



**University of Victoria  
Faculty of  
Graduate Studies**

**SPECIAL ARRANGEMENT  
PROGRAM FOR APPROVAL**

One original form must be completed and returned to the Graduate Admissions and Records Office **at least 4 weeks** prior to the requested program entry point. If the program is approved, an official letter of admission and registration materials will be sent to the student.

Student's Name \_\_\_\_\_ Registration Number \_\_\_\_\_

Degree \_\_\_\_\_ Department/School (Departmental Special Arrangement) \_\_\_\_\_

**OR** Interdisciplinary (name departments) \_\_\_\_\_

**Entry Point:** \_\_\_\_\_

The home department will provide the student with a mailbox and access to other services and facilities normally available to students enrolled in graduate programs in that department. On behalf of the department, the undersigned agrees to this arrangement.

\_\_\_\_\_  
Home department

\_\_\_\_\_  
Signature of home department's graduate advisor/chair

**SUPERVISORY COMMITTEE:**

**Master's programs** - The committee shall consist of at least three members of the Faculty of Graduate Studies including the Academic Supervisor. At least one member must be from a department with an active regular master's program, one member must have supervised successful candidates for graduate degrees.

**Doctoral programs** - The committee shall consist of at least four members of the Faculty of Graduate Studies including the Academic Supervisor. One member must be from a department with an active regular Ph.D. program. Two members must have successful Ph.D. supervisory experience.

**Signatures indicate approval of the program listed on the reverse of this form, a commitment to serve on this committee and agreement to admit the student to the above program and entry point.**

Committee Members			
Name (please print)	Signature	Department	Date
Supervisor	_____	_____	_____
Committee member of co-supervisor	_____	_____	_____
Committee member	_____	_____	_____
Committee member (required for Ph.D, programs)	_____	_____	_____
Additional member(s)	_____	_____	_____

**PROGRAM DETAIL:**

1) Attach a program rationale statement indicating why a special arrangement program is being sought.

2) Language Requirement (optional): Language(s) \_\_\_\_\_

Date requirement is to be completed by: \_\_\_\_\_

3) Candidacy Examination (Doctoral programs only): Candidacy format (must be specified): written, oral, both, other \_\_\_\_\_  
 Normally to be completed within 24 months of first registration in the program. If a later date is advisable, please indicate the date candidacy examination is to be completed by: \_\_\_\_\_

The supervisory committee must notify Graduate Admissions and Records in writing as these requirements are completed.

4) Required Courses: Please indicate if any courses are to be taken at another institution or if transfer credit for previously completed courses is being requested. A minimum of half of the program units must be completed at the University of Victoria as a degree candidate in the Faculty of Graduate Studies. Approval for courses at other institutions must be obtained from the Faculty of Graduate Studies prior to enrolling in such courses.

DEPT & COURSE NUMBER	COURSE TITLE	INSTITUTION (IF NOT UVIC)	UNIT VALUE
e.g. PSYC 500	<i>Advanced Statistics for the Social Sciences</i>	<i>U of Toronto</i>	<i>1.5</i>
<b>Required courses (i.e. MUST be completed in order to graduate)</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Elective courses (i.e. optional depending on availability/interest). These courses may be specified in groups. For instance: 3 of PSYC501, BIOL504, CHEM512, ENGL500; 4.5 units of graduate electives (****5***); 3 units of 300+ level PSYC courses (PSYC 3*** +), etc.</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Minimum Units in Proposed Program			_____

Master's degrees must consist of a minimum of 15 units (12 at the graduate level). Doctoral programs must consist of a minimum of 30 units for students who have a Master's degree, 45 units for students without a Master's degree. **Any subsequent changes to this program must be approved by the Graduate Admissions and Records Office prior to registration.**

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty of Graduate Studies Approval: \_\_\_\_\_ Date: \_\_\_\_\_