



**To:** Senate  
**From:** Jonathan Driver  
Dean of Graduate Studies  
**Subject:** Minor calendar changes [GS2007.38]  
**Date:** 30<sup>th</sup> November 2007  
**cc:** Barry Williamson

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The following changes are recommended by SGSC in order to clarify Graduate General Regulations and the Graduate Fees section of the Calendar. All of these changes are designed to make explicit the current administrative practices. I therefore recommend the following motion:

**That Senate approve the following changes to Graduate General Regulations and Graduate Fees administration**

1) Add the underlined sentence to Graduate Regulation 1.4.3, so that it now reads:

#### 1.4.3 Continuity of Enrollment

Students in per term fee programs are required to enroll in every term until all requirements for the degree have been fulfilled. This includes students enrolled on leave. A student who does not enroll is considered to have withdrawn from the University. (See 1.8.4 for regulations on student leave.) Students in per credit fee programs enroll only in those terms in which they are taking courses or working on other requirements, such as a project or field exam. A student in a per credit fee program who does not enroll in at least one of three consecutive terms is considered to have withdrawn from the University. Enrollment in an undergraduate course or audit course only does not satisfy the requirement for continuity of enrollment.

2) Add the underlined paragraph to Graduate Regulation 1.4.6, so that it now reads:

#### 1.4.6 Course Audit

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.

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.

Courses audited by students will not count towards degree requirements.

A student may change enrollment status in a course from audit to regular enrolment, or from regular enrolment to audit until the deadline for late enrollment for the term. Normally, no further change in enrollment status will be permitted after that date.

**3) Add the underlined paragraph to Graduate Regulation 1.7.6 so that it now reads:**

**1.7.6 Courses in Master's and Doctoral Programs**

A graduate student may apply to take one or more courses at another university for credit towards a degree at Simon Fraser University under the following conditions.

- a) Such applications shall be made at least one month before the course/courses start and shall be approved by the student's supervisory committee and graduate program committee and be sent to the Dean of Graduate Studies for final approval.
- b) While taking a course/courses at another university under these provisions, the student shall maintain normal enrollment at this University, not enrollment on leave.
- c) Transfer credit is not used in the calculation of the cumulative grade point average.

**4) Change Graduate Regulation 1.12.4**

**From:**

**1.12.4 Readmission**

A student who did not complete the degree requirements within the maximum time, and who was thus required to withdraw, may be admitted for one term only to complete those requirements. The term of readmission may be no later than the ninth term after the one in which the student withdrew from the Program. The student applies for readmission to the relevant graduate program committee, who will make a recommendation to the dean of graduate studies. Final approval for readmission is by the dean of graduate studies. Readmission decisions may be appealed in the same way as admission decisions (see 1.16.3).



To:

#### 1.12.4 Readmission

Students who have withdrawn from their program and have not reached their maximum time can be readmitted to complete their degree requirements. Students who have reached their maximum time, did not complete the degree requirements, and thus were required to withdraw, can apply for readmission for one term only to complete those requirements. The term of readmission may be no later than the ninth term after the one in which the student withdrew from the Program. The student applies for readmission to the relevant graduate program committee, who will make a recommendation to the dean of graduate studies. Final approval for readmission is by the dean of graduate studies. Readmission decisions may be appealed in the same way as admission decisions (see 1.16.3).

Students who have not been withdrawn but have reached their maximum time can request an extension for one term to complete their degree requirements.

#### 5) Under Graduate Fees, change Extension and Readmission so this it now reads:

##### Extension and Readmission

##### Students in per-term fee programs

All students enrolled for a one term extension beyond the maximum time limits of their program pay the full per term fee.

All students readmitted for one term to complete their degree requirements (see "1.12.4 Readmission" on page 233) pay the full per term fee.

##### Students in per-credit fee programs

Students enrolled for a one term extension beyond the maximum time limits of their program, or readmitted for one term to complete their degree requirements (see "1.12 Readmission"), pay the per-credit fee applicable to their cohort.

All students pay a \$100.00 Reinstatement fee and a \$75.00 application fee for readmission.

- 6) Under Graduate Fees change Refunds so that the first section (Withdrawal from Program) now reads:

### Refunds

#### Withdrawal from Program

If a student withdraws from the graduate program without completing the degree before the end of the term or withdraws from the term, refunds will be calculated from the date the student officially notifies the Director of Graduate Admissions and Records in writing of his/her withdrawal from the term and/or from the University. Withdrawal in the first month of the term will result in a refund of 75% of the tuition fees and in the second month of the term a refund of 50% of the tuition fees. No other refund will be made.

- 7) Under Graduate Fees change Refunds so that the fourth section (Course Drop) now reads:

#### Course drop

Students in per-term fee programs are not eligible for refunds if they drop one or more courses.

Students in per credit fee programs who drop a course in the first month of the term will receive a 75% refund of tuition fees for that course and 50% in the second month of the term. No refunds will be given for courses dropped after that date.

(NB the final paragraph of this section in the current regulations is now dropped).

*Janita C. D.*