

## CUEE Student Accessibility Project: Access to Graduate Evaluation Courses

### UNIVERSITY OF VICTORIA

School of Public Administration, Faculty of Human and Social Development

[publicadmin.uvic.ca/evaluation-program](http://publicadmin.uvic.ca/evaluation-program)

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The School of Public Administration offers an online Graduate Certificate and online Graduate Diploma in Evaluation. The Certificate is designed to be completed in four semesters, starting in the Fall. Students wanting to complete the Diploma will do so in the Spring Semester of the following year.

<b>Evaluation Certificate and Diploma Courses</b>	<b>Semester</b>
<a href="#">ADMN 537 Program Evaluation and Performance Measurement</a> (1.5 units) offered online about 5 seats available for visiting students Prerequisites: introductory research methods and introductory statistics	<b>Fall</b>
<a href="#">ADMN 544 Economic Evaluation Methods and Applications</a> (1.5 units) offered online about 5 seats available for visiting students Prerequisites: introductory research methods, introductory statistics, introductory microeconomics	<b>Fall</b>
<a href="#">ADMN 580 Qualitative Evaluation Methods and Applications</a> (1.5 units) offered online about 5 seats available for visiting students Prerequisites: introductory research methods	<b>Spring</b>
<a href="#">ADMN 582 Topics in Program Evaluation, Performance Measurement, Performance Management and Knowledge Management</a> (1.5 units) offered online about 5 seats available for visiting students Prerequisites: introductory research methods	<b>Summer</b>

## UNIVERSITY OF VICTORIA – Transfer Rules

### Procedures for UVic Students to Take a Course at another CUEE Member University for Transfer Credit to their UVic Program

1. UVic graduate students currently registered in a program, who wish to undertake studies at another institution for transfer credit toward their graduate program at UVic need to first of all:
  - i. identify the course or course alternatives that might be taken for transfer credit;
  - ii. get a course outline that permits an understanding of what the course is about, who the instructor is, and its unit value;
  - iii. discuss the course with the Graduate Advisor that he or she would like to take at another institution; and
  - iv. be aware of and meet any course prerequisites.
2. Once the UVic Graduate Advisor approves the course, the student will informally approach the institution offering the course to ask for permission to take the course:
  - i. For CUEE students, that will mean confirming the availability of a course (checking the CUEE website) to make sure that the course is being offered when the student wants to take it; and
  - ii. confirming how to secure permission from the host institution to take the course.
3. Students must apply in writing (e.g., letter of permission form or Western Deans' Agreement form – *see below*) to the Graduate Admission and Records Office at UVic:
  - v. specifying the host institution;
  - vi. the exact course(s) of interest and their unit values;
  - vii. the application must be supported in writing by the Graduate Advisor (signature obtained); and
  - viii. students will be required to provide supporting information such as a calendar description or course syllabus.

#### Letter of Permission form

[http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Letter\\_of\\_permission.pdf](http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Letter_of_permission.pdf)

**Western Deans' Agreement** Current graduate students at UVic are eligible to participate in the Western Deans' Agreement. Under the terms of this agreement, graduate students of the member universities can take courses at another member institution—which are not available at their home institution—for credit in their graduate programs (once they have secured the permission of their Graduate Advisor). If you are interested in participating in this agreement, please complete and submit a Western Deans' Agreement form, after consulting the information package for details:

<http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Western-Deans-Agreement-Form.pdf>

4. Once UVic approves the course, the Graduate Admissions and Records Office will send the written application to the proposed host institution.
5. UVic students cannot be registered in courses at UVic and in another university in the same semester. If permission is granted to take a course at another institution, the student must either take a temporary leave of absence from UVic or register concurrently in a non-course option such as the Co-op Work Term at the University of Victoria.

6. Tuition fees must be paid to either the home or host institution. In Western Canada, under the Western Deans' Agreement, graduate students pay tuition at their home institution for a course taken at another member university.
7. Students must make arrangements for an official transcript to be sent directly to the Graduate Admissions and Records Office upon completion of the course work. Typically, the hosting university will send the final grade directly to the Graduate Admissions and Records office and the Faculty of Graduate Studies.
8. Course costs fluctuate. Please check current University of Victoria Calendar.
9. The Letter of Permission process for UVic students wishing to take courses from other universities is summarized briefly in the UVic Calendar:  
<http://web.uvic.ca/calendar2012/GRAD/Regi/LoPefSE.html>

### **Procedures for Visiting Students to Take One or More Evaluation Courses at UVic for Transfer Credit**

1. Prospective students should review the course offerings that will be available in coming semesters.
2. The student must obtain approval in writing from the Graduate Advisor at their home institution to take the UVic course for transfer credit.
3. Visiting students from other institutions are admitted on the basis of a letter of permission. It specifies courses allowed for credit toward a graduate degree at another accredited and recognized institution. Applicants in this category must provide a letter of permission or equivalent from their home institution.

#### **Visiting Students with a Letter of Permission**

<http://www.uvic.ca/graduatestudies/admissions/admissions/beforeapplying/specialadmission/index.php>

4. The student will obtain approval in writing (signature obtained) from the UVic course instructor (or designate – usually the UVic Graduate Advisor) to take the course.
5. To ensure that the grade earned in the UVic course is transferred to the visiting student's home institution, a copy of the letter of permission from the home institution must be sent to the UVic Faculty of Graduate Studies.
6. Tuition fees must be paid to either the home or host institution.  
In Western Canada, under the Western Deans' Agreement, graduate students pay tuition at their home institution for a course taken at another member university.
7. If the student decides to drop the course, deadlines of the host institution must be respected.
8. Course costs fluctuate. Please check current university calendars.