

MEMO

Dean of Graduate Studies

STREET ADDRESS  
Maggie Benston Student Services Centre 1100 Burnaby BC V5A 1A6 Canada

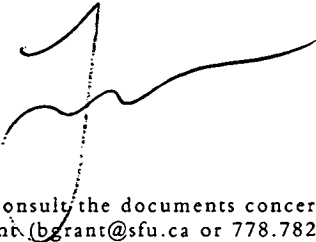
MAILING ADDRESS  
8888 University Drive Burnaby BC V5A 1A6 Canada

TO	Senate	TEL
FROM	Jonathan Driver, Dean of Graduate Studies	
RE	Graduate General Regulation 1.8.4 (GS2008.05)	
CC		
DATE	March 17, 2008	

TIME 2:28 PM

At its 11<sup>th</sup> February 2008 meeting, Senate Graduate Studies Committee recommended language changes to the "on-leave" status in the calendar. These changes provide clarity, especially in cases of pregnancy or medical leave. I therefore recommend the following motion:

**That Senate approve the changes to Graduate General Regulation 1.8.4 - Application to go on leave**



Senators wishing to consult the documents concerning this item should contact Bobbie Grant, Senate Assistant (bgrant@sfu.ca or 778.782.3168)

**To:** SGSC  
**From:** Jonathan Driver, Dean of Graduate Studies  
**Subject:** change to graduate regulations concerning "on leave" status  
**Date:** 28<sup>th</sup> January 2008  
**cc:**

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Following consultation with the Ombudsperson and Graduate Studies staff, Mike Letourneau has proposed changes to clarify the "on leave" regulations in the Calendar.

In order to get this on to February's agenda, I have made a few minor changes to the document, and am forwarding this directly to SGSC for consideration.

*Jonathan C. Driver*

## Recommended changes to Graduate General Regulations

Submitted to Senate Graduate Studies Committee by Mike Letourneau, January 2008

Minor revisions by J. Driver

### 1.8.4 Application to go on Leave

In this section, exceptional circumstances for interrupting a student's graduate program normally means illness, accident, disability, pregnancy or parenting responsibilities. Students in such circumstances are expected to present documentation for those reasons when applying to go on leave.

Students in per credit degree programs are not required to maintain continuous enrollment, and so are not eligible to enroll on leave. Students in per credit degree programs are required to register for courses in at least one semester out of every three, and failure to do so will result in the student being considered to have withdrawn from the University (see 1.4.3). If a student in a per credit degree program is unable to undertake coursework in a semester for exceptional circumstances, and by not registering in courses for that semester, would be withdrawn automatically from the University, s/he should discuss the situation with the Dean of Graduate Studies, who will advise on processes for readmission under such circumstances.

Students in per term degree programs are expected to maintain continuous enrollment (see 1.4.3). However, a student may apply to go on leave if both of the following conditions are satisfied:

a) a situation arises which makes it necessary to interrupt the graduate program;

and

b) no substantial use will be made of University facilities.

Permission to enroll on leave must be approved by the student's senior supervisor and the chair of the student's graduate program committee. When the situation necessitating the interruption of the student's graduate program is due to exceptional circumstances, permission to enroll on leave will not normally be denied. Students who apply for a leave due to exceptional circumstances and have permission for that leave denied should apply to the Dean of Graduate Studies for consideration of their application.

Students on leave are required to enroll during the normal enrollment period for each term by indicating on leave status when enrolling, and they will be assessed an on leave fee (see the "Special Fees" table in "Graduate Fees"). This fee will be waived for students enrolled on leave due to exceptional circumstances.

Enrolling on leave may impact upon a student's ability to complete their degree within the maximum time allowed (see 1.12). For students in Master's degree programs (see 1.12.2), no term of enrollment on leave will count toward the maximum 12 terms of enrollment allowed for

the completion of their degree requirements. Further to this, each term of on leave enrollment for exceptional circumstances will extend, by four months, the six calendar year period of time from the student's initial enrollment in their graduate program in which they must complete their degree requirements. Terms of enrollment on leave for other reasons will not extend that six calendar year period.

For students in Doctoral programs (see 1.12.3), each term of on leave enrollment for exceptional circumstances will extend, by four months, the eight calendar year period of time from the student's initial enrollment in their graduate program in which they must complete their degree requirements. Terms of enrollment on leave for other reasons will not extend that eight calendar year period. Further, no term of on leave enrollment, regardless of the reasons for enrollment on leave, will count toward the minimum of five terms the student must spend enrolled in their program (see 1.7.3). Students who wish to enroll on leave for more than three sequential terms must submit a written explanation for all subsequent on-leave enrollments. Such applications require approval from the Dean of Graduate Studies.