

## DISM Management: Progression through the program table

| Application Deadline:<br><a href="https://www2.unbc.ca/admissions/graduate/graduate-application-intakes-and-deadlines#DISM">https://www2.unbc.ca/admissions/graduate/graduate-application-intakes-and-deadlines#DISM</a>                                    | Student       | DISM Coordinator                    | HHSC Admin                                      | Graduate Office                 | Registrar's Office | Other/ Approved by Chair |
|---|---------------|-------------------------------------|---|---------------------------------|--------------------|--------------------------|
| Apply – Complete Online Application;<br><a href="https://www2.unbc.ca/admissions/graduate">https://www2.unbc.ca/admissions/graduate</a>   | X             |                                     |   |                                 |                    |                          |
| Grad Registration Form<br>(for both Adding or Dropping courses)   | Sign          | Sign<br>Send to Reg office cc Admin |   |                                 | X                  |                          |
| Withdrawal Form (if required)   | Sign          | Fill and Sign                       | Have chair review and sign. Send to Grad Office | Receive, review, sign, and file |                    | X                        |
| Program Planning and Approval Form<br>(complete before the end of the 1 <sup>st</sup> semester)<br>Use this document as a guide when registering  | Fill and Sign | Fill and Sign                       | Have chair sign. Send to Grad office            | Receive, review, sign, and file |                    | X                        |
| Revision to Program Approval Form<br>(If making any changes to the original)  | Fill and Sign | Fill and Sign                       | Have chair sign. Send to Grad office            | Receive, review, sign, and file |                    | X                        |
| Continuance Review (if required)<br><a href="https://www2.unbc.ca/sites/default/files/sections/graduate-programs/continuancereviewformdec2020.pdf">https://www2.unbc.ca/sites/default/files/sections/graduate-programs/continuancereviewformdec2020.pdf</a> | Sign          | Fill and Sign                       | Have Chair review and sign. Send to Grad Office | Receive, review and file        |                    | X                        |

\* "X" indicates who is responsible for task listed

\*\* This is a living document, and may be updated periodically, if you notice any changes, please contact [school-healthsciences@unbc.ca](mailto:school-healthsciences@unbc.ca)

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|  | Student       | DISM Coordinator     | HHSC Admin  | Graduate Office | Registrar Office | Other               |
|--|---------------|----------------------|---|-----------------|------------------|---------------------|
| Register for Comp Exam – Grad registration Form  | Sign          | Sign                 | Have chair sign.<br>Deliver to Reg.                   |                 | X                | X                   |
| Send Reading List (provided by HHSC Admin)   |               | Send list to student | Provide faculty with list                             |                 |                  |                     |
| Direct Student to Website for Comprehensive Exam Guide   |               | X                    |   |                 |                  |                     |
| Student and Supervisor/Coordinator agree on Date, Time, and location of Comp Exam  | X             | X                    |   |                 |                  |                     |
| Contact CTLT to assist setting up Exam online via Moodle<br>**ONLINE EXAM**  |               | X                    |   |                 |                  |                     |
| Write Exam   | X             |                      |   |                 |                  |                     |
| Supervisor/Coordinator and second reader mark exam   |               | X                    |   |                 |                  | Second Reader marks |
| Graduate Capstone Grading Form   |               | Fill and Sign        | Have chair sign,<br>send to Grad office               |                 | X                | X                   |
| Grade change Form submitted  |               | Fill and Sign        | Have chair sign,<br>have dean sign,<br>deliver to Reg |                 | X                | X                   |
| Application for Graduation form<br><a href="https://www2.unbc.ca/convocation/applications">https://www2.unbc.ca/convocation/applications</a> | Fill and Sign |                      |   |                 |                  |                     |

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Before the end of the first semester of the DISM program, students will meet with their supervisor, and complete a Program Planning and Approval form:

<https://www2.unbc.ca/sites/default/files/sections/graduate-programs/madisabilitymanagement.pdf>

Both the student and the supervisor must sign the form, then it must be forwarded to the Administrative Assistant. The Administrative Assistant will obtain the Chair's signature and send the form to the Graduate Office, copying the supervisor and student on the email.

Students must follow the agreed upon plan (Program Planning and Approval) and use this as a guide when registering in their courses each semester.

If any changes are made to the Program Plan, a Revision to Program Approval form must be submitted.

<https://www2.unbc.ca/sites/default/files/sections/graduate-administration/programrevisionform30nov2022.pdf>

Please follow the same signature path as above (student, supervisor> AA> Chair> Graduate Office)

All Graduate forms pertaining to your progress are found on the Office of Graduate Administration website:

<https://www2.unbc.ca/graduate-administration/graduate-forms>

Other links on this site you will be interested in are under 'Manage your Program' (example: Leave of Absence, Withdrawal with permission, etc). Please review this site for any information you may require.

If you are applying for a Leave of Absence, remember to drop any courses you may have registered in during the semester that you are planning to be away for. If you do not drop the course prior to the Add/Drop date, you may still incur enrollment fees.

Course Registration opens every July/August for the September and Winter terms, and every March for the Spring/Summer terms. Please keep an eye on your student portal and UNBC email for information of when registration officially opens.

Registration form (use this for either adding a course or dropping a course), and Special topics form (Independent study, directed readings), can be found here;

<https://www2.unbc.ca/registrar/forms>

Please follow your Program Planning and Approval form when registering for courses.

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Please include the Administrative Assistant on any forms related emails, as they try to keep an up-to-date file for your progression through the program. Any forms that require the Chair's signature must go through the Administrative Assistant.

\*Reminder\* Tuition must be paid by the first day of classes of the semester

To Write the Comprehensive Exam, you must:

- Complete all DISM courses and electives > Review your progress with your supervisor to ensure that everything is complete.
- Register for DISM 796-3 Disability Management Comprehensive using a Grad Registration form <https://www2.unbc.ca/registrar/forms>
- Discuss with your supervisor/DISM coordinator and plan when you will write the DISM Comp Exam.
- Review the Comprehensive Exam Guide <https://www2.unbc.ca/sites/default/files/sections/health-sciences/disability-management/dismcomprehensiveexaminationguidedism796october2021.pdf>
- Apply to graduate through the student portal; <https://www2.unbc.ca/convocation/applications>
- The DISM coordinator will send you a reading list 1 week prior to writing the exam
- Write the Exam

The DISM Comprehensive Exam is almost always offered online via Moodle, in rare cases it is offered in person.

Once the exam is complete, the DISM coordinator and a second reader will review and mark the exam, the DISM coordinator will then complete a Final Grade form and Graduate Capstone Grading form within 72 hours of writing the exam.

Once you pass the DISM exam, the Office of the Registrar will confirm that you completed all your degree requirements and are eligible to graduate.

More information pertaining to MA DISM:

<https://www2.unbc.ca/graduate-administration/other-completion-routes>

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