

# Department of Electrical & Computer Engineering

*MEng, MAsC & PhD Program Handbook*

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WELCOME to the Department of Electrical and Computer Engineering in the Faculty of Engineering. This handbook will provide you with important information as you begin your **MEng, MASC or PhD** graduate program.

## **RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP**

Graduate Students and their Supervisors are bound by policies set by the University of Victoria, Faculty of Graduate Studies and the Department of Electrical and Computer Engineering.

The Faculty of Graduate Studies policies are outlined in the [academic calendar](#) and in policy documents found on the [Faculty of Graduate Studies policy webpage](#). In particular, students and Faculty Members should familiarize themselves with the [Graduate Supervision Policy](#), which defines the expectations and responsibilities in the supervisory relationship for graduate students, members of the Faculty of Graduate Studies, academic units, Graduate Advisors, supervisors, supervisory committee members and the Dean and Associate Deans of Graduate Studies.

## **CONTACT INFORMATION**

**Graduate Secretaries** should be the first point of contact for all administrative inquiries. Your Graduate Secretary will process all record changes and paperwork in conjunction with our Graduate Admissions and Records Advisor and provides advice on calendar regulations, university policies and other information related to your program.

All forms related to your program, including registration forms, must be submitted to the applicable Graduate Secretary, who will ensure the form(s) are complete and forward for further review and processing.

<b>Graduate Secretary - MASC and PhD</b> Ashleigh Carlsen	Office: EOW 448 <a href="mailto:ecgsec@uvic.ca">ecgsec@uvic.ca</a> 250-721-8675
<b>Graduate Secretary - MEng and MTIS</b> Leng Jax	Office: EOW 448 <a href="mailto:ecgsec2@uvic.ca">ecgsec2@uvic.ca</a> 250-721-8781
<b>Graduate Secretary - MADS</b> Jessica Fox	Office: EOW 448 <a href="mailto:ecgsec3@uvic.ca">ecgsec3@uvic.ca</a> 250-853-3798

### **Graduate Advisor:**

The Graduate Advisor is responsible for the Department's Graduate Programs. If your Supervisor is unavailable, the Graduate Advisor is the next person to speak with regarding your program. The Graduate Advisor, Dr. Aaron Gulliver, is located in EOW 325 and may be contacted by email at [ecgradv@uvic.ca](mailto:ecgradv@uvic.ca) or by phone at 250-721-6028.

### **Department Chair:**

Is located in EOW 451 and may be contacted by email at [ecchair@uvic.ca](mailto:ecchair@uvic.ca) or by phone at 250-721-8684. To make an appointment with the Department Chair, email [ecasst@uvic.ca](mailto:ecasst@uvic.ca).

### **Graduate Student Representative (GSR):**

Is a current graduate student elected by graduate students to represent the interests of the electrical and computer engineering graduate student population to the department. The Graduate Student Representative may be contacted by email at [ecgradrep@uvic.ca](mailto:ecgradrep@uvic.ca).

**Graduate Admissions and Records Office (GARO):** Is responsible for the maintenance of academic records including program and course registration, program and course changes, supervisory committee structures, grades, transcripts, etc. GARO is located in the Jamie Cassels Centre room A207. You may reach our assigned records advisor, Kelly Baker at 250-472-5224 or [grad19@uvic.ca](mailto:grad19@uvic.ca).

## **REGISTRATION**

**MEng** students must register in ECE 509 Seminar **and** ECE 598 MEng Project in every term of their program to maintain [continuity of registration](#).

**MASc** students must register in ECE 509 Seminar **and** ECE 599 Thesis in every term of their program to maintain [continuity of registration](#).

**PhD** students must register for ECE 609 Seminar **and** ECE 699 Dissertation in every term of their program to maintain [continuity of registration](#). In addition, **PhD** students must register for the ECE 693 Candidacy Examination each term until the Candidacy Examination is passed. The Candidacy Examination must be passed no later than 3 years from first term in the **PhD** program. *ECE 693 and ECE 699 are co-requisites and students must register for these courses at the same time or you will receive the co-req error.*

Registration requirements are different if you are on a **Co-op work term**, check with your Graduate Secretary.

Web registration is the general method for registering in courses; courses that cannot be registered online are:

- Directed Studies (Pro Forma Form)
- Undergraduate courses (Graduate Registration Form)
- Auditing courses (Graduate Registration Form)
- Courses offered by other departments; Mechanical, Computer Science etc. (Graduate Registration Form)

The exceptions listed above require you to manually register. You will need to complete either a [Graduate Registration Form](#) or a [ProForma form](#). Once the form is completed, it should be submitted to your Graduate Secretary, who will ensure the form(s) are complete and forward for further review and processing.

Selection of courses for registration should be discussed with your Supervisor. Course information may be found at the links below.

### **Course Listing:**

[https://www.uvic.ca/calendar//grad/index.php#/courses?group=Electrical%20and%20Computer%20Engineering%20\(ECE\)](https://www.uvic.ca/calendar//grad/index.php#/courses?group=Electrical%20and%20Computer%20Engineering%20(ECE))

**Search for Courses:** [https://www.uvic.ca/BAN1P/bwckctlg.p\\_disp\\_cat\\_term\\_date](https://www.uvic.ca/BAN1P/bwckctlg.p_disp_cat_term_date)

**ECE Graduate Courses:** <https://www.uvic.ca/engineering/ece/current/graduate/courses/index.php>

### **PROGRAM REQUIREMENTS (minimum courses, undergraduate and directed studies)**

Students typically adhere to the program requirements in the academic calendar in which they began their program (catalogue term). When searching for program course requirements, please use the Academic Calendar specific to your program.

The current term program requirements may be found at the following Academic Calendar link:  
<https://www.uvic.ca/calendar/grad/index.php#/programs>.

Academic Calendar archives may be found at the following Academic Calendar link:  
<https://www.uvic.ca/calendar/archives/index.php>.

## **SEMINAR REQUIREMENTS**

All **MEng, MASc and PhD** graduate students are required to register in the applicable seminar course (listed below) each academic term of their program. The objective of seminars is to expose graduate students to different areas of research and to provide a forum for presenting their research findings.

Throughout the duration of their program, **MEng and MASc** students are required to attend a minimum of 16 seminars and present a minimum of 1 seminar. Please refer to the **ECE 509 syllabus** for further information:

<https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/ece509.pdf>.

Throughout the duration of their program, **PhD** students are required to attend a minimum of 24 seminars and present a minimum of 2 seminars. Please refer to the **ECE 609 syllabus** for further information:

<https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/ece609.pdf>.

## **ACADEMIC SUPERVISION**

**Supervisor:** Your Supervisor is responsible for advising you on the academic aspects of your program.

**Supervisory committee:** Formed through discussion with your Supervisor within the first three terms of your program.

**Composition requirements for supervisory committees:**

### **MEng & MASc:**

- Member #1: The primary supervisor -- must be from the home academic unit
- Member #2: May be a co-supervisor or committee member from inside or outside the home academic unit

### **PhD:**

- Member #1: The primary supervisor must be from the home academic unit
- Member #2: May be a co-supervisor or a committee member from inside or outside the home academic unit
- Member #3: A committee member from inside or outside the home academic unit

For further information:

<https://www.uvic.ca/calendar//future/grad/index.php#/policy/BJZ9esMOV?bc=true&bcCurrent=17%20-%20Graduate%20Studies%20Committees%2C%20Advisers%2C%20and%20Supervisors&bcGroup=Faculty%20Admissions&bclitemType=policies>

## **PROJECT/THESIS/DISSERTATION FORMATTING**

The department accepts both stand-alone document and manuscript-assembly master's (MASc) thesis and doctoral (PhD) dissertation formats. The format of your master's thesis or doctoral dissertation is determined by you and your supervisory committee. MASc and PhD students are required to comply with the [Faculty of Graduate Studies formatting requirements for theses/dissertations](#).

The following information has been copied directly from the Graduate Calendar:

*The general form and style of theses and dissertations may differ from academic unit to academic unit, but all theses or dissertations shall be presented in a form which constitutes an integrated submission. The thesis or dissertation may include materials already published by the candidate, whether alone or in conjunction with others. Previously published materials must be integrated into the thesis or dissertation while at the same time distinguishing the student's own work from the work of other researchers. For publications with multiple authors, a description of the student's contribution to the research and the student's role in each publication must be provided. Permission of the copyright holder must be obtained and documented in order for published material to be included. At the final oral examination, the candidate is responsible for the entire content of the thesis or dissertation.*

MEng projects should also follow the above formatting requirements.

## **WORK TERMS (Co-op)**

As a graduate student, you can take part in the optional co-op or work experience program. Students must have your graduate supervisors' permission to participate in co-op work terms.

To receive Co-op work experience on your diploma, **MEng and MASC** students must complete one Co-op work term. To receive a Co-op designation on your diploma, **MEng and MASC** students must complete two Co-op work terms.

To receive Co-op work experience on your diploma, **PhD** students must complete one co-op work term and to receive Co-op designation on their diploma, **PhD** students must complete three co-op work terms.

Co-op contact and additional information may be found at the following link under the "Graduate Student" tab:  
<https://www.uvic.ca/coopandcareer/co-op/info-by-program/engineering/index.php>.

## **UVIC ONECARD (PHOTO ID CARDS)**

The University Photo ID card is called a ONECard. It is the official identification card and Campus Debit Card. Learn more about the ONECard and how to [get your ONECard](#).

### **Your ONECard is:**

- Official UVic Identification
  - ONECard [Flex Account](#) card
  - [Meal Plan Account](#) card
  - Required proof of identification for exams
  - Required card for door access
  - UVic Library card
  - Identification card for UVic Health Services
  - Universal Bus Pass (U-Pass) for BC Transit\*
  - Vikes Recreation facilities pass\*
  - It is your Vikes Athletics regular season game card
  - Access to 24/7 fund loading/account info. & freezing funds
- \*students who pay this fee in their tuition

Learn more about the ONECard and how to get your ONECard at the following link: <http://www.uvic.ca/onecard/get-card/index.php>.

## **KEYS**

If applicable, keys may be signed out for assigned office space, research labs and buildings. A \$20 dollar deposit is required per key. Keys are signed out from the reception in the ECE Office in EOW 448.

## **DESK SPACE**

ECE graduate student offices are located in the Engineering Lab Wing or the Engineering Office Wing. Desk space is limited, as a result space is reserved only for **MASC and PhD** students. **MEng** students may speak with their supervisor in regards to desk space in their supervisors' research labs. Please contact Mr. Dan Mai, Administrative Officer at [eceao@uvic.ca](mailto:eceao@uvic.ca) for all concerns regarding desk space.

**Please ensure that you return keys for office space you no longer occupy.**

You may explore the open study spaces or apply for a graduate study carrel in the McPherson Library <http://www.uvic.ca/library/use/info/grads/index.php> which are open to all graduate students on campus.

## **MAIL**

### **MAIL POLICY**

1. Mail generated by the University is sorted alphabetically and delivered to the Engineering Lab Wing student mailboxes (3<sup>rd</sup> floor). **Please be sure to check the mailbox on a regular basis.**
2. The Department **WILL NOT** accept personal mail unrelated to your program.
3. When you complete your program, upon written request, mail related to your program may be forwarded to your home address for up to one month.

## **UVIC EMAIL ADDRESS**

Important messages are generally passed on to graduate students via email. Please ensure you include your full name and student number (V00) when emailing office staff and faculty members.

### **Update your primary email:**

- Students should use their UVic email addresses to avoid disruptions in receiving/sending emails
- Students should change their primary email to their UVic email on their Online Tools
- Please notify your Graduate Secretary when you have updated this information

## **SOCIAL INSURANCE NUMBER (SIN)**

A Social Insurance Number (SIN) is required for students appointed as Teaching Assistants (TA). If appointed, you may request an Employment Contract from the ECE Reception at [ecesecc@uvic.ca](mailto:ecesecc@uvic.ca) in order to apply for a SIN number.

## **STUDY PERMIT (International students only)**

**Your Study Permit must be valid at all times.** Please see the IRCC website for details <https://www.canada.ca/en/services/immigration-citizenship.html> and/or contact the University of Victoria International Centre for Students office at [csinfo@uvic.ca](mailto:csinfo@uvic.ca).

## **LETTERS**

Graduate Students may require letter(s) to confirm Graduate Student Support and Teaching Assistant payments. To request letters from the Department, please complete and submit the form found at the following link; <https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/LetterRequest.pdf> to ECE Reception at [ecesecc@uvic.ca](mailto:ecesecc@uvic.ca). Please allow 1 to 2 weeks for letters to be prepared.

If you require confirmation of your academic status at the University of Victoria, you may download a verification of enrolment letter via your Online Tools under the online request forms section of the student services tab.

## **TUITION FEES**

As a current student, you may view your tuition fees in your Online Tools. You can see the balance owing under “term balance”.

### **Tuition Fee Deadlines:**

- Fall term (September-December) fees are due September 30<sup>th</sup>
- Spring term (January-April) fees are due January 31<sup>st</sup>
- Summer term (May-August) fees are due May 31<sup>st</sup>

*A service charge will be added if the account is not paid on or by the due date.*

**Tuition Fee Estimator:** <https://www.uvic.ca/vpfo/accounting/services/tuition/tuitionestimator/index.php>

## Where and How to Pay Tuition Fees:

The Tuition Office is located in the Jamie Cassels Centre, room A115.

Make a Payment within Canada:	Make a Payment outside of Canada:
<ul style="list-style-type: none"><li>• Online banking (bill payment)</li><li>• Cheque, money order or bank draft</li></ul>	<ul style="list-style-type: none"><li>• Western Union GlobalPay for Students</li><li>• Wire Transfer</li><li>• Cheque (US funds only)</li></ul>

Please note: UVic does **not** accept payment by cash, e-transfer or credit card for tuition fees.

Further details are found at the following link; <http://www.uvic.ca/vpfo/accounting/services/tuition/index.php>.

## **CHEQUES**

Students will be notified by email when cheques have arrived and are ready for pick-up from the ECE Main Office, EOW 448.

## **DIRECT DEPOSIT**

Direct deposit is the encouraged method of payment for all payments from the University of Victoria. Students can set up direct deposit with a Canadian bank account via their Online Tools under the self-services tab.

## **UNIVERSITY OF VICTORIA FELLOWSHIPS & AWARDS**

**MEng** students will not be nominated for UVic fellowships and awards.

If funding is available, **MASc** students may be considered for UVic fellowships or awards, if eligible.

After beginning their program, **PhD** students are automatically considered for UVic fellowships, based on qualifying GPA and availability of funds.

*The Faculty of Graduate Studies withholds fellowship and award payments if a student has outstanding fees or is not currently registered.*

## **GRADUATE STUDENT SUPPORT PAYMENTS (GSSP)**

Students registered in research-based programs (**MASc or PhD**) may be offered a GSSP by a faculty member.

Graduate Student Support Payments are subject to the availability of each Faculty Members research funds and the student's academic performance. Payments are typically released on the 18<sup>th</sup> day of each month.

## **EXTERNAL AND NATIONAL AWARDS**

There are a number of national and provincial granting agencies that annually fund graduate students and their research. These are merit-based fellowships, which must be applied for individually. Most of the agencies have specific application guidelines and deadlines. A few examples of the awards are Trudeau Foundation Doctoral Scholarship, Vanier Canada Graduate Scholarship, NSERC Scholarships, etc. Please refer to the funding agencies guidelines for specific criteria.

For more information on external awards and fellowships, please refer to the Faculty of Graduate Studies external awards and fellowships page: <http://www.uvic.ca/graduatestudies/finances/financialaid/externalawards/index.php>.



## **BURSARIES**

Bursaries are non-repayable awards offered based on financial need and reasonable academic standing. The Office of Student Awards and Financial Aid administer graduate bursaries. A few examples of bursaries available are University of Victoria Graduate Students' Society Child Care Bursary, Ronald Kitchener Bursary, Donald and Evelyn MacLean Fund, etc.

For more information on bursary applications and eligibility criteria please refer to the information available on the Faculty of Graduate Studies bursary page:

<https://www.uvic.ca/graduatestudies/finances/graduate-student-funding/index.php>.

## **HEALTH COVERAGE & INSURANCE**

### **The Guard.me@UVic Plan:**

The Guard.me@UVic plan provides emergency medical insurance coverage for international students who are new to UVic. This plan covers required medical services to address new and unexpected illness or injury. Most new international students are automatically enrolled in the Guard.me@UVic plan upon registration at UVic.

Further information may be found at the following link: <https://www.uvic.ca/international/inbound-students/living-canada/health-insurance/index.php>

Please contact the International Centre for Students with any questions by email [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca) or by phone at 250-721-6361.

### **Graduate Student's Society (GSS) - Extended Health Care and Dental Insurance Plan:**

The Graduate Students' Society (GSS) health and dental plan provides extended coverage for graduate students. Most students are automatically enrolled in the appropriate plan upon registration at UVic. All new students are encouraged to contact the GSS to ensure they have opted in or out of the Extended Health and Dental Plans.

For information on the GSS Extended Health and Dental Insurance Plan, please visit the GSS website: <https://gss.uvic.ca/health-dental/basic-information/>

**Location:** Room 102, Halpern Centre

**Email:** [gsoc@uvic.ca](mailto:gsoc@uvic.ca)

### **The BC Medical Services Plan:**

The British Columbia (BC) Medical Services Plan (MSP) covers required medical services provided by physicians, specialists, diagnostic facilities, laboratory facilities, and hospitals. If you intend to stay in British Columbia (BC) for fewer than six months, you are not eligible for the BC Medical Services Plan (MSP). All other international students must submit an application for enrolment when they arrive in BC.

The application for enrolment is available [online](#). You will receive in the mail a [Non-Photo BC Services Card](#) with a personal health number (PHN) which will allow you to access required medical services.

Visit the BC MSP [website](#) for information about benefits.

## **TEACHING ASSISTANT POSITIONS**

**IMPORTANT:** If you are considering Teaching Assistant (TA) opportunities in the Department of Electrical and Computer Engineering (ECE) your study permit must explicitly state as a condition or remark that you may accept employment on or off campus. If such explicit condition/remark is missing, please contact the Department Office to remedy the situation.

TA appointments are assigned on a term-by-term basis. TA appointment priority are governed by the Appointment Priority Policy for Specialist Instructional positions ([Canadian Union of Public Employees 4163](#)) as follows:

<b>Priority Group</b>	<b>Level</b>
Graduate students previously appointed to bargaining unit positions as incoming students, and who will be in their 2 <sup>nd</sup> year of a Master's program or the 2 <sup>nd</sup> or 3 <sup>rd</sup> year of a Ph.D. program	1
Master's Year 1 and Ph.D. Year 1	2
Ph.D. Year 2, 3, 4 or 5	3
Other graduate students (in other years, or not previously appointed, or from other departments)	4
Undergraduates	5
Others/non-students	6

A list of TA positions is posted approximately 10 weeks prior to the beginning of each term. The application deadline is approximately 5 weeks prior to the beginning of each term. Once you receive the official offer letter from Graduate Admissions and Records, you can apply for TA positions by going to the ECE Department website at:

<https://www.uvic.ca/engineering/ece/current/graduate/ta-positions/index.php>

### **Please note the following:**

- All new graduate students or those who have not been appointed as TA before in the Faculty, are required to attend the following workshops within the first year of study:
  - *Function and Responsibility of TA*
  - *Sexualized Violence Prevention*
- All new graduate students or those who have not been appointed as TA before in the Faculty, and to whom English is a second language, are required to attend the additional workshop below within the first year of study:
  - *Challenges of being an International TA*
- Based on TA evaluation and at the discretion of the Awards Committee, a graduate student with a poor evaluation will be notified and may not be selected for TA appointment until he/she has attended all required workshops. Workshop schedules will be announced by email in the fall and spring term of each year.
- Be sure to apply only for positions for your entry term. Regretfully, if your recommendation for admission was late in coming, the TA application deadline may have passed. If so, please apply again the next term.
- Because there are usually more applicants than positions available, having applied for positions does not necessarily mean that you will be appointed as a TA.
- Students are welcome to apply for TA positions in other departments such as Computer Science, Mathematics, etc. If one is able to obtain a position from another department, your priority with ECE may be lower than outlined in the table above to allow as many students as possible to gain some financial support.
- Decisions on TA appointments will not be made until two to three weeks before the beginning of a term and may extend to the first week of a term.

## **USEFUL WEBSITES – On Campus**

Department of Electrical and Computer Engineering Website: [www.ece.uvic.ca](http://www.ece.uvic.ca)

ELEC 509 Seminar Syllabus: <https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/ece509.pdf>

ELEC 609 Seminar Syllabus: <https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/ece609.pdf>

ECE 693 Candidacy Procedure: <https://www.uvic.ca/engineering/ece/assets/docs/current/graduate/ece693.pdf>

Important Dates: <https://www.uvic.ca/calendar//dates/index.php>

Faculty of Graduate Studies Graduate Supervision Policy:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

ECE Courses offered by term, course descriptions:

<https://www.uvic.ca/engineering/ece/current/graduate/courses/index.php>

Tuition and Fees: <https://www.uvic.ca/vpfo/accounting/services/tuition/>

Registration: <https://www.uvic.ca/students/graduate/registration/index.php>

Resources for Students (Library, campus housing, groups, clubs, forms, policies, etc.):

<http://www.uvic.ca/graduatestudies/resourcesfor/students/>

Academic Calendar: <https://www.uvic.ca/calendar/>

International Centre for Student: <https://www.uvic.ca/international/home/contact/iss/index.php>

Maps, building and directions: <https://www.uvic.ca/search/browse/maps.php>

## **USEFUL WEBSITES – OFF CAMPUS**

IRCC - Immigration and citizenship Canada:

<https://www.canada.ca/en/services/immigration-citizenship.html>

## **FORMS**

Graduate Registration Form

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/coursechangeform.pdf>

Pro Forma Proposal Form (Directed Studies)

<https://www.uvic.ca/graduatestudies/forms-policies/data/pro-forma-proposal-directed-studies.pdf>

Program Update Form

[https://www.uvic.ca/graduatestudies/forms-policies/data/accessible\\_graduate-program-update-form.pdf](https://www.uvic.ca/graduatestudies/forms-policies/data/accessible_graduate-program-update-form.pdf)