

# SIMON FRASER UNIVERSITY

## MEMORANDUM

S.87-16  
As amended  
by Senate  
14/09/87

To..... Senate .....

From.. Office of the Dean of Graduate Studies .....

Subject.. General Regulations 1.4.2 and 1.8.3 .....

Date..... June 23, 1987 .....

Action undertaken by the Senate Graduate Studies Committee, at its Meeting on June 22, 1987, gives rise to the following motion:

MOTION: "That Senate approve and recommend approval to the Board of Governors, as set forth in S.87-16 , the proposed changes to the General Regulations - Graduate Studies:

Change 1.4.2

From: Registration

All students should arrive on campus one week before the beginning of classes in each semester. Registration takes place during that week. The course of thesis work for which the student registers must have the approval of his Graduate Program Committee and of his Senior Supervisor once the Senior Supervisor is appointed. Students who are going on leave are required to register.

To: Registration

All students should arrive on campus one week before the beginning of classes in each semester. Registration takes place during that week. The course or thesis work for which the student registers must have the approval of the Chairman of his <sup>her</sup> Graduate Program Committee and of his <sup>her</sup> Senior Supervisor once the Senior Supervisor is appointed. Students who are going on leave are required to register.


Change 1.8.3

From: Withdrawal from Courses and from the University

Permission of the Senior Supervisor is required to withdraw from a course. If the Senior Supervisor is not yet appointed, permission of the Chairman of the Graduate Program Committee is required. If such permission is granted, a student may withdraw from a course without academic penalty up to the end of the ninth week of classes in any semester.

To: Withdrawal from Courses and from the University

Permission of the Senior Supervisor and the Chairman of the Graduate Program Committee is required to withdraw from a course. If the Senior Supervisor is not yet appointed, permission of the Chairman of the Graduate Program Committee is required. If such permission is granted, a student may withdraw from a course without academic penalty up to the end of the ninth week of classes in any semester."



B.P. Clayman  
Dean of Graduate Studies.

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GS.87.9  
1987  
GRADUATE  
OFFICE

**SIMON FRASER UNIVERSITY**

**Department of Economics**

**TO:** B. P. Clayman  
Dean of Graduate Studies

**FROM:** Stephen T. Easton  
Acting Chairman  
Graduate Program  
Department of Economics

**SUBJECT:** Proposed Changes in Registration **DATE:** April 7, 1987  
and Course Drop Procedures for  
Graduate Regulations 1.4.2 and 1.8.3

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We propose that the following changes be made to the Graduate Regulations:

1.4.2

From:

Registration

All students should arrive on campus one week before the beginning of classes in each semester. Registration takes place during that week. The course or thesis work for which the student registers must have the approval of his Graduate Program Committee and of his Senior Supervisor once the Senior Supervisor is appointed. Students who are going on leave are required to register.

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Registration

All students should arrive on campus one week before the beginning of classes in each semester. Registration takes place during that week. The course or thesis work for which the student registers must have the approval of the Chairman of his Graduate Program Committee and of his Senior Supervisor once the Senior Supervisor is appointed. Students who are going on leave are required to register.

Rationale:

The Chairman of the Graduate Program Committee would be the person responsible for registrations. This has been the effective procedure in our department in any case.

1.8.3

From:

Withdrawal from Courses and from the University

Permission of the Senior Supervisor is required to withdraw from a course. If the Senior Supervisor is not yet appointed, permission of the Chairman of the Graduate Program Committee is required. If such permission is granted, a student may withdraw from a course without academic penalty up to the end of the ninth week of classes in any semester.

To:

Withdrawal from Courses and from the University

Permission of the Senior Supervisor and the Chairman of the Graduate Program Committee is required to withdraw from a course. If the Senior Supervisor is not yet appointed, permission of the Chairman of the Graduate Program Committee is required. If such permission is granted, a student may withdraw from a course without academic penalty up to the end of the ninth week of classes in any semester.

Rationale:

As it stands, there are three ways in which a graduate student may withdraw from a course. Two of these involve both the Senior Supervisor and Graduate Program Chairman. The third involves only the permission of the Senior Supervisor. We recommend that the Graduate Program Chairman's permission be required for any drop. This will both unify the procedures and allow the Program Chairman to coordinate Graduate Policy on a departmental basis.

STE/lms

Attachment

Decision on admission made by the Senate Graduate Studies Committee shall be final. Final approval of admission for Special Students or Exchange Graduate Students is by the Dean of Graduate Studies provided all the conditions of such admission have been met.

1.3.10 Application to take a Second Master's or Doctoral Degree  
Students who have a Master's or a Doctoral Degree can apply to take a second Master's or Doctoral degree under the following constraints:

- a. No course work taken for the first degree shall count towards the second;
- b. None of the research done for the first degree shall be used for the second degree;
- c. None of the time spent in residence for the first degree shall count towards the residence for the second degree.

#### 1.4. REGISTRATION

1.4.1 Date of Entry  
University Regulations permit a graduate student to start his program at the beginning of any semester. However, some programs require students to start in a specific semester.

1.4.2 Registration  
All students should arrive on campus one week before the beginning of classes in each semester. Registration takes place during that week. The course or thesis work for which the student registers must have the approval of his Graduate Program Committee and of his Senior Supervisor once the Senior Supervisor is appointed. Students who are going on leave are required to register.

1.4.3 Registration in Discontinuous Programs  
Students who are enrolled in programs which are designed to be discontinuous are not required to go on leave during the semester or sessions that the program does not run, nor to register during those semesters. However, if they have to miss one or more of the semesters in the design of their program, the normal leave regulations apply (see 8.4).

1.4.4 Continuity of Registration  
With the exception of students in discontinuous programs, all students are required to register in every semester from admission until all requirements for the degree have been fulfilled. A student permitted to go on leave shall register during each semester he is on leave. If a student does not register, he is considered to have withdrawn from the University. (See 1.8.2 and 1.8.4 for regulations on student withdrawal and leave.)

the Chairman of

Any decision of the Graduate Program Committee under the provision of this section may be appealed to the Senate Graduate Studies Committee through the Dean of Graduate Studies office. The student has the right to appear before the Senate Graduate Studies Committee when his case is heard. The decision of that Committee shall be final.

and the Chairman of the Graduate  
Program Committee

1.8.3 Withdrawal from Courses and from the University

Permission of the Senior Supervisor is required to withdraw from a course. If the Senior Supervisor is not yet appointed, permission of the Chairman of the Graduate Program Committee is required. If such permission is granted, a student may withdraw from a course without academic penalty up to the end of the ninth week of classes in any semester.

Under extenuating circumstances, a student may withdraw from a course without academic penalty during the tenth to the twelfth week of classes. Such circumstances must be beyond the control of the student (e.g. medical or financial crisis); under such circumstances, therefore, 898 (Master's Thesis research), 899 (Ph.D. Thesis research) or a similar course may be added, as appropriate. The permission of the Senior Supervisor and the Chairman of the Graduate Program Committee is required.

A student may withdraw from the University at any time by notifying the Chairman of his Graduate Program Committee and the Assistant Registrar for Graduate Studies.

A student who has withdrawn from the University and who wishes to re-enter shall apply for admission under the same conditions as any other applicant.

1.8.4 Application to Go On Leave

One constituent of graduate work is that a considerable length of time is devoted to concentrated work in one particular area of research. It is, therefore, desirable that a graduate degree involve several consecutive semesters of uninterrupted research. However, a student may apply to go on leave under the following circumstances:

- a. When a situation arises which makes it necessary or desirable for him to interrupt his work.
- b. When he will make no substantial use of University facilities.

Permission to register on leave must be approved by the student's Supervisory Committee and the Graduate Program Committee. Students on leave are required to register during the normal registration period for each semester by indicating on leave status on their current registration form. If a student does not register, he is considered to have withdrawn from the University.