

2023-24 DEADLINES for MF PROGRAM CLOSURE

PROGRAM COMPLETION vs DEGREE CONFERRAL

Keep in mind the difference between your MF *program completion* date and your *degree conferral* date:

Program completion refers to the date by which you've finished all your degree requirements. This is the date used to end your registration and tuition assessment. It is based on your Major Essay completion date, **or** the end of the term in which all your course work is completed, whichever is later. (For most MF students, it's the essay completion date.)

Degree conferral is when UBC updates your transcript with the "degree conferred" notation. This only happens two times per year, in May and November, when UBC holds its convocation ceremony (see this link for more info <https://graduation.ubc.ca/>). The period in which you are eligible for degree conferral is based on your program completion date.

SUBMISSION OF MAJOR ESSAY TO UBC LIBRARY DIGITAL SUPPOSITORY.

While not a requirement, MF students are welcomed and encouraged to submit the final version of their Major Essay to ciRcle, the UBC Library digital repository. More info:

<https://circle.ubc.ca/submissions/submit-content/graduate-research-non-thesis/>

COMPLETION DEADLINES

Refer to the following completion timelines below for more specifics:

- [Early in Fall Term completion \(degree conferral November 2023\)](#)
- [End of Fall Term completion \(degree conferral May 2024\)](#)
- [End of Winter Term completion \(degree conferral May 2024\)](#)
- [Summer Term completion \(degree conferral November 2024\)](#)

MF PROGRAM COMPLETION EARLY IN FALL TERM (Degree Conferral: November 2023)

This deadline is for MF students who have completed all course work on or before August 31, 2023, but require additional time to work on their essay. Even though you will be completing prior to the end of the Fall Term, you must still register in FRST 548 A/B (Section 101) and pay Fall Term tuition (if applicable) and student fees.

ESSAY GRADE SUBMISSION DEADLINE (FIRM): Your Advisor must submit the final grade to the Forestry Graduate Program office no later than Friday, October 20, 2023.

ESSAY SUBMISSION DEADLINE: In order for your Advisor and Second Reader to issue your grade by the above date, you must discuss and confirm with them an essay submission date. We suggest a two-week turnaround time. However, some faculty may require a longer period to review your essay; be sure to discuss this with them well in advance. *It is your responsibility to ensure that they are given enough turnaround time for grading and that they are aware of the grade submission deadline.*

MF PROGRAM COMPLETION AT END OF FALL TERM (Degree Conferral: May 2024)

This deadline is for MF students intending to complete all program requirements (courses and essay) by the end of the Fall Term (Dec 31, 2023), i.e. avoiding Winter Term registration and fee assessment. Students who complete degree requirements by the end of December are eligible for degree conferral in May 2024.

ESSAY GRADE SUBMISSION DEADLINE (FIRM): Your Advisor must submit the final grade to the Forestry Graduate Program office no later than Friday, January 5, 2024 (program end date will be backdated on SSC to December 31, 2023).

ESSAY SUBMISSION DEADLINE: In order for your Advisor and Second Reader to issue your grade by the above date, you must discuss and confirm with them an essay submission date. **Keeping in mind that UBC closes for Winter Holidays from December 24, 2023 to January 2, 2024,** we suggest a submission date in early December. However, some faculty may require a longer period to review your essay; be sure to discuss this with them well in advance. *It is your responsibility to ensure that they are given enough turnaround time for grading and that they are aware of the grade submission deadline.* COURSE GRADES: If you are completing courses in Fall Term, make certain your instructors are aware that you are completing your program! Delayed submission of final course grades may affect the closure of your account.

MF PROGRAM COMPLETION AT END OF WINTER TERM (DEGREE CONFERRAL: MAY 2024)

This deadline is for MF students intending to complete all program requirements (courses and essay) by the end of the Winter Term (April 19, 2024), i.e. avoiding Summer Term registration and fee assessment. Students who complete degree requirements in the Winter Term are eligible for degree conferral in May 2024.

ESSAY GRADE SUBMISSION DEADLINE (FIRM): Your Advisor must submit the final grade to the Forestry Graduate Program office no later than Friday, April 19, 2024.

ESSAY SUBMISSION DEADLINE: In order for your Advisor and Second Reader to issue your grade by the above date, you must discuss and confirm with them an essay submission date. We suggest a two-week turnaround time. However, some faculty may require a longer period to review your essay; be sure to discuss this with them well in advance. *It is your responsibility to ensure that they are given enough turnaround time for grading and that they are aware of the grade submission deadline.*

Final essay grades submitted late may still allow your MF program to be closed by the end of April, but may result in your degree conferral being delayed to the next graduation period in November. Speak to [Julie Morey](#) for more details.

COURSE GRADES: If you are completing courses in Winter Term, make certain your instructors are aware that you are completing your program! Delayed submission of final course grades may result in your degree conferral being delayed to the next graduation period in November 2024.

MF PROGRAM COMPLETION IN SUMMER 2023 TERM (DEGREE CONFERRAL: NOVEMBER 2024)

This deadline is for MF students who require time beyond April 30 to complete all program requirements (courses and/or essay). Summer Term registration is required and fees will be assessed. Students who complete degree requirements in the Summer Term are eligible for degree conferral in November 2024.

ESSAY GRADE SUBMISSION DEADLINE (FIRM): Your Advisor must submit the final grade to the Forestry Graduate Program office no later than Friday, August 31, 2024.

ESSAY SUBMISSION DEADLINE: In order for your Advisor and Second Reader to issue your grade by the above date, you must discuss and confirm with them an essay submission date. We suggest a two-week turnaround time. However, some faculty may require a longer period to review your essay; be sure to discuss this with them well in advance. *It is your responsibility to ensure that they are given enough turnaround time for grading and that they are aware of the grade submission deadline.*

COURSE GRADES: If you are completing courses in Summer Term, make certain your instructors are aware that you are completing your program! Delayed submission of final course grades may affect the closure of your account.
