



Simon Fraser University
Maggie Benston Centre 1100
8888 University Drive
Burnaby, BC V5A 1S6

TEL 778.782.3042
FAX 778.782.3080

gradstudies@sfu.ca
www.sfu.ca/grad

MEMORANDUM

ATTENTION Senate **DATE** June 22, 2017
FROM Jeff Derksen,
Acting Chair of Senate Graduate
Studies Committee (SGSC)
RE: Graduate General Regulation (GGR) Revisions: GGR 1.4.3, GGR 1.4.6, GGR 1.4.9,
GGR 1.5.1, GGR 1.5.6, and GGR 1.5.8

At its meeting of June 5, 2017, SGSC reviewed and approved the revisions to GGR 1.4.3 (Continuity of Enrollment), GGR 1.4.6 (Course Audit), GGR 1.4.9 (Readmission), GGR 1.5.1 (Normal Grading System), GGR 1.5.6 (FD Notation) and GGR 1.5.8 (Student's Record after Awarding Degree). This gives rise to the following motions, effective **Spring 2018**.

Motion 1

That Senate approve the revisions to GGR 1.4.3 (Continuity of Enrollment)

Motion 2

That Senate approve the revisions to GGR 1.4.6 (Course Audit)

Motion 3

That Senate approve the revisions to GGR 1.4.9 (Readmission)

Motion 4

That Senate approve the revisions to GGR 1.5.1 (Normal Grading System)

Motion 5

That Senate approve the revisions to GGR 1.5.6 (FD Notation)

Motion 6

That Senate approve the revisions to GGR 1.5.8 (Student's Record after Awarding Degree)



Suite 1100, Maggie Benston
Student Services Centre
8888 University Drive
Burnaby, BC
Canada V5A 1S6

TEL 778.782.3042
FAX 778.782.3080

report-dgs@sfu.ca
www.sfu.ca/grad

MEMORANDUM

ATTENTION Senate Graduate Studies Committee DATE May 25, 2017
FROM Peter Liljedahl,
Acting Dean of Graduate Studies PAGES 1/8
RE: Editorial revisions to GGR 1.4.3, 1.4.6, 1.4.9, 1.5.1, 1.5.6, 1.5.8

Motion

That SGSC approve the revisions to GGR 1.4.3 (Continuity to Enrollment), GGR 1.4.6 (Course Audit), GGR 1.4.9 (Readmission), GGR 1.5.1 (Normal Grading System), GGR 1.5.6 (FD Notation) and GGR 1.5.8 (Student's Record after Awarding Degree).

The rationale to the following GGRs are as follows:

GGR 1.4.3 (Continuity to Enrollment)

The terminology of "withdrawn" is being replaced with "discontinue" as a result of the changes effective Fall 2016 to GGR 1.4.8 and 1.4.9.

GGR 1.4.6 (Course Audit)

There is no longer a "late enrollment period" therefore a new deadline was added.

GGR 1.4.9 (Readmission)

An editorial change is necessary to clarify that readmission is for when a student has discontinued from their program and not when the program at SFU has been discontinued.

GGR 1.5.1 (Normal Grading System)

IP and CO are notations and do not impact the student's CGPA. A correction is being requested to remove the IP and CO from being listed in the CGPA chart at the beginning of 1.5.1.

GGR 1.5.6 (FD Notation)

The revision is to align the GGR with the S10.01 appendix 3 policy on academic dishonesty. The university policy has not changed, however, the GGR did not include which situations would result in an FD remaining on a student's transcript.

GGR 1.5.8 (Student's Record after Awarding Degree)

Editorial revision as a result of the proposed change to GGR 1.5.6.

Calendar Entry Change for GGR 1.4.3 Continuity of Enrollment

| FROM | TO |
|--|---|
| <p>1.4.3 Continuity of Enrollment</p> <p>All graduate students are required to maintain continuous enrollment unless they have been granted a leave of absence from their program (see <u>1.8.4</u>). Enrollment in an audit course only does not satisfy the requirement for continuity of enrollment. When a student is not enrolled and is not on an approved leave of absence from their program, the student is considered to have withdrawn from the University. Graduate students who are withdrawn from the University do not retain their award or scholarship.</p> | <p>1.4.3 Continuity of Enrollment</p> <p>All graduate students are required to maintain continuous enrollment unless they have been granted a leave of absence from their program (see <u>1.8.4</u>). Enrollment in an audit course only does not satisfy the requirement for continuity of enrollment. When a student does not enroll and is not on an approved leave of absence, the student is discontinued from their program. Graduate students who are discontinued do not retain their award or scholarship.</p> |

Calendar Entry Change for GGR 1.4.6 Course Audit

| FROM | TO |
|--|--|
| <p>1.4.6 Course Audit</p> <p>Graduate students may audit graduate courses, with permission of the instructor, senior supervisor and graduate program chair of the student's department. Such audits are recorded as AU on the student's transcript.</p> <p>Prior to enrollment, the student and instructor must agree on the requirements for auditing the class. These requirements must include regular attendance at class meetings, completion of readings and participation in class activities.</p> <p>Audited courses will not count toward degree requirements.</p> <p>A student may change enrollment status in a course from audit to regular enrollment, or from regular enrollment to audit until the deadline for late enrollment for the term. Normally, no further change in enrollment status will be permitted after that date.</p> | <p>1.4.6 Course Audit</p> <p>Graduate students may audit graduate courses, with permission of the instructor, senior supervisor and graduate program chair of the student's department. Such audits are recorded as AU on the student's transcript.</p> <p>Prior to enrollment, the student and instructor must agree on the requirements for auditing the class. These requirements must include regular attendance at class meetings, completion of readings and participation in class activities.</p> <p>Audited courses will not count toward degree requirements.</p> <p>A student may change enrollment status in a course from audit to regular enrollment, or from regular enrollment to audit until the end of the second week of classes. Normally, no further change in enrollment status will be permitted after that date.</p> |

Calendar Entry Change for GGR 1.4.9 Readmission

| FROM | TO |
|--|---|
| <p>1.4.9 Readmission</p> <p>Students who have passed the deadline for reactivation, and are within the time limit for their program plus three terms of possible extension time, can apply for readmission through the regular admission process for new students. When a student's program is discontinued, the time away continues to count towards the time limit and possible extension time for program completion. Students who are readmitted to their program maintain the same start date and time limit from when they were first admitted to the program.</p> | <p>1.4.9 Readmission</p> <p>Students who have passed the deadline for reactivation, and are within the time limit for their program plus three terms of possible extension time, can apply for readmission through the regular admission process for new students. When a student is discontinued from their program, the time away continues to count towards the time limit and possible extension time for program completion. Students who are readmitted to their program maintain the same start date and time limit from when they were first admitted to the program.</p> |

Calendar Entry Change for GGR 1.5.1 Normal Grading System

| FROM | TO |
|---|---|
| <p>1.5.1 Normal Grading System</p> <p>The following grades are used at the graduate level in the University.</p> <p>A+ = 4.33 point (in use since 2002-3)</p> <p>A = 4.00 points</p> <p>A- = 3.67 points</p> <p>B+ = 3.33 points</p> <p>B = 3.00 points</p> <p>B- = 2.67 points</p> <p>C+ = 2.33 points (in use since 2002-3)</p> <p>C = 2.00 points</p> <p>F = 0 points</p> <p>IP = 0 points</p> <p>CO = 0 points</p> <p>N = 0 points</p> <p>A student in a master's or doctoral program must maintain a cumulative grade point average (CGPA) of 3.0 in courses completed at Simon Fraser University. The CGPA is the cumulative average of the grade points earned in the Simon Fraser University graduate courses completed towards a graduate certificate, diploma, or towards a master's or doctoral degree.</p> <p>A student in a certificate or diploma program must maintain a cumulative grade point average (CGPA) of 2.5 in courses completed at Simon Fraser University. Courses graded on a satisfactory/unsatisfactory basis are not included in the grade point average.</p> | <p>1.5.1 Normal Grading System</p> <p>The following grades are used at the graduate level in the University.</p> <p>A+ = 4.33 point (in use since 2002-3)</p> <p>A = 4.00 points</p> <p>A- = 3.67 points</p> <p>B+ = 3.33 points</p> <p>B = 3.00 points</p> <p>B- = 2.67 points</p> <p>C+ = 2.33 points (in use since 2002-3)</p> <p>C = 2.00 points</p> <p>F = 0 points</p> <p>N = 0 points</p> <p>A student in a master's or doctoral program must maintain a cumulative grade point average (CGPA) of 3.0 in courses completed at Simon Fraser University. The CGPA is the cumulative average of the grade points earned in the Simon Fraser University graduate courses completed towards a graduate certificate, diploma, or towards a master's or doctoral degree.</p> <p>A student in a certificate or diploma program must maintain a cumulative grade point average (CGPA) of 2.5 in courses completed at Simon Fraser University. Courses graded on a satisfactory/unsatisfactory basis are not included in the grade point average.</p> |

When a student is working on a thesis, extended essay or project as part of the requirements for the degree, the notation IP (in progress) shall be entered on the transcript. IP is not a grade and is not used in calculating the student's CGPA. When a thesis, extended essay or project is completed, the notation CO shall be entered on the transcript. CO is not a grade and is not used in calculating the student's CGPA.

[...]

When a student is working on a thesis, extended essay or project as part of the requirements for the degree, the notation IP (in progress) shall be entered on the transcript. IP is not a grade and is not used in calculating the student's CGPA. When a thesis, extended essay or project is completed, the notation CO shall be entered on the transcript. CO is not a grade and is not used in calculating the student's CGPA.

[...]

Calendar Entry Change for GGR 1.5.6 FD Notation

| FROM | TO |
|--|---|
| <p>1.5.6 FD Notation</p> <p>The letter grade FD (fail, academic discipline) is given by the chair of the department when a student has committed academic dishonesty (see <u>Policy S10.01 Appendix 3</u>). The grade will remain on a student's transcript until two years following graduation at which time it will convert to F.</p> | <p>1.5.6 FD Notation</p> <p>The letter grade FD (fail, academic discipline) is given by the chair of the department when a student has committed academic dishonesty (see <u>Policy S10.01 Appendix 3</u>). The grade will : convert to an F two years following graduation if the student did not commit further acts of academic dishonesty following the imposition of the FD grade.</p> |

Calendar Entry Change for GGR 1.5.8 Student's Record after Awarding Degree

| FROM | TO |
|--|---|
| <p>1.5.8 Student's Record after Awarding Degree</p> <p>When Senate awards a graduate student's credential, the student record is normally considered closed for purposes of grade changes, degree standing and all changes to transcripts and parchments. The exceptions to this would be when there is an appeal pending that had been started prior to the awarding of the credential, or an administrative error on the part of the University.</p> | <p>1.5.8 Student's Record after Awarding Degree</p> <p>When Senate awards a graduate student's credential, the student record is normally considered closed for purposes of grade changes, degree standing and all changes to transcripts and parchments. The exceptions to this would be when there is an appeal pending that had been started prior to the awarding of the credential, an administrative error on the part of the University or as per GGR 1.5.6.</p> |