Maureen Medved, Associate Professor

Email: [maureen.medved@ubc.ca](mailto:maureen.medved@ubc.ca)

Keith Maillard, Professor

Email: [keith.maillard@ubc.ca](mailto:keith.maillard@ubc.ca)

Contact the SSHRC Chairs regarding applications for the major funding via the Social Sciences and Humanities Research Council (Canadian students) and Affiliated Scholarships (foreign students).

### *Awards Chair*

John Vigna, Instructor

Email: [John.Vigna@ubc.ca](mailto:John.Vigna@ubc.ca)

Office: Buchanan E469

Contact the Awards Chair regarding awards and funding opportunities.

### *Equity Officers*

Sharon McGowan, Associate Professor

Email: [sharon.mcgowan@ubc.ca](mailto:sharon.mcgowan@ubc.ca)

Keith Maillard, Professor

Email: [maillard@mail.ubc.ca](mailto:maillard@mail.ubc.ca)

Contact the Equity Officers regarding Respectful Environment issues.

### *Creative Writing Minor Program Chair*

Nancy Lee

Email: [nancy.lee@ubc.ca](mailto:nancy.lee@ubc.ca)

Contact the Minor Program Chair regarding teaching positions for these undergraduate courses and Work Learn TA Training Coordinator/s for summer 2017 and 2017-2018.

## Academic Year: Dates & Deadlines

**Academic Year:** September is the sole entrance date for the MFA Creative Writing Program students. Most courses are conducted from September through April, with the exception of the annual Optional Residency summer residency, which is open to all MFA students, and occasional summer on-line course offerings. Students continue work on their thesis during the summers.

### Term Dates for Winter Session 2017/18

	Term 1 (September - December, 2017)	Term 2 (January - April, 2018)
<b>Start</b>	Tuesday, September 5	Wednesday, January 3
<b>Midterm Break</b>	n/a	February 19-23
<b>Finish</b>	Friday, December 1	Friday, April 6
<b>Teaching Days</b>	61	60
<b>Exams Start</b>	Tuesday, December 5	Tuesday, April 10
<b>Exams Finish</b>	Wednesday, December 20	Wednesday, April 25

### Term Dates for Summer Session 2018

	Term 1 (May - June, 2018)	Term 2 (July - August, 2018)
<b>Start</b>	Monday, May 14	Tuesday, July 3
<b>Finish</b>	Thursday, June 21	Friday, August 10
<b>Teaching Days</b>	28	28
<b>Exams Start</b>	Monday, June 25	Tuesday, August 14
<b>Exams Finish</b>	Friday, June 29	Saturday, August 18

The Optional Residency annual summer residency is normally held the second week of July.

### Course Drop / Withdrawal Dates

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,45,99,0>

## Tuition Fees

The Faculty of Graduate and Postdoctoral Studies offers details regarding current tuition fees, specifying rates for full-time, part-time permanent resident, domestic and international students, as well as rates for Optional Residency students, which differ from on campus students and are listed under Specialized Master's Degree Programs.

<https://www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-tuition-fees>

### On campus MFA Student Tuition Fees

For on campus MFA students, tuition fees are paid in three installments: September, January, and May. Three installments are billed regardless of whether students are attending classes between May and September (all on campus MFA students will be registered for CRWR 599, thesis, during this time).

Every student enrolled in a master's program is required to maintain continuous registration by paying tuition installments plus authorized student fees. Failure to pay fees will result in a financial hold and an interest penalty.

All on campus graduate students are automatically assessed fees according to Schedule A. Once two years of study have been taken (6 fee installments), students who are still enrolled are assessed the Continuing Fee until they graduate.

Students who have paid more than the minimum installments for the degree will have their tuition fees prorated to the end of the month in which the Faculty of Graduate and Postdoctoral Studies confirms that all degree requirements have been completed. This includes the submission of their thesis to the Faculty of Graduate and Postdoctoral Studies' office.

### 2017/18 On campus Fees

Program	Instalments per year	Minimum # of instalments	Domestic (per instalment)	International (per instalment)
Full-time (Schedule A)	3	3	\$1,600.60	\$2,811.98
Part-time (Schedule B)	3	9	\$914.78	\$1,616.89
On-leave fee <sup>1</sup>	3	N/A	\$116.00	\$342.87
Continuing fee <sup>2</sup>	3	N/A	\$731.26	\$2,811.98
Extension fee <sup>3</sup>	3	N/A	\$1,027.07	\$2,811.98

<sup>1</sup> All master's programs (both standard and specialized) have a fee assessed for **each term** in which on-leave status is taken.

<sup>2</sup> If a degree program is not completed by a set number of instalments or a minimum program fee, the assessments will then switch to a Continuing fee. The Schedule A Continuing fee is assessed after instalment 6. The Schedule B Continuing fee is assessed after instalment 9.

<sup>3</sup> If a master's degree (both standard and specialized) is not awarded within a period of five years from the initial registration, a student may be granted an extension with permission from the Faculty of Graduate and Postdoctoral Studies, but will be charged additional fees.

**Note:** The above figures do not include any additional student fees; these range from approximately \$600 to \$800 per year for on campus students.

## Optional Residency MFA Student Tuition Fees

For Optional Residency MFA students, tuition fees are paid in two installments: September and January. Students taking a summer residency course pay tuition in July. Fees are only assessed when students are registered in courses.

**Note:** Those students taking the occasionally offered on-line summer courses also pay in May.

Students enrolled in the Optional Residency MFA Program pay fees on a per-credit basis. Fees are only assessed when students register in courses for the summer or fall/winter terms.

Because of this, full-time or part-time status is assessed by UBC depending on the number of credits taken during the academic year. Students are considered to be full-time for tax, scholarship and loan purposes if they are enrolled in 12 or more credits during the fall/winter term (September through April), 6 credits per term, and 6 credits in the summer term.

### Master of Fine Arts in Creative Writing (Distance Education)

Year of program entry	Domestic tuition per credit	International tuition per credit
2016S or later	\$591.82	\$995.51
2015W or earlier	\$591.82	\$976.27

Optional Residency students do in addition to tuition pay student fees, however these fees have been reduced to reflect the fact that online students use few, if any, on campus resources.

For Optional Residency students, once payment has been made for 6 credits of thesis, students are moved into a non-fee section of thesis until they graduate.

## International Student Resources

### **Visa:**

Students should contact the nearest Canadian Consulate and provide them with the confirmation of approval letter from UBC Faculty of Graduate and Postdoctoral Studies in order to secure a student visa.

### **International Student Guide:**

UBC International Student Services provides a comprehensive guide, which includes:

- Overview of documentation required to study in Canada
- Passport
- Study Permit
- Taxes
- Social Insurance Number (SIN)
- Overview of student health insurance including provincial and university services (AMS/GSS Health and Dental Plan)
- Overview of working in Canada
- On campus work
- Off-Campus work permit
- Co-op Work Permit
- Post-Graduation work permit
- Work permit for spouse/partner

<http://students.ubc.ca/international>

International Student Development is located at International House on the Vancouver Campus and offers a lounge, meeting spaces, a study corner and self-access computers. It is also possible to meet with an advisor.

<https://students.ubc.ca/about-student-services/international-student-development>

## Guide to Workshop Etiquette

Some of the most challenging and rewarding workshops occur when passions are engaged and ideas clash. However, both online and on campus workshop discussions can prove tricky terrain to navigate. With this in mind, here are some protocols to keep in mind during all writing workshops:

### For the Writer

- **The workshop must be helpful to the submitting writer.** To this end, it's often useful if the writer can tell us a bit about their piece when they submit it: how long they've been working on it, what they've been trying to do, what they've struggled with, and what aspects they most would like feedback on. This should be brief.
- **You can bring your work to workshop with one of two mindsets:**
  1. I want to prove/find out how good I am, or
  2. I want to know how to make the work better.

The first mindset will make you miserable; the second can make the workshop a valuable experience for you.

- **A rushed and muddled first draft will garner equally muddled feedback.** Try to give yourself time to do a rewrite before you submit. If you're able, fix what you know is wrong with the piece. That way, we won't waste your time telling you things you already know.

### For the Workshop Participants

The central rule of workshop is this: if the writer leaves discouraged or dissuaded from working on their piece again (or perhaps writing fiction again!), the workshop has FAILED. The workshop's singular goal is to empower the writer to continue forward with their piece. Our best efforts will give the writer probing questions to consider as they plan their next draft.

- **Be kind.** Students sometimes bristle at this, because it sounds a bit like "be nice" and they fear it means they won't be able to be honest. Of course you can be honest. The problem is that "honest and unkind" may seem the easier route. We're asking you to work harder: be honest and kind. (For online courses: our online voices tend to sound a bit more terse than our in-person voices, so kindness is very important here.)

- **Please do not use profane language.** It's never all right to refer to something as "bullshit", for example, even in jest. This is common sense and common courtesy. Choose language that articulates your ideas, not your emotions.
- **Begin with something positive. End with something positive.**
- **As much as you can, refer to concrete examples in the text.** General, abstract comments like, "I love your writing!" "I was so confused." "You write beautiful sentences." "I couldn't understand the mother." are too vague to be of use to the writer. Whenever possible, cite an example from the text. If you're confused, hone in on where in the text you first became confused – what was the sentence? That will be useful to the writer. A great feedback approach is to support a criticism with an example of where the writer did get it right. For instance: if character B seems underdeveloped, you might use the writer's artful rendering of character A as an example of what you'd like to see more of in character B.
- **Give as much time and attention to the work as you'd like to receive on your own,** and remember you're being graded in part on your participation.
- **Workshop is NOT a venue for matters of taste or opinion.** If the submitted piece is about basketball and you hate basketball, keep that to yourself. If the content challenges your morals and beliefs, try to step back and view the piece from a craft perspective. The question before us is always: how can we help this writer move closer to their intent within this piece of writing. Content is not arbitrary, so please don't dismiss it as if it is. The writer has worked hard and made choices, choices that are not easily undone or re-imagined. The key here is to respect what the writer has done so far.
- **Do not conflate discussions of craft with discussions of politics.** This can be particularly challenging during discussions of race, identity, and appropriation of voice. The MFA program is an opportunity for students to take risks and try new modes of story-telling in a safe environment. While we might want to bring larger ethical considerations to the conversation, ultimately it's not our job to tell a writer what she may or may not write. We can only help supply the writer with information regarding how some readers might respond. You can be descriptive ("if you write x, you'll probably get y reaction") but you shouldn't be prescriptive ("you shouldn't write about x at all").
- **Try to avoid declarative statements.** Instead, consider asking questions that will help the writer think more deeply about their work. For example, if a piece contains scenes of violence that you find disturbing, instead of saying,

“This story is too violent!” you might ask: what role do you see violence playing in this piece? How do you want the reader to feel about the level of violence in this piece? (Avoid passive-aggressive questions like, Don’t you think this piece is way too violent?) Remember: workshop is an exploration that does not require you to pass judgment.

- **Workshop puts us all in a vulnerable position.** If the work is going to be emotionally affecting (and we hope it is!), then we run the risk of being emotionally affected by both writing it and reading it. The workshop should be a safe place for everyone. Try to distance your personal feelings, and focus on the workshop’s task: discussing the execution of craft in this specific work.
- **Some disagreements will not get resolved.** Your job, as participant in a workshop, is not to convert everyone else to your way of thinking, or rhetorically destroy people who disagree with you. Express yourself; refine your own ideas and others’ through thoughtful disagreement; and know when to call it a day. “We’re going to have to agree to disagree about that” is a simple and elegant way to withdraw from a conversation that has begun to spin its wheels.
- **Unless specifically told otherwise by the instructor, the student whose work is being critiqued must keep out of the initial phase of the conversation.** Attend to what others are saying (or posting), by all means, but try not to jump in and explain things or ask questions until we’ve all had a chance to critique for a while. It can be extremely helpful to the author to see how very confused we might be, to fully appreciate what might not be working in the story. If the writer jumps in too soon to clear things up (“no, no, she’s pregnant!”), they may not fully appreciate the extent of our confusion. Similarly, defensive comments justifying particular choices in your story might shut down a conversation that could be useful to you if you gave it time. After the initial round of discussion, please feel free to weigh in, particularly if you want your colleagues to clarify their comments, or to draw attention to aspects of the story you were hoping to see discussed.
- **Conflicts are best resolved through open communication.** If you have an issue with the conduct of a fellow workshop member or with a workshop process, please get in touch with your instructor immediately, or with the Equity Officer if you are concerned about your instructor. Open pro-active communication leads to prompt and equitable solutions, preventing the negative impact of isolation or harassment in any form.

## Respectful Environment

UBC has clear guidelines on Respectful Environment:

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment.

### **Statement of Principle:**

The best possible environment for working, learning and living is one in which respect, civility, diversity, opportunity and inclusion are valued. Everyone at the University of British Columbia is expected to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow UBC community members and the public in all University-related settings.

The full statement on Respectful Environment may be accessed at the following link:

<http://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf>

# Thesis

## Overview

The culmination of a student's work during the MFA program is the creation of the thesis. As noted in the **MFA Program Completion Requirements** section of this Handbook, students who intend to graduate in the spring or fall following their second year of study begin planning for thesis in the spring of their first year of study.

While students cannot be guaranteed their first choice of thesis supervisor, they will be able to work in their preferred genre.

Thesis supervisors are allocated according to their availability; students do not approach faculty to request them as thesis supervisors.

See the **Thesis Committee Selection** section below for details on how and when committees are assembled for students.

## Genre Length and Format

While the thesis is a substantive work in the student's chosen genre, it is considered a project that can be completed in the equivalent of six course credits worth of work. Students normally take 8 to 14 months to complete their theses. It is imperative for students to consult with their thesis supervisor regarding expectations for their specific projects, however the approximate lengths for the various genres are as follows:

- 45,000 words for a work of prose intended for an adult audience; maximum 90,000 words
- 40 pages for poetry; maximum 60 pages (5,000 to 7,000 words)
- 90 script pages for screenplay; maximum 120 pages
- 60- maximum 120 pages, dependent upon whether 1 hour or 1/2 hour episodes (consisting of a pilot and second episode) as well as a 10 to 20 pages series bible, for television
- 80 script pages for stage play; maximum 100 pages
- 120 pages or 30,000 words for a work of prose intended for children or teens; maximum 75,000 words

The following specific guidelines pertain to students doing a thesis in the graphic forms genre:

*Print*

- Abstract
- Full script (formatted text), including concise descriptions of action or composition of frames where needed for comprehension
- Thumbnails for 20% of the work
- Sample finished artwork/inks, including lettering and colour (if applicable), for 5% of the work
- List of sources (if applicable)

*Web*

- Abstract
- Full draft schematic or wireframe, incorporating thumbnails for 20% of the work Sample finished artwork/inks, including lettering and colour (if applicable), for 5% of the work
- Finished navigation for the sample artwork, prepared to specifications set in consultation with thesis supervisor
- List of sources (if applicable)

## Thesis Committee Selection

The MFA thesis committee consists of two committee members: one supervisor and one additional faculty member. Tenured or tenure-track faculty are available as thesis supervisors or committee members. 12-Month Lecturers are available primarily as committee members except in exceptional circumstances or with the permission of the Chair. All available supervisors will be identified during the Thesis Selection process.

For students in the Master of Fine Arts in Creative Writing and Theatre Program, Prof. Bryan Wade acts as the Creative Writing thesis supervisor.

For students in the Master of Fine Arts in Film Production and Creative Writing Program, Prof. Sharon McGowan acts as the Creative Writing thesis supervisor.

It is only when the thesis is complete and ready for review that the committee member becomes involved with the project. The supervisor organizes a thesis meeting where the two faculty members discuss the thesis with the student. For Optional Residency students, this may take the form of a teleconference meeting.

**Note:** In exceptional circumstances in which the thesis requires special expertise, a student may request a committee member from another department in the University.

In March of their first year of study, or of the year in which students plan to begin work on thesis, students complete an online [Thesis Proposal Form](#), available on the Creative Writing Program website. Each proposal indicates the proposed thesis start date, anticipated graduation date, and thesis genre as well as a brief project description (e. g. “a collection of poems focussing on climate change,” “a speculative fiction Young Adult novel,” “a three-act stage play set in pre-Confederation Upper Canada”). Students also indicate their first choice of thesis supervisor and the names of *at least* two additional faculty members whom they would like as their thesis committee member. Since supervisors and committee members can be in high demand, it is highly recommended that students indicate more than two choices in this section. While student requests for supervisors are taken into consideration, thesis supervisor workload must be distributed equitably among faculty members, and students are not guaranteed their first choices.

Students who, after completing the Thesis Proposal Form, delay their thesis start date beyond September will need to reapply the following March.

For the purposes of forming thesis committees, there is no distinction between on campus and Optional Residency students; students may be assigned to faculty from either stream of the Program. Students often work productively with faculty with whom they have not yet taken a course.

Once thesis supervisor and committee structure have been assigned, students are informed by the Graduate Chair regarding their committee make-up and the Graduate Student Support staff registers students for thesis with the selected supervisor.

As noted above, the thesis project should be completed within approximately 8 to 14 months. The composition of thesis committees can be guaranteed only for one 6-credit period. Students who find that they need to take longer than this period to complete their theses will in most cases retain their supervisors, but their additional committee member is subject to change to ensure an ongoing equitable distribution of thesis committee work amongst faculty.

As noted above, committee members are not involved in thesis composition until the project is complete. The committee member receives advance notice from the thesis supervisor of student graduation deadlines and receives a copy of the student thesis approximately six weeks in advance of the date required to submit the thesis to the Faculty of Graduate and Postdoctoral Studies. The thesis supervisor schedules the thesis conference to suit all parties, organizing remote attendance where necessary.

## Rights and Obligations of the Student

Students submit their [Thesis Proposal Form](#) no later than March 1 to begin thesis work in May or September. Once the thesis supervisor has been assigned, the student and the supervisor work together to draw up a submission schedule, confirming when the student hopes to graduate, the number of complete drafts or individual hand-ins the supervisor expects to see, submission deadlines, when the student should expect feedback, etc. Both student and thesis supervisor should have copies of this document; online students should post them on their thesis thread for future reference.

Students turn their work in on time. If a student submits late or is experiencing difficulties with their work, they communicate this to their supervisor as soon as possible, and adjustments to the schedule are made accordingly.

Except in exceptional circumstances, students do not switch their thesis project once the thesis process has begun.

It is the responsibility of the student to keep the Graduate Student Support staff up to date on proposed and confirmed graduation dates.

If the relationship between the student and the supervisor is no longer functional, the student has the right to switch to another thesis supervisor, with the assistance of the Graduate Chair. Supervisors also have the right to request that the student be assigned to another faculty member should the relationship no longer be functional.

Students should devise a project that can be feasibly be completed in the equivalent of six course credits worth of work. We strongly encourage students to develop their thesis out of a project begun in a workshop, with the understanding that the thesis process will involve substantial additional work. However, students are not permitted to take a completed project from one class and simply convert it to a different genre for their thesis (for instance, converting a novella to a screenplay).

## Rights and Obligations of the Supervisor

The supervisor informs the student in a timely manner of the date for their first thesis meeting, and will at that initial meeting draw up a schedule, in collaboration with the student, outlining their expectations from each other.

Except in extraordinary circumstances, the supervisor will read the student's complete manuscript at least twice, as well as (in the case of screen and TV writing) the preceding treatment or outline document at least once, and (in the case of poetry) individual hand-ins at least six times, and will return feedback in a timely manner, such that the student will have time to incorporate that feedback into their revisions.

Supervisor and student may consult more or less frequently as agreed upon. Some faculty prefer to meet on a monthly basis; others based on student productivity. The agreed-upon schedule is set forth in writing at the initial thesis meeting.

### *Sample Schedules*

Please note that each faculty member and each student may agree upon a different process. These sample schedules are merely that – *samples*. Your supervisor and your project may require a different process and timeline for hand-ins and revision.

#### *Sample schedule: September to April (8 months)*

- student has close to a complete rough draft in hand in September.
- 1st thesis supervisor feedback: October 1
- 2nd draft: December 15
- 2nd thesis supervisor feedback: January 15
- 3rd draft to thesis committee member: March 1
- thesis committee meeting March 21
- submission to Faculty of Graduate and Postdoctoral Studies: April, for May graduation

#### *Sample schedule: May to April (11 months)*

- student has work in preliminary form in May
- student and supervisor consult as needed while first draft is completed
- 1st thesis supervisor feedback on full 1<sup>st</sup> draft: October 1
- 2nd draft: December 1
- 2nd thesis supervisor feedback: January 1
- 3rd draft to thesis committee member: March 1
- thesis committee meeting March 21
- submission to Faculty of Graduate and Postdoctoral Studies: April, for May Graduation

#### *Sample Schedule: September to August (11 months)*

- student has 4 short stories, an outline and 2 chapters, or a 1 hour series concept in September
- student and supervisor consult as needed while the first draft is written
- 1st thesis supervisor feedback on 1st draft: Feb 1
- 2nd draft: March 1
- 2nd thesis supervisor feedback: April 1
- 3rd draft to thesis committee member: July 1
- thesis committee meeting July 15
- submission to Faculty of Graduate and Postdoctoral Studies: end of August for November graduation

No matter how the thesis hand-in and feedback schedule is structured, both student and supervisor commit to the same amount of project hours. Students and supervisors must agree on a thesis project which can reasonably be accomplished within the expected timeframe, as there are constraints both on student and supervisor commitments.

Student and thesis supervisor can retrofit their schedules as suits them both. For example, screenwriting students may, with the approval of the thesis supervisor, commence the process with a completed treatment document as opposed to a draft of the entire script. Television students may start with a rough draft of the bible document and detailed synopses of the pilot and second episodes.

The supervisor's job is neither to skim nor to copy edit. With prose, screen, and stage projects, the student can expect broad comments on structure, character, and prose style, and (generally on the second read) a more fine-grained look at the work scene by scene, with some comments on the text itself. It is not the thesis supervisor's responsibility to correct grammar, punctuation, or problematic stylistic tics. The instructor points these out once or twice, and expects the student to take on the burden of correcting the rest. With poetry theses, the student can expect detailed feedback on initial and revised drafts of poems as well as an overview of the structure of the manuscript.

If a supervisor knows they are falling behind on their obligations to the student, they will communicate early and often with the student. The supervisor should take no more than one month to respond to a full manuscript.

### **Obligations of Committee Members**

Committee members do not comment on the thesis until the project is completed. They play Senate to the supervisor's Parliament: committee members provide a sober second look at the manuscript, corroborate the student's readiness to graduate, consult with the supervisor on a grade, and provide brief comments. Committee members are not required to provide a text edit. The student has no obligation to revise based on committee member comments prior to submitting the thesis to the Faculty of Graduate and Postdoctoral Studies.

Students submit their theses to their committee member six weeks in advance of the graduation deadline in order to provide ample time for review.

## Submission to Faculty of Graduate & Postdoctoral Studies

To be eligible for convocation, students must formally submit one approved copy of their thesis to the Faculty of Graduate and Postdoctoral Studies.

Theses may be presented to Faculty of Graduate and Postdoctoral Studies at any time during the year.

**Important Note:** In order to maintain funding, students who are CGS-Masters SSHRC holders must consult the Graduate Chair before determining their graduation date.

There are deadlines consistent with the two periods, May and November, when graduation ceremonies are held. Students must ensure that they check deadline dates on the Faculty of Graduate and Postdoctoral Studies website:

<https://www.grad.ubc.ca/prospective-students/resources-links/deadlines>

Students must format their thesis according to the Faculty of Graduate and Postdoctoral Studies requirements. As requirements are very specific and change frequently, students are strongly encouraged to consult the [Thesis section](#) of the Creative Writing Forum:

<http://forum.creativewriting.ubc.ca/index.php?/forum/24-thesis/>

for specific directions, and the Faculty of Graduate and Postdoctoral Studies website.

### *Rolling Graduation*

In addition to the two graduation ceremony dates (May and November), graduate students are able to have their degrees conferred on any one of four dates (February, May, September or November) in a given year. Upon conferral, the notation that the degree has been awarded will appear on the transcript. However, Congregation ceremonies and official degree parchments are available in May and November only.

There is no impact on tuition fees, as a student's obligation to pay fees ends as soon as his/her program is closed.

For more details, see **Graduation** on the Graduate & Postgraduate Studies website:

<https://www.grad.ubc.ca/faculty-staff/policies-procedures/graduation>

## Leaves of Absence

On campus students who find it necessary to interrupt their MFA program should consult with the Graduate Chair regarding a possible leave of absence.

While on a leave of absence, graduate students must pay an on-leave fee. Students on leave are assessed the on-leave registration fee which for 2017/18 is \$116.00 per term for domestic students and \$342.87 per term for international students.

A graduate student who finds it necessary for parental, health, personal, professional, or academic reasons, as outlined below, to interrupt his or her studies may apply for a leave of absence. Responsibility for approving a leave of absence rests with the Dean of the Faculty of Graduate and Postdoctoral Studies.

**Important Note:** Students in the Optional Residency stream of the Program pay on a course/credit-fee (non-installment) and therefore are *not* eligible for leaves of absence. Optional Residency students requiring a term off may simply not register for any courses; however the time off does count towards their five-year maximum degree completion limit.

For the full text on University policy follow the link at:

<https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status>

Students must request a leave of absence *before* the date on which the leave will start. Retroactive leaves will only be approved in highly exceptional cases.

A leave of absence will normally begin on the first day of September, January, or May.

Leaves of absence will be granted for periods of four, eight, or twelve months.

The total duration of all leaves of absence granted in a graduate program is normally limited to 12 months for a master's student.

While on a leave of absence, graduate students are expected to not undertake any academic or research work related to the program for which they have taken a leave of absence, including work on thesis. Access to the University's facilities and resources while on a leave of absence will be limited as noted in the **Availability of UBC Facilities and Resources** chart below.

Graduate students must inform their program of their intent to return from a leave of absence prior to recommencing their studies.

Time spent on leave of absence is not counted as part of the allowed time to complete a degree.

Students must provide appropriate documentation for their requested leave.

Requests must be accompanied by a memo from the student stating his/her reasons for requesting a leave of absence.

### Procedure

- Student discusses leave of absence with supervisor and supervisory committee.
- Program downloads and completes the “Request for Leave of Absence” form from Faculty of Graduate and Postdoctoral Studies website, and attaches required documentation.
- Supervisor and graduate program chair sign the form indicating their approval.
- Program sends the form to the Faculty of Graduate and Postdoctoral Studies.

**There is additional important information on the different types of leave in the Calendar and in the full Senate policy.** Students should read them to ensure that they understand the terms and implications of taking a leave of absence.

### Awards and Fellowships for Students with On-Leave Status

Students who hold awards will receive the full amount of the award for which they are eligible. In most cases, however, **students cannot receive awards** while they are on a leave of absence. Students will receive the balance of their awards when they return to full-time registration status (a minimum of 12 credits, 6 per term, over the Winter session). See [Award Holder’s Guide: Leave from Program](#).

Students who hold external fellowships that allow paid leaves of absence should contact the funding agency and The Faculty of Graduate and Postdoctoral Studies to request a paid leave of absence well in advance of the leave start date. Students should refer to the relevant funding agency’s website for further information.

## Parental Leave

A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child is eligible for parental leave. Appropriate supporting documentation may be required.

Parental leave is normally limited to 12 months per childbirth or adoption (including multiples).

See also [Graduate Student Parental Accommodation Policy](#).

Where possible, a student enrolled in coursework should coordinate his or her leave of absence to coincide with the first day of September, January, or May.

## Leave for Health Reasons

A graduate student who encounters a health problem that significantly interferes with the ability to pursue his or her course of study is eligible for a leave for health reasons.

Requests for a leave for health reasons must be accompanied by appropriate supporting documentation from the clinician providing primary care for the health problem.

A leave for health reasons is normally limited to 12 months.

Prior to being allowed to return to his or her studies, a student returning to study after a leave for health reasons may be required to produce specific documentation from his or her clinician confirming that he or she has recovered sufficiently to return from leave and resume his or her course of study.

## Professional Leave

A graduate student who wishes to suspend his or her course of study in order to take a relevant work or professional development experience may be eligible for professional leave. Appropriate supporting documentation may be required. Professional leave is normally limited to 12 months.

## Personal Leave

A graduate student who encounters personal circumstances that significantly interfere with the ability to pursue his or her course of study may be eligible for personal leave.

Personal leave is normally limited to 12 months.

## Availability of UBC Facilities and Resources

Some UBC resources may be available to students on leave, while others may only be available under certain circumstances, or may not be available at all. See the list below for details.

### Relevant non-UBC facilities or resources

RESOURCE	AVAILABILITY
<u>AMS Health and Dental Plan</u>	Assessed in September; can arrange coverage with AMS/GSS provider
<u>Graduate Student Society</u>	Membership continues while on leave
<u>iMED</u>	Not applicable since leaves are not granted in first term
<u>MSP</u>	Responsible for own coverage
<u>Student Legal Fund Society</u>	SLFS fee assessed in Sept; if not paid, then not a member
<u>UPass/Compass Card</u>	<b>Not available:</b> only registered students are eligible

### UBC facilities or resources

RESOURCE	AVAILABILITY
<u>Academic English Support</u>	Available at unit's discretion
<u>Access and Diversity</u>	Available at unit's discretion
<u>Athletics and Recreation</u>	<b>Not available:</b> however, can "opt-in" for student access by paying the A&R fee or can use public access for facilities and programs
<u>Building Access</u>	Available, but may be restricted by departments
<u>Centre for Community Engaged Learning</u>	Available at unit's discretion
<u>Centre for Student Involvement and Careers</u>	Available at unit's discretion
<u>Child Care Services</u>	Available
<u>Counselling Services</u>	Available at unit's discretion
<u>CWL</u>	Available
<u>Email</u>	Available
<u>First Nations House of Learning</u>	Available
<u>Go Global: Student Mobility Programs</u>	Available at unit's discretion
<u>Housing (including graduate colleges)</u>	<b>Usually not available:</b> only students on medical or parental leave can remain in housing. Special cases for students on other types of leave may be considered.
<u>International House</u>	Available at unit's discretion
<u>International Student Development</u>	Available at unit's discretion
<u>Library</u>	Available
<u>Ombudsperson</u>	Available
<u>Parking</u>	Will qualify for general student parking but <b>not grad student parking</b> (i.e., not all parkades)
<u>Student Health Services</u>	Available at unit's discretion
<u>UBC card</u>	Available, but a new card cannot be issued unless enrolled in a UBC credit course
<u>Women on Campus</u>	Available at unit's discretion

## Graduate Student Employment Opportunities

### Teaching Assistant Positions

Creative Writing offers more than 50 partial graduate Teaching Assistant positions for most of our large-format lecture undergraduate classes.

Students may also apply for Teaching Assistant positions within the Department of Theatre and Film, among other departments.

#### TA FAQ

*What is a TA position?*

Each term the UBC Creative Writing Program employs Teaching Assistants to help with the marking and administrative workload of its large-format lecture classes. The number of positions available each term depends on the number of undergraduate lecture courses offered and the number of students registered in each class.

*Are TA positions a type of scholarship or bursary for graduate students?*

No. TA positions are jobs, and as such, demand a level of responsibility and accountability, as well as a capacity to manage a rigorous workload. In addition, TAs must be able to communicate with and provide feedback to undergraduate students in a kind, respectful and professional manner.

*What are typical TA duties?*

Typical TA duties include: marking assignments and quizzes, answering student queries during office hours and via email, as well as helping with classroom logistics, including distributing handouts, running media, monitoring quizzes, and answering student questions.

*Will being a TA give me teaching experience?*

TAs will gain experience working with students, marking assignments and working in a post-secondary academic environment. Depending on the course design and the supervising instructor, TAs may have the opportunity to prepare and present a lecture during the term.

*I want to TA for a particular course. Is that possible?*

While we take student preferences into consideration, decisions of where TAs are assigned are made based on the overall pool of applications, applicant experience and the needs of the instructors. Most new TAs can expect to begin with CRWR 200, a survey course of creative writing forms.

*How does a TA position work with my academic schedule?*

TAs are responsible for ensuring that there isn't a conflict between the graduate workshops they are registered in as a student and the lecture course they've been assigned to as a TA. TAs are expected to be available for all sessions of the lecture course they are assigned to. Usually, classes requiring TAs run on Tuesdays and Thursdays, while most graduate classes are on Mondays, Wednesdays, and Fridays.

*How long does a TA position last?*

Each TA post is assigned for one term: September to December, January to April, or May to June. New TAs will usually be assigned one working term per academic year. Senior TAs may be assigned two working terms per academic year.

*How much does a TA position pay?*

The majority of TA positions offered in Creative Writing are part-time positions where students can expect to earn an hourly wage of \$30.15 / hour (or \$31.34 / hour for students who have completed a previous master's degree already). A TA position is usually around 96 hours, but can vary.

*Do I have to be on campus to be a TA?*

Yes. TAs are expected to attend the class they are TAing, as well as quiz-marking sessions, office hours, and on campus training. We do not currently have the resources or technology to support off-campus TAs although there may be some classes that don't require as much on campus presence.

*Are TA positions open to Optional Residency MFA students?*

Yes! TA positions are open to MFA students in both streams of the program, as long as the student is able to attend all sessions of their assigned class as required by the instructor, quiz-marking and on campus training in person.

*How do I find out about available TA positions for the upcoming term?*

The TA hiring notice for the upcoming academic year is emailed to all incoming and existing graduate students at the beginning of April. In addition, we notify students via our website and on our online forum. The hiring notice contains all necessary information pertaining to applying for a TA position.

*What type of experience should I highlight in my application?*

Teaching experience or training is an asset. Students should be sure to mention any tutoring, mentoring or leadership experience they've had. Volunteer experience will be considered alongside work experience.

*What can I do to better prepare for securing a position as a Teaching Assistant?*

- Take an instructional skills/teaching workshop. (See [UBC's Centre for Teaching Learning & Technology](#) for details.)
- Familiarize yourself with presentation software such as Prezi.
- Read books on craft in your preferred genre.
- Do some reflective thinking on your own writing education, what you've learned, what you wished you had learned, what you would most like to teach.

More information:

<http://creativewriting.ubc.ca/current-students/ta-application/ta-faq/>

## Work Learn Positions

Canadian students may be eligible for Work Learn employment on campus in a variety of jobs to a maximum of 10 hours per week and earn between \$3,000 and \$6,000 for the Winter Session (September to April). Work Learn is open to all UBC students. Positions vary but are often available for the Locution reading series, web and social media liaison and other positions. There are many Work Learn positions available across campus; students (including international students) should refer to the website:

<http://students.ubc.ca/career/campus-experiences/work-learn>

Work Learn positions in the Creative Writing Program are dependent upon the budgetary priorities of the unit and change from year to year. The same positions are not necessarily offered every year.

### **Eligibility:**

Work Learn positions with the Creative Writing program are open to both undergraduate and graduate students. Among graduate students, those in the first and second year of their study are prioritized for Work Learn positions, and students hold these positions for one year only, except in exceptional circumstances.

With a view to the promotion of an equitable distribution of student support in the Program, unless there are no other applicants, applications will not be accepted from graduate students who:

- have completed their coursework and are only working on thesis.
- have been hired for significantly more TA-ships or work learn positions than the other applicants.
- have received or are expected to receive significantly more funding than the other applicants.
- have previously held the same work learn position.

Students who are beyond second year, or who have previously held the same Work Learn position will be considered only in the event that there are no other viable applicants.

### *PRISM international*

*PRISM international* is Western Canada's oldest literary magazine, and is published out of UBC's Creative Writing Program.

Prospective *PRISM* editors apply for the positions and are hired during the Fall semester (for positions starting May, 2018, for example, the selection process takes place in Fall 2017). Prospective editors must, at a minimum, join one of *PRISM*'s editorial boards at the beginning of the school year. Further involvement with the production, distribution, and promotion of *PRISM* is also strongly encouraged. Examples of such involvement include volunteering at *PRISM* events (Word on the Street, issue launches, mail-out, etc.), and contributing online content for *PRISM*'s website (reviews, interviews, etc.). Editorial positions are normally held for one year only.

Regardless of employment prospects with *PRISM*, involvement with the magazine is an extremely valuable experience. Students can gain writing credits, insight into the inner workings of a literary magazine (in the fields of production, editing, or promotions), and have their name in the masthead of the magazine.

For more information about *PRISM*, please visit the website (<http://prismmagazine.ca/>) or contact one of the editors, at [prose@prismmagazine.ca](mailto:prose@prismmagazine.ca) or [poetry@prismmagazine.ca](mailto:poetry@prismmagazine.ca). For job applications, contact *PRISM* Faculty Advisor, Sharon McGowan.

### *Brave New Play Rites – Producers and Stage Manager*

Brave New Play Rites is an annual new play festival produced by UBC Creative Writing that showcases short scripts written by BFA and MFA playwriting students. The Festival features both full productions (approx. 10 plays) and a staged reading series (15+ plays). For the past three seasons, Brave New Play Rites has been mounted off-campus at Studio 1398 on Granville Island in March.

Brave New Play Rites hires two to four Work Learn positions each year: one Producer and up to three Associate Producers, subject to annual budget. Producers run all aspects of the festival in consultation with the Faculty Advisor(s) – i.e., manage production budget; coordinate and facilitate casting; select and supervise directors, designers and technicians; oversee festival design, stage management and technical requirements; provide dramaturgical support for the staged reading series; coordinate publicity, website and social media presence; and coordinate box office and front-of-house. Previous theatre or other production experience is asset but not required.

Please contact Bryan Wade for further information: [bwade@mail.ubc.ca](mailto:bwade@mail.ubc.ca)  
<http://bravenew.ca/>

### *New Shoots-Coordinator & Student Instructors*

New Shoots is a program in which MFAs gain teaching experience by instructing junior and senior high school students in Creative Writing. One MFA student will be hired through the Work Learn program to coordinate New Shoots and 10-15 students will be hired as Instructors/ Mentors. Student Instructors/ Mentors are paid a nominal honorarium, funded by both the Vancouver School Board and the Creative Writing Program. Students involved in the program are matched with the schools; each are mentored by the high school teachers. A public reading and annual publication of the New Shoots anthology of selected student work occurs in June. Please contact Emily Pohl-Weary, Assistant Professor, for further information: [e.pohl-weary@ubc.ca](mailto:e.pohl-weary@ubc.ca)

### *Word Wrestlers*

Word Wrestlers is a creative writing summer camp for children ages 8 – 12. Word Wrestler coaches are hired from the UBC Creative Writing MFA and BFA programs to lead workshops, listen to and help shape story ideas, and bolster creativity and confidence in our wrestlers. MFA students interested in these positions may apply early spring 2018 for Work/Learn posting on the Creative Writing Forum. This is a great opportunity for grad students who are energized and inspired by young writers, and who want to supplement their own education with teaching experience. Contact Sheryda Warrener, Lecturer, for further information: [sheryda@mail.ubc.ca](mailto:sheryda@mail.ubc.ca)

## Graduate Student Scholarship and Award Opportunities

All full-time MFA students in the Creative Writing Program are eligible for a variety of scholarships, awards and bursaries. Full-time status is determined by UBC for funding purposes as 12 credits of coursework (6 credits per term) in the fall/winter term. Most internal scholarships are based on student GPA in Creative Writing courses.

Students must enrol in a minimum of 12 credits of courses (6 credits per term) in the fall/winter session in order to be eligible to receive year-end Creative Writing Program awards and Graduate Support Initiative (GSI) awards.

Note that for on campus students, taking less than 18 credits of writing workshops in first year will negatively impact a student's ranking with respect to year-end Creative Writing Program awards and Graduate Support Initiative awards. Writing workshop credits are given a greater GPA weight than elective course credits.

### Graduate Entrance Scholarships

Select incoming full-time MFA students, domestic and international, are eligible for these scholarships at the discretion of the Creative Writing Program. These scholarships are funded by the Graduate Support Initiative (GSI) and are applied directly to student tuition. Students are not required to apply. These scholarships range from \$500-\$2000.

### Graduate Support Initiative Scholarships

Select full-time students entering the second year of the MFA, domestic and international, are eligible for these scholarships at the discretion of the Creative Writing Program. These scholarships are funded by the Graduate Support Initiative (GSI) and are applied directly to student tuition. Students are not required to apply. Students who are enrolled in 18 credits during first year have an advantage in adjudication. These scholarships range from \$500-\$2000.

### International Tuition Awards

For non-Canadian on campus students: students are automatically considered for \$3,200.00 CDN in awards for the first and second years of full-time study. Please see the website for important details.

<https://www.grad.ubc.ca/awards/international-tuition-award>

Optional Residency students are not eligible for International Tuition Awards.

## CGS-Master's SSHRC Award

The CGS-Master's SSHRC (Social Sciences and Humanities Research Council) awards are the primary source of major funding for Canadian MFA students in their first year to support their second year of study. Awards are \$17,500 (CDN). UBC, as a large research institution, is allotted approximately 86 Master's SSHRCs in the Social Sciences and Humanities. The Creative Writing Program has had a good record of receiving awards each year.

All current first year MFAs with a **minimum** first class standing (usually 80%, A-, or higher) in each of the last two years of full-time study are strongly encouraged to apply. Holders of SSHRC Awards are also encouraged to apply for travel supplement funds (affiliated with an international University) of up to \$6,000 for travel related to their research.

The SSHRC Committee coordinates student applications. Prior to arrival on campus, students should ensure that original certified transcripts for all university level studies (even for a non-credit course at a small college) are submitted to the Graduate Student Support staff. It is also helpful for students to think about a potential research thesis project in their genre of choice. Two academic referees from within the Creative Writing Program or from the student's undergraduate program will be necessary, as well as a Canadian Common CV adapted for the SSHRC competition.

An orientation meeting regarding the SSHRC process takes place in September each year. Faculty/administrative mentors for will be announced then, as well as student mentors from among the ranks of the previous year's successful candidates.

## Affiliated Fellowships

International students are eligible for Affiliated Fellowships. The Faculty of Graduate + Post-doctoral Studies offers approximately 50 Affiliated Fellowships each year to meritorious students for full-time study and/or research leading to a graduate degree. Awards are made on the basis of academic excellence and parallel, to a great extent, the criteria of the CGS-Master's SSHRC Award; with the difference that applicants for Affiliated Scholarships must be pursuing a first graduate degree.

Open to current and prospective full-time UBC graduate students regardless of citizenship or visa status. Averages \$16,000 (CDN).

Please see the link for details:

<https://www.grad.ubc.ca/awards/affiliated-fellowships>

International students are not eligible to apply for SSHRC Awards.

## Aboriginal Awards

### *Aboriginal Graduate Fellowship*

UBC offers multi-year fellowships to Master's Aboriginal students. Award winners are selected on the basis of academic merit through an annual competition, administered by the Faculty of Graduate and Postdoctoral Studies in consultation with the First Nations House of Learning. Approximately a dozen new fellowships are offered each year in the amount of \$16,175 CDN plus tuition for Master's students. Please check the website for important details:

<https://www.grad.ubc.ca/awards/aboriginal-graduate-fellowships>

### *Aboriginal Graduate Fellowship Bridge Funding:*

The Faculty of Graduate and Postdoctoral Studies will match funds provided by graduate programs to support Master's students registered at UBC-Vancouver. This funding is intended to support students until they can apply for the next regular Aboriginal Graduate Fellowship competition. Award winners are selected on the basis of academic merit. All Aboriginal students are eligible to apply but priority is given to Aboriginal graduate students whose traditional territory falls, at least in part, within Canada. This includes Canadian First Nations, Métis or Inuit students and may include Aboriginal students from Alaska and the northern states of the USA. Please check the website for other important details:

<https://www.grad.ubc.ca/awards/aboriginal-graduate-fellowship-bridge-funding>

## Student Loans and Bursaries

Canadian student loans are government-funded repayable financial assistance. Eligibility is determined by a standard means test. Students are required to apply for student loans through their province of residence. See the UBC Student Services website <https://students.ubc.ca/enrolment/finances/student-loans> for further information.

Non-Canadian students should inquire in their country of residence regarding student loans.

UBC also offers bursaries to students who have student loans. General bursaries are available to all UBC students as well as a few designated specifically for Creative Writing students. See the UBC Student Services website:

<https://students.ubc.ca/enrolment/finances/awards-scholarships-bursaries>

Please note that on campus MFAs are also eligible for bursaries and loans to cover the summer term as they are enrolled over the summer.

## Other Graduate Awards

The Awards Chair frequently posts notices of scholarships, fellowships, and competitions on the Creative Writing Forum.

The Faculty of Graduate and Postdoctoral Studies website also lists these:  
<https://www.grad.ubc.ca/scholarships-awards-funding>

### Creative Writing Endowed Awards

Creative Writing offers approximately 22 dedicated awards, scholarships and prizes ranging from approximately \$100-\$2500. These are awarded annually to both undergraduates and graduates at the end of their first year of study. All awards are based on merit, which is calculated based on student GPAs. Please note that all first-year MFAs continuing into second year are automatically considered for these awards and do not have to apply. Awards are announced in late summer or early fall.

### The HarperCollins UBC Prize in Fiction

This prize is awarded to a graduate of our program whose work of fiction (novel or short story collections) is represented by the Cooke Agency and published (with a significant advance) by HarperCollinsCanada. Application details are provided on our website.

<http://creativewriting.ubc.ca/current-students/hc-ubc-prize/>

### British Columbia Arts Council – Scholarship Awards Program

Up to \$6,000 for full-time students entering first or second year of the MFA. Applicants should demonstrate a first-class standing in literary courses. Preference will be given to applicants who have resided in British Columbia for at least one year prior to application. Artists established as professional in their field are not eligible for assistance. Deadline each year in April. Requires letters of appraisal.

[https://www.bcartscouncil.ca/guidelines/artists/youth/scholarship\\_awards.html](https://www.bcartscouncil.ca/guidelines/artists/youth/scholarship_awards.html)

### Graduate Funding: Conferences

The G&PS Graduate Student Travel Fund offers reimbursement up to \$500 maximum per graduate student per degree program. The Travel Fund provides support for a graduate student who presents a paper or poster at an official conference or symposium (student workshops are ineligible). Please see the website for further details.

<https://www.grad.ubc.ca/awards/graduate-student-travel-fund>

## Literary and Community Engagement

The Creative Writing Program sponsors Locution, an MFA Reading series located at the Cottage Bistro (Main Street) throughout the academic year.

The BFA Reading series, OutWrite, which also features guest artists, takes place at the Cottage Bistro throughout the academic year.

The Creative Writing Program is often involved in organizing events with the Vancouver Writers Festival, Word (Vancouver), the Association of Writers and Writing Programs (AWP) Conference and the Canadian Creative Writers and Writing Programs (CCWWP) Conference.

The Graduate Readings, in November and May, feature MFA students reading from their thesis with an introduction by their supervisor, and BFA graduates introduced by their instructors.

Past writers-in-residence, visiting writers, and agents have Elisabeth de Mariaffi, George Murray, Maureen Hynes, Ken Babstock, Sarah Dunant, Eden Robinson, Jeff & Ann Vandermeer, agent Sam Hiyate of The Rights Group and Anna Archer of Lucas Talent. Anne McDermid, Dr. Rita Charon, Andrew Wreggitt, and Maggie Nelson.

Amy Stuart and Nita Pronovost, editorial director, Simon & Schuster visit July 2017. Katherena Vermette is the Cliff Writer in Residence confirmed for Spring 2018.

Check the Creative Writing Forum and the UBC MFA Facebook Group for ongoing event announcements.

<http://forum.creativewriting.ubc.ca/>

<https://www.facebook.com/groups/249668011813602/>

## UBC Services

Note: unless otherwise noted, it is assumed that the following services are for students attending the on campus MFA Program.

### Housing

The Faculty of Graduate and Postdoctoral Studies (FG&PS) offers two graduate residential colleges:

Green College: <https://www.greencollege.ubc.ca>

St. John's College: <http://stjohns.ubc.ca>

Both colleges provide a stimulating academic and cultural environment for graduate students, post-doctoral fellows and visiting scholars. Green College is a 5-minute walk to Buchanan E and St. John's College is 15 minutes away. Both colleges offer scholarship funding; apply for residence as soon as possible as space is limited and competitive.

Student Housing & Conferences Department [www.housing.ubc.ca](http://www.housing.ubc.ca) (604) 822-2811 (single student) or (604) 822-4411 (family housing)

For an overview of campus and Vancouver housing:

<https://www.grad.ubc.ca/campus-community/life-vancouver-canada/accommodation-housing>

### Medical and Wellness

Please review the information provided at the Faculty of Graduate and Postdoctoral Studies:

<https://www.grad.ubc.ca/campus-community/life-vancouver-canada/insurance>

*Health and Dental Plan Information for domestic and international students:*

<http://gss.ubc.ca/main/services/health-dental/>  
<http://students.ubc.ca/livewell/health-insurance>

**Note:** Optional Residency students not living in BC are not eligible for UBC health insurance.

### *Student Health Service*

M334-2211 Wesbrook Mall  
Main Floor UBC Hospital/Koerner Pavilion  
(604) 822-7011

SHS is a primary care clinic offering all services provided by a family doctor. They also offer well-woman care, including contraception, immunizations, sports medicine and referrals to psychiatry, dermatology, medical care for eating disorders and plastic surgery. SHS is free for students with health insurance. Most services are covered by provincial health insurance.

### *Counseling Services*

1040 Brock Hall-1874 East Mall (across the street from Buchanan Block E)  
and Lower Mall Research Station, 2259 Lower Mall Room 358 (604) 822-3811

<http://students.ubc.ca/livewell/services/counselling-services>

Counseling services offers individual and group programs for registered UBC students. Individual counseling is free. Initial appointments can be made by visiting the office. Counseling services may refer students to an internal service elsewhere on campus, or to services in the community. Group counseling includes anxiety management, mood management, self-management and meditation. Counseling services provide immediate appointments for students in crisis.

### *Access and Diversity*

1203 Brock Hall, 1874 East Mall

<http://students.ubc.ca/about/access>

Access and Diversity provides disability-related accommodations for students, faculty and staff with disabilities, produces alternate format materials for people with print disabilities and provides study and social spaces for students with disabilities. Access and Diversity also has an Equity Ambassador program, working to raise UBC students' awareness of equity, diversity and inclusivity and works to address issues of race and ethnicity and sexual orientation and gender identity, e.g., the Positive Space initiative. MFA students with relevant issues are urged to register with Access and Diversity for assistance and accommodation.

### *Wellness Centre*

Irving K. Barber Learning Centre  
1961 East Mall Room 183  
(604) 822-8450

<http://students.ubc.ca/livewell/services/wellness-centre>

The wellness centre is run by student volunteers and offers a variety of services to promote mental and physical health. These include workshops and events, peer support regarding health and well-being and safer sex products offered at cost.

## Students with Disabilities

Students with disabilities are encouraged to apply to Creative Writing if they have the skills and abilities to successfully meet the core requirements of the program. These include word processing and internet skills, as well as the ability to participate in workshops, whether in on campus or on-line classrooms. Students must also be able to provide written feedback on their peers' work in a timely manner. Be aware that on-line classes usually operate within a 27-hour window, with students expected to post comments and responses several times during that period.

Students who have questions about assistive technologies should contact UBC Access and Diversity: <http://students.ubc.ca/about/access>

Admitted students with disabilities will be accommodated in accordance with UBC's policy on Academic Accommodation for Students with Disabilities: <http://universitycounsel.ubc.ca/policies/policy73.pdf>. As stated in the policy, the provision of academic accommodations does not eliminate the need for evaluation or the need to meet essential learning outcomes.

Students seeking academic accommodation due to a disability must:

- Contact a Disability Advisor with Access and Diversity if requesting disability-related accommodations,
- Provide the necessary documentation to Access and Diversity (the University does not provide or assume the cost of diagnostic services), and
- Bring the request for academic accommodation or for changes in accommodation needs to the attention of the appropriate personnel in order to allow for arrangements of accommodations. This contact should be made well in advance of the start of the program, at least 3 months before, and ideally immediately upon acceptance into the program.

Advisors from Access and Diversity may confer with students either in person or via phone, e-mail, or Skype. Please contact the office, rather than any one individual.

## UBC Creative Writing Academic Regulations

### Academic Grievance

The Program hopes that each instructor and each student in a course will work together harmoniously, but has a set of procedures aimed at resolving any difficulty, should it arise, while protecting and being fair to both students and instructors.

For formal resolution procedures, see UBC Policy, which applies to all programs and departments at the university. A copy of this Policy is available in the Program office.

The Program's Equity representative faculty can help students decide whether they wish to seek an informal or formal resolution of a grievance.

### Sexual Harassment and Discrimination Grievance

UBC has a responsibility to maintain a respectful environment where its members can study, work, and live free from sexual misconduct. UBC's Sexual Assault and Other Sexual Misconduct policy articulates UBC's duty and commitment to support members of the UBC community who are impacted by sexual misconduct, to provide a central site for information regarding the resources and options available to those affected by sexual misconduct, to create and make available programs and resources to educate its community on the prevention of sexual misconduct, and to provide a process to respond to and to investigate allegations of sexual misconduct.

<http://universitycounsel.ubc.ca/policies/policy131.pdf>

Students who feel they are being harassed or discriminated against should contact the Creative Writing Program's Equity representatives, Sharon McGowan: [Sharon.McGowan@ubc.ca](mailto:Sharon.McGowan@ubc.ca) and Keith Maillard: [maillard@mail.ubc.ca](mailto:maillard@mail.ubc.ca).

## Academic Discipline

The President of the University has the right under the University Act (Section 58) to take whatever disciplinary action is deemed to be warranted by a student's misconduct. The specific provisions as to Offences, Penalties and Procedures which are set out on the following pages should not be construed as limiting the general authority of the President under the University Act.

### Offences

Misconduct subject to penalty includes, but is not limited to, the following offences:

1. Plagiarism. Plagiarism is a form of academic misconduct in which an individual submits or presents the work of another person as their own. Scholarship quite properly rests upon examining and referring to the thoughts and writing of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged through footnotes or other accepted practices.

Substantial plagiarism exists when there is no recognition given to the author for phrases, sentences, and ideas of the author incorporated in an essay.

Complete plagiarism exists when an entire essay is copied from an author, or composed by another person, and presented as original work. (Students in doubt as to what constitutes a case of plagiarism should consult their instructor.)

2. Submitting the same essay, presentation, or assignment for credit in more than one course, unless prior approval has been obtained.

3. Cheating on an examination or falsifying material subject to academic evaluation.

4. Impersonating a candidate at an examination or availing oneself of the results of such impersonation.

5. Submitting false records or information, in writing or orally, or failing to provide relevant or requested information, at the time of admission or readmission to the University.

6. Falsifying or submitting false documents, transcripts or other academic credentials.

7. Disrupting instructional activities, including making it difficult to proceed with scheduled lectures, seminars, etc., and with examinations and tests.

8. Damaging, removing, or making unauthorized use of University property, or the persona property of faculty, staff, or students; and assaulting individuals, including

conduct which leads to the physical or emotional injury of faculty, staff, or students, or which threatens the physical or emotional well-being of faculty, staff, or students.

9. Failing to comply with any penalty imposed for misconduct.

## Penalties

The penalties that may be imposed, singly or in combination, for any of the listed offences may include, but are not limited to, the following:

1. A failing grade or mark of zero in the course, examination, or assignment in which the academic misconduct occurred.
2. Suspension from the University for a specified period of time, or indefinitely.
3. Reprimand, with letter placed in student's file.
4. Restitution in the case of damage to, or removal or unauthorized use of, property.
5. A notation on the student's permanent record of the penalty imposed.

### **Warning:**

1. The penalty for substantial or complete plagiarism, or for cheating, is suspension from the University.
2. The laying of charges under federal or provincial legislation, or the commencement of civil proceedings, does not preclude disciplinary measures being taken by the University.

## Procedures

Section 58 of the University Act gives the President of the University the power to suspend students and to deal summarily with any matter of student discipline through the President's Advisory Committee on Student Discipline. An alleged instance of student misconduct deemed serious enough for action by the President shall be referred to this Committee. After an investigation and a hearing at which the student is invited to appear, the Committee reports to the President. The student then has the opportunity to meet with the President, if he or she wishes, before the President arrives at a decision.

A student suspected or apprehended in the commission of an offence shall be notified within a reasonable period of time of intention to report the alleged offence to the department head, dean, or other appropriate person, before the alleged offence is reported to the President.

## Appeals

A student has the right to appeal against the decision of the President to the Senate Committee on Student Appeals on Academic Discipline.