



ST. FRANCIS XAVIER
UNIVERSITY

Master of Adult Education Program Guide



Xavier Hall, home of the Department of Adult Education at St. Francis Xavier University

<https://www.stfx.ca/departement/adult-education>

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1. Welcome

Welcome to the St. Francis Xavier University (StFX) Master of Adult Education (M.Ad.Ed.) program, delivered by members of the Faculty of Education's Department of Adult Education to people working in a broad range of adult education and with adult learners in diverse settings across Canada and around the world.

This student handbook is a "how to" guide to the program and is intended to provide helpful information regarding the program, courses, cohorts, online learning, and more. We hope this handbook will be a useful tool to help you complete your M.Ad.Ed. degree.

2. Contact Information

Department	Phone	Email	Website
Department of Adult Education	902-867-3952 1-866-203-1086	aesecret@stfx.ca	https://www.stfx.ca/department/adult-education
Office of the Dean Faculty of Education	902-867-4957	jconnors@stfx.ca	https://www.stfx.ca/programs-courses/education/dean-education
Associate Vice President Research and Graduate Studies	902-867-2393	gradstudies@stfx.ca	https://www.stfx.ca/programs-courses/graduate-studies
StFX Admissions Office	902- 867-2219 1-844-299-2527 (toll-free)	admissions@stfx.ca	https://www.stfx.ca/applications-admissions/admissions-information
Registrar's Office	902-867-2160	registrar@stfx.ca	https://www.stfx.ca/applications-admissions/registrars-office
Student Accounts Office	902-867-2123	studentaccounts@stfx.ca	https://www.stfx.ca/student-accounts
Library	902-867-2228	library@stfx.ca	https://www.stfx.ca/library website has live chat option

Academic Success Centre	902-867-5221	sscentre@stfx.ca	https://www.stfx.ca/student-services/academic-services/academic-success-centre
Tramble Centre for Accessible Learning at StFX	902-867-5349	cal@stfx.ca	https://www.stfx.ca/student-services/academic-services/accessible-learning
Kiknu Indigenous Student Support Centre	(902) 867-5413	Trena Francis tfrancis@stfx.ca	https://www.stfx.ca/kiknu-indigenous-student-centre
Agnes Calliste Cultural and Academic Student Centre	Lorriane Reddick 902-867-5268	Lorraine Reddick lreddick@stfx.ca	
Gender & Diversity Advising	902-867-3870	Aimee MacDonald amacdona@stfx.ca	https://www.stfx.ca/student-services/support-services/human-rights-equity/diversity-engagement-centre/gender-sexual-diversity-advising
Human Rights & Equity Office	902-867-5306	mfogarty@stfx.ca	https://www.stfx.ca/student-services/support-services/human-rights-equity
Information Technology Services (computer accounts, phone, email, system passwords)	1-888-860-2356 902-867-2356	itservices@stfx.ca	https://stfx.teamdynamix.com/TDClient/1768/Portal/Home/ website has live chat option
Moodle Support		stfxonlinesupport@stfx.ca	

3. Department of Adult Education History

The Department of Adult Education grew out of the long-standing successful practice of combining adult education and community development to support people in rural communities across the Maritimes to help themselves change the circumstances and conditions of their lives starting in the 1920s. This work, through the Extension Department of StFX, became known as the Antigonish Movement, one of the most well-known Extension Department programs in Canada. Community leaders and extension workers coordinated mass meetings, kitchen meetings, study clubs, short courses, people's schools, conferences, theatre, radio, film, and television. Also, they created pamphlets, booklets, and posters to support relevant learning. In these early years, the adult education and economic development focused on poverty, affordable housing, financial security, food security, and more. These issues are still relevant today.

Since its inception in 1970, the Department of Adult Education at St. Francis Xavier University has focused on the role of adult learners and learning in improving the lived experiences of individuals, communities, workplaces, and societies. Faculty continue to recognize the significance of the knowledge, experience, and motivations adults bring into their learning in the Master of Adult Education (M.Ad.Ed.). The M.Ad.Ed. program focuses on the links between theory and practice in a variety of sectors that involve adult education and learning, including community contexts, community colleges, and the health sector, among others. We believe that adults have accumulated a rich repertoire of experience that they can tap into as a source of knowledge. The more adults are aware of and systematically reflect on their wealth of experiences at work, play, and service, the more they learn and can apply these learnings in a myriad of ways.

Recognizing the changing socio-cultural dynamics of adult learners over 50 years means that our program has had to keep up with the times and the realities of adult learners who are professionals, and family and community members. We have shifted from correspondence and in-person courses to research-focused self-directed study, to online synchronous and asynchronous learning. We are Canada's oldest part-time distance adult education program.

4. Program Overview

4.1. Course-based Route

The M.Ad.Ed. course-based program consists of 10 courses including a mix of required and elective courses. Electives are pre-selected (defined) and reflect the general interest and applicability to the variety of adult education practices.

4.2. Thesis-based Route

Students with strong academic skills and curiosity or question at an intersection of adult education and theory or practice may consider doing a thesis. Students interested in pursuing doctoral studies should consider doing a thesis. The M.Ad.Ed thesis-based route consists of 6 required courses (18 credits) and a thesis (12 credits). Students must have an 85% average in the required courses to do a thesis. Students interested in doing a thesis should read the [thesis guide](#) and speak with a faculty member before submitting their [Intention to do Research](#) (thesis form). Consult the [thesis guide](#) for more information about the thesis.

4.3. Concentrations

The Classic

The Classic program focuses on the links between adult education and learning theory and practice across various sectors including community development, post-secondary, health, corporate, civil service, and more. Emphasis is on reflective practice, individual and collective learning, social justice, and building connections between theory and practice, and vice versa. The Classic program builds on the original StFX Master of Adult Education program started in 1970, hence called 'The Classic'.

Course descriptions are found in the StFX Academic Calendar, section 9.1.

<https://www.stfx.ca/applications-admissions/registrars-office/academic-calendar>

Required Courses

ADED 535	Foundations of Adult Education
ADED 540	Adult Education Theory and Practice
ADED 545	Critical Pedagogy
ADED 550	Continuing Professional Education

- ADED 560 Qualitative Research in Adult Education
 ADED 565 Reading and Critiquing Research in Adult Education

Elective Courses

Students take one of:

- ADED 532 Transformative Learning: Theory and Practice
 ADED 570 Critically Reflective Practice and Adults

Students take three of:

- ADED 528 Issues in Community Colleges
 ADED 555 Work, Learning and Society: Development in a Professional Setting
 ADED 575 Adult Education and Community Development
 ADED 580 Global Issues in Adult Education
 ADED 585 Program Planning: Theory and Context of Practical Action
 ADED 590 Arts-based Pedagogies: Theories and Practice

Thesis students in the Classic program begin their thesis after completing the required courses.

- ADED 595 Thesis

Adult Learning and Health

The Adult Learning and Health program builds on the foundations, theories, and practice of adult education while considering how these manifest within healthcare practice and systems. Emphasis is on reflective practice, individual and collective learning, social justice, and building connections between theory and practice, and vice versa. Since 2019, the department has offered a program concentration in adult learning and health.

Course descriptions are found in the StFX Academic Calendar, section 9.1.

<https://www.stfx.ca/applications-admissions/registrars-office/academic-calendar>

Required Courses

- ADED 535 Foundations of Adult Education
 ADED 540 Adult Education Theory and Practice
 ADED 550 Continuing Professional Education

- ADED 560 Qualitative Research in Adult Education
 ADED 565 Reading and Critiquing Research in Adult Education

Required for Concentration

- ADED 531 Critical Issues in Health and Adult Learning
 ADED 532 Transformative Learning: Theory and Practice
 ADED 570 Critically Reflective Practice and Adults

Electives

Students take two of:

- ADED 528 Issues in Community Colleges
 ADED 555 Work, Learning and Society: Development in a Professional Setting
 ADED 575 Adult Education and Community Development
 ADED 580 Global Issues in Adult Education
 ADED 585 Program Planning: Theory and Context of Practical Action
 ADED 590 Arts-based Pedagogies: Theories and Practice

Thesis students in the Health concentration begin their thesis after completing the five required courses and ADED 531.

- ADED 595 Thesis

4.4. Cohorts

Students bring a rich diversity of experience and knowledge into the program that enhance individual and collective learning, reflective practice, reflection on practice, and critical analysis of adult education practice and scholarship. Recognizing the significance of communities of learning and practice, students journey through the program in cohorts. Cohorts begin the program together and continue to learn together through all courses. Cohorts are assigned a day of the week for all their courses through-out the program.

4.5. Synchronous Learning

Synchronous learning happens when students and instructor synchronize their schedules to come together to learn. In this program synchronous learning is classes students attend on their scheduled cohort class day and time. Classes are on Tuesday, Wednesday, or Thursday from

5:00 pm to 8:00 pm Atlantic Time. Students in other time zones should adjust the class times to their time zone.

4.6. Asynchronous Learning

Asynchronous learning is not bound by time and students engage in this learning when they schedule. Throughout each course, students engage in learning activities on the weekly topic in Moodle. Asynchronous learning can happen anytime from anywhere.

4.7. Academic Integrity

Academic Integrity is an expectation of all students throughout their M.Ad.Ed. studies. Students are expected to practice integrity throughout all their academic work. For more information about academic integrity and the university's policies on academic integrity, see the StFX Academic Calendar (section 3.8) and the StFX Academic Integrity website:

<https://www.stfx.ca/student-services/academic-services/academic-success-centre/academic-integrity>

Students are encouraged to connect with the Academic Success Centre for support with their academic writing for course assignments and thesis.

<https://stfxuniversity.ca/student-services/academic-services/academic-success-centre>

4.8. Registration

Currently, M.Ad.Ed. students are registered in their courses by the Department of Adult Education and Registrar's office. Registration begins approximately 3-4 weeks before the start of the next term. Students can only be registered if there are no funds owing on their student financial account.

4.9. Academic Standing

To maintain satisfactory standing in the M.Ad.Ed. program, students must pass their courses. The passing grade for graduate courses at StFX is 70%. The StFX Academic Calendar clarifies academic standing and what happens if a student fails a course in their M.Ad.Ed. program (see section 8.6.6. Academic Standing and Master of Adult Education). The information is also shared below:

After each term grade submission deadline (dates will vary by year, but generally mid-January, mid-May, end of June, mid-July, early August), a student who has failed a course by earning less than 70% is notified through their StFX email by the Office of the Associate Vice-President, Research, Graduate and Professional Studies. A student who fails a required course must repeat that course. A student who fails an elective course may repeat that course or complete another elective course.

A student who fails a second course will be dismissed from the program and will be dropped from future course registrations. The student may appeal the dismissal to the Dean. The Dean's Committee hears the appeal according to the process described below. If the appeal is successful, the student may repeat a second failed course or take a replacement elective course if applicable.

A student who fails three times in total is dismissed from the program. There is no appeal after a third failure.

4.10. Communication

Once students are admitted into the program and registered in courses, all communication from the Department of Adult Education, other university offices, and instructors will be sent to their StFX email account only. To keep up to date and informed of course, department, and university matters, students must check their StFX email address regularly. See the StFX Academic Calendar Section 3.22 <https://www.stfx.ca/applications-admissions/registrar-office/academic-calendar>

5. Technology Information

Once admitted into the program, students receive their StFX student number, username, and password in their acceptance letter. The student username is the first part (for the "@") of their StFX student email address. If you cannot access your StFX email account, please contact IT Services at itservices@stfx.ca or phone (902) 867-2356 or 1-844-647-9571 toll-free.

<https://stfx.teamdynamix.com/TDClient/1764/Portal/Requests/ServiceCatalog?CategoryID=1169>

1

To access StFX Webmail (personal StFX email account):

1. Go to the MyCampus homepage <https://www.stfx.ca/mycampus>
2. Select the Office 365 link and enter your username (e.g., x2020abc) and your applicable password as outlined in your acceptance letter.

Changing your Password:

1. Go to the IT Services homepage
<https://stfx.teamdynamix.com/TDClient/1764/Portal/Requests/ServiceCatalog?CategoryID=14624>
2. Click on Service Catalog, then click on Accounts & Security, then click on Password Reset, and follow the instructions.

5.1. Moodle

Moodle is the online learning platform used by StFX. All online course material and activities are found in Moodle. Students log into Moodle using their StFX username and password on the Moodle website <https://moodle.stfx.ca/login/index.php#section-11>

5.2. Student Accounts

Students can access their StFX financial account in Banner using their StFX username and password. For more information about Student Accounts, students are advised to review the Student Accounts webpage <https://www.stfx.ca/student-accounts>

Students can also contact the Student Accounts Office:

Email studentaccounts@stfx.ca

Phone [\(902\) 867-2123](tel:(902)867-2123)

5.3. Banner Self-Service

Banner is the name of the software that supports StFX's student information system. In Banner Self-Services students can access the course schedule, view their transcripts, apply to graduate, access their T2202A tax forms and more. Students can access Banner via MyCampus <https://www.stfx.ca/mycampus>

More information about Banner Self-Service is on the StFX IT website

<https://stfx.teamdynamix.com/TDClient/1764/Portal/Requests/ServiceDet?ID=39809>

5.4. Microsoft Office 365

StFX students have free access to Microsoft Office 365, including Word, PowerPoint, Excel, Outlook, OneDrive, and more. This software can be accessed here:

<https://stfx.teamdynamix.com/TDClient/1764/Portal/Requests/ServiceDet?ID=20505&SIDs=2561>

5.5. Computer Recommendations & Specifications

The table below outlines the technical details of the minimum specifications that your computer equipment must meet for you to participate in online courses.

Operating System	Windows 10 or higher (Windows 10S mode is not supported by ProctorU) or MacOS OS X 10.15 (Catalina) or higher.
Processor	2 GHz or faster
Memory	4 GB of RAM minimum
Hard Drive	10 GB free space minimum
Browser	Google Chrome required. Firefox can be used as a secondary browser
Email	Students must use their StFX email address (provided by IT Services)
Internet	High Speed; Cable/DSL recommended (Wi-Fi may suffice but direct connection is best. See below for tips is using Wi-Fi)
Microphone	Built-in or USB microphone required*
Speakers	Built-in or USB/Wired/Bluetooth speakers required*
Webcam	Built-in or USB webcam required*

*Microphone/Speakers/Webcam are indispensable for online classes in courses in the M.Ad.Ed program. They may be required for assignments within courses, for meeting with your instructor online for office hours, and for getting live technical support.

Unsupported devices include, but are not limited to, the following:

- Chromebooks

- Tablets/iPads

- Mobile Devices

- Devices running Android/iOS, Chrome OS/Linux

Unsupported devices are **not** to be considered replacements for computers meeting the hardware and operating system requirements specified below. Although some specific applications/software may appear to be compatible with these devices, their full functionality cannot be guaranteed.

6. Attendance

Class attendance is mandatory in all M.Ad.Ed courses. This expectation is intended to ensure that students receive the learning experience that will provide them with maximum success in their graduate studies and to help minimize unnecessary absences from class. Students are required to inform their instructor in advance if unexpected professional or familial duties conflict with class schedules to discuss how to address their absence.

For more information on attendance see section 3.7 of the StFX Academic Calendar.

<https://www.stfx.ca/applications-admissions/registrars-office/academic-calendar>

7. Completion Policies

7.1. Course Completion Policy

Coursework in any Master of Adult Education course must be completed by the due date set by the instructor. If coursework in a M.Ad.Ed. course is not completed by the due date, you must contact your course professor by that date, in writing, requesting a 30-day extension. A copy of the letter should also be provided to the Chair of the Department of Adult Education. If the extension is granted, a grade to date will appear on your transcript. The grade will stand for 30 days following the approval of the extension by which date all assigned work must be completed and submitted to the instructor. If all assigned work is not submitted by such date, the grade submitted by the instructor will be based on the work submitted.

In the event of extenuating circumstances, you are advised to submit a formal letter to the Chair of Adult Education, with a copy to the instructor, requesting an extension beyond the initial 30 days as above. The letter must include the date by which the coursework will be completed. If approved by the M.Ad.Ed. Steering Committee, and the course work is not completed by the

stated date, the grade submitted by the instructor will be based on the work submitted. The M.Ad.Ed. Steering Committee has the right to reject a request for an extension.

7.2. Degree Completion Policy

See Section 3.2 of the Guide to Graduate Studies (<https://www.mystfx.ca/graduate-studies/>)

8. Leaves & Extensions & In-active Students

8.1. Leaves of Absence

Circumstances can lead to situations in which graduate students are obliged to step away from their studies. A leave of absence may be granted for a specific length of time, up to a maximum of one year.

Examples of exceptional situations where a leave may be considered include:

- Medical reasons
- Family duress or unforeseen family responsibilities (including parental leave), and
- Pursuit of an employment opportunity that makes a positive contribution to the student's graduate program.

Requests for leaves of absence will be reviewed by the appropriate Graduate Studies Coordinator or Chair (and Supervisory Committee when appropriate) and approved by the relevant Dean. Leaves of absence are usually dependent upon students previously showing adequate progress in their program of studies. The request must be supported by documentation explaining the exceptional circumstances that would prevent continuation of the program during the period for which the leave applies. In addition, the request should include a plan for the return to the program.

See Section 3.9 of the Guide to Graduate Studies

<https://www.stfx.ca/programs-courses/graduate-studies/student-resources>

M.Ad.Ed. Students needing to take a Leave of Absence should contact the department office at aesecret@stfx.ca

8.2. Program Extensions

An application for an extension will normally be submitted at least two months before the maximum time to completion. Extensions are deliberated on a case-by-case basis. They require a plan to outline how the program requirements will be completed in the extension year. If an extension is denied, no further registration or reinstatement will be permitted.

See Section 3.7 of the Guide to Graduate Studies for details on program extensions.

(<https://www.mystfx.ca/graduate-studies/>)

M.Ad.Ed. students needing a program extension should contact the department office at

aesecret@stfx.ca

8.3 Inactive Status

Students who have not met the requirements for graduation by the maximum time for completion are automatically designated inactive unless they have applied for and been granted an extension. Inactive students lose their rights and privileges as StFX students. More information about Inactive Status can be found in the Academic Calendar section 8.6.8 Course descriptions are found in the StFX Academic Calendar, section 9.1.

<https://www.stfx.ca/applications-admissions/registrars-office/academic-calendar>

9. Financial Information

Students in the M.Ad.Ed. program are considered part-time students and are assigned university fees accordingly. Students' tuition is based on a per-course(credit) basis (see Academic Calendar section 8.6.1.). Questions about university fees and tuition should be directed to the Student Accounts Office.

Email: studentaccounts@stfx.ca

Phone: 902-867-2123

Tuition information for the M.Ad.Ed is found on the Student Accounts webpage:

<https://www.stfx.ca/student-accounts>

Information about continuing status and fees can be found in the Academic Calendar section 8.6.4. <https://www.stfx.ca/applications-admissions/registrars-office/academic-calendar>

10. Funding Support

10.1. Department Awards

The Department of Adult Education administers four annual competitive awards: the Allan Quigley Access to Adult Education Award, Marie Gillen Award, John Dobson Award, and Audrey Fenwick Award. Information about the awards can be found on the department Awards and Scholarships webpage: <https://www.stfx.ca/department/adult-education/scholarships-awards>

Calls for applications for the Allan Quigley Access to Adult Education, Marie Gillen, and John Dobson Awards are sent out on the department student email listserv when the application window for each award opens. Students should look out for these calls if they are interested in applying for one of these awards.

10.2. StFX Bursary Awards

Information about StFX bursary general, limited, and emergency bursary awards can be found on the StFX Financial Aid webpage:

<https://www.stfx.ca/applications-admissions/financial-support/financial-aid-office/need-based-bursaries/bursary>

11. Course & Program Withdrawals

11.2. Course Withdrawal

If you intend to withdraw from a M.Ad.Ed. course, you must immediately notify the Department of Adult Education. Notification to the instructor does not constitute official course withdrawal. Prorated refunds can only be made from the date of the notice of withdrawal. No refund is available after 9 class hours have elapsed. There is a \$100 administration fee charged if you withdraw from a course within two weeks before the start date of the course.

11.3. Program Withdrawal

Students remain enrolled in a program and are charged all relevant fees until they submit a Notice of Withdrawal form. If you intend to withdraw from the M.Ad.Ed. program you must immediately notify the Department of Adult Education and complete the online Withdrawal form available here:

<https://stfx.teamdynamix.com/TDClient/1764/Portal/Requests/ServiceDet?ID=31526>

12. Course Cancellation & Closed Courses

12.1. Course Cancellation

The University reserves the right to cancel any courses for which there is insufficient registration. It is important to register before the deadline as the decision to hold or cancel a course is determined by the number of registrations received by the deadline.

12.2. Closed Courses

The University reserves the right to decline a registration to a course if the number of registrants has reached the maximum number designated.

13. Transfer Credit

Students can transfer up to 3 credits (1 course) from another university, provided that (a) the course is at the graduate level; (b) the course is assessed as equal to or strongly similar to a course in the M.Ad.Ed. program; and (c) the course is deemed acceptable. Students who wish to transfer a course into the M.Ad.Ed. program must inform the chair once they are admitted to the program for details of the credit transfer process.

Information about transferring credits is in section 8.6.16 and 8.6.14 in the Academic Calendar <https://www.stfx.ca/applications-admissions/registrars-office/academic-calendar>

Students are encouraged to contact the department office if they have questions about transferring a credit into the program, aesecret@stfx.ca

14. Grades & Transcripts

14.1. Grading

StFX Department of Adult Education Grading Guidelines Exceptional (A+)	Exceptional from all or most others	A+	90-100	<ul style="list-style-type: none"> • Knowledge (subject matter): in-depth, exceptional, well-developed, superior, and relevant knowledge and understanding of subject matter and relevant, related areas • Arguments (differing viewpoints): logical, exceptional, creative, thought-provoking, critical, and compelling awareness of all related arguments is demonstrated • Reasoning (analyzes, evaluates, synthesizes): cogent analysis, exceptional, convincing critical thinking skills: analyzes, refutes, critiques, examines, and values all relevant sources • Position/stance (formulates ideas and concepts): convincing, exceptional, perceptive, careful, and very well-developed argument is presented throughout • Communication (written, oral, visual): exceptional knowledge and/or application of style, tone, language structure, and conventions • Demonstration: efficient, exceptional, consistent, compelling demonstration of knowledge and/or skills
Excellent (A Range)		A	85-89	<ul style="list-style-type: none"> • Knowledge (subject matter): in-depth, well-developed knowledge of subject matter and relevant, related areas • Arguments (differing viewpoints): logical, critical awareness of most-to-all salient arguments is demonstrated
		A-	82-84	<ul style="list-style-type: none"> • Reasoning (analyzes, evaluates, synthesizes): convincing, excellent critical thinking skills: analyzes, refutes, critiques, examines, and values most-to-all relevant sources • Position/stance (formulates ideas and concepts): convincing, well-developed, careful argument is presented throughout • Communication (written, oral, visual): excellent knowledge and/or application of style, tone, language structure, and conventions

				<ul style="list-style-type: none"> • Demonstration: consistent, excellent demonstration of knowledge and/or skills
Good to Very Good (B Range)	very good	B+	80-81	<ul style="list-style-type: none"> • Knowledge (subject matter): sufficient to proficient knowledge of subject matter and related areas • Arguments (differing viewpoints): sufficient to proficient logical awareness of most-to-all arguments is demonstrated • Reasoning (analyzes, evaluates, synthesizes): sufficient to proficient critical thinking skills: analyzes, refutes, critiques, examines, and values most-to-all relevant sources • Position/stance (formulates ideas and concepts): sufficient to proficient careful argument is presented throughout • Communication (written, oral, visual): sufficient to proficient knowledge and/or application of style, tone, language structure, and conventions • Demonstration: sufficient to proficient demonstration of knowledge and/or skills
	Good	B	78-79	
		B-	76-77	
Minimum Pass to Satisfactory (C Range)	satisfactory	C+	74-75	<ul style="list-style-type: none"> • Knowledge (subject matter): partial and/or developing knowledge of subject matter and related areas; some knowledge may be inadequate or absent • Arguments (differing viewpoints): awareness of arguments is relevant but limited; awareness may be irrelevant in places • Reasoning (analyzes, evaluates, synthesizes): limited and developing critical thinking skills; some reasoning may be inadequate • Position/stance (formulates ideas and concepts): limited and relevant argument is presented throughout; some ideas and/or concepts may be irrelevant • Communication (written, oral, visual): limited knowledge and/or application of style, tone, language structure, and conventions; some areas may be inadequate • Demonstration: limited demonstration of knowledge and/or skills; some areas may be inadequate
		C	72-73	
	minimum pass	C-	70-71	

Unsatisfactory (F)		F	0-69	<ul style="list-style-type: none"> • Knowledge (subject matter): inadequate or absent knowledge of subject matter and related areas • Arguments (differing viewpoints): awareness of arguments is inadequate and irrelevant in places • Reasoning (analyzes, evaluates, synthesizes): inadequate critical thinking skills • Position/stance (formulates ideas and concepts): inadequate or irrelevant argument is presented throughout • Communication (written, oral, visual): inadequate knowledge and/or application of style, tone, language structure, and conventions • Demonstration: inadequate demonstration of knowledge and/or skills
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14.2. Grade Appeals

Students concerned about their grades are advised to speak to the instructor of their course. Further information about the StFX Grade Appeal procedure is in the Academic Calendar section 3.13. <https://www.stfx.ca/applications-admissions/registrars-office/academic-calendar>

14.3. Transcripts

Students can access their informal academic record in Banner Self-Service.

Students can request a formal transcript through the Registrar's Office. For more information on this go to the Registrar's Office Transcript of Academic Record webpage:

<https://www.stfx.ca/applications-admissions/registrars-office/transcript-requests>

Also, see Section 3.15.3. of the StFX Academic Calendar for information about transcript requests <https://www.stfx.ca/applications-admissions/registrars-office/academic-calendar>

15. StFX Research Ethics Board

Students in the M.Ad.Ed program are expected to follow the StFX Research Ethics Board (REB) regulations for all course assignments and thesis research. The StFX REB follows the Tri-Council Policy Statement on research. If students have questions about research ethics and assignments or courses, they should speak with the course instructor. Thesis students will

discuss research ethics related to their thesis research with their supervisor. Information about the StFX REB can be found on its webpage: <https://www.stfx.ca/research/research-ethics-board>

See also the academic calendar section 8.6.17 on Graduate Student research <https://www.stfx.ca/applications-admissions/registrars-office/academic-calendar>

16. X-Ring

The X-Ring eligibility requirements were developed by the Senior Administrative Committee in consultation with the Alumni Association Executive and the St. Francis Xavier University XRing committee. See <https://www.stfx.ca/alumni/everything-x-ring> for additional details.

17. Graduation

Students are required to apply for convocation, this must be completed to be eligible to graduate. Application is available via this link: <https://banner.stfx.ca/>

To graduate, students must ensure there are no holds/unpaid fees on their StFX student account. You can contact the Student Accounts office at studentaccounts@stfx.ca

For more information on graduation policies at StFX, see Sections 3.14 and 8.6.10 of the StFX Academic Calendar <https://www.mystfx.ca/registrarsoffice/academic-calendars>

18. University Services & Support

18.1. Student Identification Cards

M.Ad.Ed. students can get a StFX student id card which also serves as their student library card, once activated as a library card. Students can get their id cards in person or by mail.

In-person: students can go to front desk of the StFX Safety and Security Office on campus. They will take your picture and make your card and give it to you on the spot.

Distance: students can email the following information to the security office and they will create a student ID card for you and send it to you in the mail:

- A high-quality picture to be used on your ID card
- A scan of government-issued photo ID
- Your StFX Student ID number
- Your current mailing address
- A request to have them e-mail you your Novanet number (barcode) right away

More information about obtaining a StFX id and library card can be found here:

<https://stfrancisxavieruniversity.ca/library/borrow/get-stfx-library-card>

18.2. StFX Libraries

The StFX libraries, the Angus L. MacDonald Library and Marie Michael Library, host a variety of resources for students to support their learning in the M.Ad.Ed. program.

- Adult Education Subject Guide: <https://stfx.libguides.com/adulted>
- Angus L. MacDonald (MacDonald) Library: <https://www.stfx.ca/library>
- Marie Michael Library: <https://coady.stfx.ca/library/>

Students are encouraged to connect with the Adult Education Liaison librarian for library and academic search support.

Adult Education Liaison Librarian, Kaitlin Fuller: kfuller@stx.ca

18.3. Academic Success Centre

The Academic Success Centre provides students with resources to support their academic writing through-out their program. Students can also schedule one-on-one consultations with an academic success centre advisor for help with their written assignments. More information is available on the centre's webpage:

<https://stfxuniversity.ca/student-services/academic-services/academic-success-centre>

18.4. Tramble Centre

The Tramble Centre for Accessible Learning provides learning supports to students with documented learning difficulties. More information is available on the centre's webpage:

<https://tramblecentre.stfx.ca/custom/misc/home.aspx>

18.5. Human Rights and Equity Office

The Human Rights and Equity Office at StFX works to ensure the university is a welcoming and respectful space and experience for everyone. The office supports numerous supports for faculty and students, including:

- Black Student Advising
- Gender and Sexual Diversity Advising
- Indigenous Student Advising
- International Students

More information is available on the Human Rights and Equity Office webpage

<https://www.stfx.ca/student-services/support-services/human-rights-equity>

Dr. Agnes Calliste Academic and Cultural Centre

Contact Lorraine Reddick, lreddick@stfx.ca, 1-902-867-5268

Gender and Sexual Diversity Advising

<https://www.stfx.ca/student-services/support-services/human-rights-equity/diversity-engagement-centre/gender-sexual-diversity-advising>

Kiknu Indigenous Student Centre

<https://www.stfx.ca/kiknu-indigenous-student-centre>