

# Memo

**To:** Senate  
**From:** Jonathan C. Driver  
**Date:** 17 October 2001  
**Re:** Graduate General Regulations

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I intend to present the following motion at the November 26<sup>th</sup> meeting of Senate:

“That Senate approve the revised Graduate General Regulations described in the attached document, and that these regulations take effect 1<sup>st</sup> September 2002”

Note: In the accompanying documentation the current and proposed regulations are given in parallel columns to make it easier to compare the two versions. Unchanged regulations are printed across the full page.

## Rationale and Background

Senate Graduate Studies Committee has undertaken a review of General Graduate Regulations, and we are now ready to present proposed changes to Senate. The review resulted in numerous changes. Most of these are relatively minor editorial changes, designed to clarify the intent of a regulation. However, there are also some more substantive changes, and these are listed below.

1.3.6 Clarification that successful completion of a qualifying year does not guarantee admission to a graduate programme. Creates maximum length of time for qualifying status.

1.3.8 The requirements for conditional admission should normally be met in the first semester of enrollment.

1.5.1 Adds the following categories to the grading system: A+, C+. The A+ brings us into line with other universities. The C+ recognises the need for graduate diploma programmes to have a greater degree of flexibility in grades at the lower end of the scale.

1.5.3 Changes the approval process for S/U grading

1.6.4 Clarifies which graduate programmes require a student to have a supervisory committee. Allows adjunct faculty and research associates to serve on supervisory committees. Clarifies responsibilities of the committee.

1.6.5 Change in supervisory committee cannot be initiated by the Graduate Programme Committee.

1.7.2 The residence requirement for master's degrees is removed. Rules for coursework requirements in master's and doctoral programmes have been combined. Provision is made for a student to be credited for courses taken prior to admission to SFU.

1.8.1 The minimum CGPA for students in graduate diploma programmes is 2.5.

1.8.4 No more than three consecutive on-leave semesters will be allowed, unless approved by the Dean of Graduate Studies.

1.8.5 Clarification of current practice and a more logical position for the regulation (currently covered in 1.4.4, and a repetition of part of 1.4.3 in the new regulations).

1.9.2 Increased flexibility for organisation of thesis defence.

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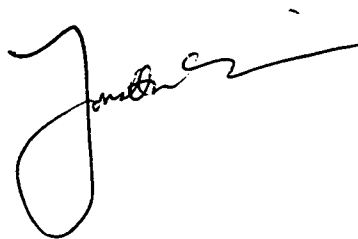
1.9.5 Clarifies function of examiner's report for doctoral defences .

1.10.2 In section 2) "minor revisions" is replaced by "revisions" .

1.11.3 Clarifies the way in which confidential or patentable information in a thesis may be protected temporarily.

1.12.4 Minor change to readmission process.

1.16 This section has been rewritten to clarify the appeals processes.

A handwritten signature in black ink, appearing to read "Justin", is written in a cursive style across the lower middle of the page.

Proposed Revisions to General Graduate Regulations  
October 2001

Regulations that will not change are printed in plain text.  
Regulations for which changes are proposed are printed in parallel columns.

### Graduate General Regulations

#### Academic Honesty

All members of the University community share the responsibility for the academic standards and reputation of the University. Academic honesty is a cornerstone of the development and acquisition of knowledge. Academic honesty is a condition of continued membership in the university community.

Academic dishonesty, like other forms of dishonesty, is misrepresentation with intent to deceive or without regard to the source or the accuracy of statements or findings. Academic dishonesty, in whatever form, is ultimately destructive of the values of the University; it is, furthermore, unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the University.

The following examples are representative but not exhaustive of activities constituting academic dishonesty: plagiarism (presenting the work of another person as your own); submitting the same work more than once without prior approval; cheating; impersonation; submitting false records or information; stealing or destroying the work of another student; removing, mutilating, misplacing or destroying books or other library material; unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations.

The University code of academic honesty is contained in policy T10.02 or in the Course Timetable and Exam Schedule published every semester, or on the World Wide Web via [www.reg.sfu.ca](http://www.reg.sfu.ca).

#### Penalties for Acts of Academic Dishonesty

Penalties imposed by the University for academic dishonesty may include one or more of the following: a warning, a verbal or written reprimand, reassessment of work, failure on a particular assignment, failure in a course, denial of admission or readmission, forfeiture of awards or financial assistance, suspension or expulsion from the University.

#### Student Conduct

Simon Fraser University is committed to creating a scholarly community characterized by civility, diversity, free inquiry, mutual respect and individual safety. The code of student conduct is intended to define students' basic responsibilities as members of the academic community, to define inappropriate student conduct and to provide procedures and penalties to be invoked and applied if they engage in such unacceptable behaviour. Each student is responsible for his/her conduct which affects the University community.

The code shall not be construed to unreasonably prohibit peaceful assemblies, demonstrations or free speech.

The following activities are representative but not exhaustive of behaviours constituting misconduct: disruptive or dangerous behaviour; behaviour which results in damage, destruction and theft of University property or the property of any member of the University; forgery or alteration of University documents or records; misuse of University resources including information (computing) resources; unauthorized entry or presence in University premises; misuse of student disciplinary procedures.

The University code of student conduct is contained in policy T10.01 available in the Library or any departmental office, or in the Course Timetable and Exam Schedule published every semester, or on the World Wide Web via [www.reg.sfu.ca](http://www.reg.sfu.ca).

**Penalties for Acts of Student Misconduct**

Penalties imposed by the University for misconduct may include one or more of the following: a verbal or written reprimand, exclusion from specified areas of the University, restitution or other ameliorative measures, suspension

**1.1 Degrees Offered**

Listed under each faculty.

Current	Proposed
<p><b>1.2 Administration of Graduate Studies</b>  Dean of Graduate Studies  The dean is responsible for the general supervision of graduate work at the University and chairs the senate graduate studies committee.</p> <p>Assistant Director, Graduate Studies  The assistant director, graduate studies is responsible for registration of students, assessment of fees, maintenance of records, and other administrative duties.</p> <p>The committees responsible for the supervision of graduate students are the supervisory committee, graduate program committee, the faculty graduate studies committee and the senate graduate studies committee. The functions of these committees in relation to individual students are as follows.</p> <p>Supervisory Committee  The student's supervisory committee is</p>	<p><b>1.2 Administration of Graduate Studies</b>  Dean of Graduate Studies  The Dean is responsible for the general supervision of graduate work at the University and chairs the Senate Graduate Studies Committee.</p> <p>Assistant Director, Graduate Studies  The Assistant Director, Graduate Studies is responsible for registration of students, assessment of fees, maintenance of records, and other administrative duties.</p> <p>The committees responsible for the supervision of graduate students are the Supervisory Committee, Graduate Programme Committee, the Faculty Graduate Studies Committee and the Senate Graduate Studies Committee. The functions of these committees in relation to individual students are as follows.</p> <p>Supervisory Committee (see 1.6.4)  The student's Supervisory Committee helps</p>

composed of two or more persons who help the student define a program of studies and report on the student's progress to the graduate program committee. The supervisory committee forms part of the student's final examination committee.

#### Graduate Program Committee

The graduate program committee is responsible for recommending admission, reviewing the student's progress and arranging for the supervision and examination of the student. For most graduate programs, the graduate program committee is the departmental graduate studies committee. In the Faculties of Business Administration and Education, the graduate committee is the faculty graduate studies committee.

#### Faculty Graduate Studies Committee

This committee makes recommendations to the senate graduate studies committee on such matters as awarding of degrees, examining committees for doctoral candidates, changes to established programs and establishment of new programs.

#### Senate Graduate Studies Committee

This committee has the final authority on admissions and the administration of senate regulations which concern graduate work. This committee serves as the graduate program committee for students enrolled under special arrangements.

The administrative officers of the University who are responsible for the supervision of graduate students are the assistant director, graduate studies and the dean of graduate studies. They and the chairs of graduate program committees are available to students for consultation.

#### Graduate Studies Information

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The administrative officers of the University who are responsible for the supervision of graduate students are the Assistant Director, Graduate Studies and the Dean of Graduate Studies. They and the chairs of Graduate Programme Committees are available to students for consultation.

<p>A wide range of additional information on graduate studies at Simon Fraser University may be found in the Graduate Studies Handbook. This is available in Simon Fraser University's libraries, on the University's World Wide Web site (<a href="http://www.sfu.ca">www.sfu.ca</a>) and in most department offices. In addition, most departments offer publications describing their graduate programs. These are available directly from the departments and are usually posted on the department's web sites.</p>	<p><b>Graduate Studies Information</b>  A wide range of additional information on graduate studies at Simon Fraser University may be found in the Graduate Studies Handbook. This is available in Simon Fraser University's libraries, on the University's World Wide Web site (<a href="http://www.sfu.ca/dean-gradstudies/gradhandbk">www.sfu.ca/dean-gradstudies/gradhandbk</a>) and in most department offices. In addition, most departments offer publications describing their graduate programmes. These are available directly from the departments and are usually posted on the department's web sites.</p>
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### 1.3 Admission

Current	Proposed
<p><b>1.3.1 General</b>  A student may seek admission to a graduate diploma, master's or doctoral program. A student who is not qualified to enter a specific program may seek admission to the University as a qualifying student under the provisions of paragraph 1.3.6.</p> <p>Before applying for admission, the student should write to the chair of the graduate program committee in the appropriate department to enquire about special admission requirements for the program.</p> <p>Persons meeting the minimum University requirements for admission given below are not assured admission into any graduate program. Most graduate programs have admission requirements in addition to the minimum. Furthermore, programs must restrict admission to student enrolments and interests that are compatible with available resources and faculty expertise.</p>	<p><b>1.3.1 General</b>  A student may seek admission to a graduate diploma, master's or doctoral programme. A student who is not qualified to enter a specific programme may seek admission to the University as a qualifying student under the provisions of paragraph 1.3.6.</p> <p>For admission to post-baccalaureate programmes refer to the undergraduate section of the Calendar.</p> <p>Before applying for admission, the student should obtain information about admission requirements and procedures. This information can be obtained from the websites of departments and faculties, or by contacting the appropriate programme's graduate secretary. Application forms are also available on the Dean of Graduate Studies website.</p> <p>Applicants meeting the minimum University requirements for admission given below are not assured admission into any graduate programme. Most graduate</p>

	programmes have admission requirements in addition to the minimum. Furthermore, programmes restrict admission to students whose interests are compatible with available resources and faculty expertise.
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Current	Proposed
<p><b>1.3.2 Admission to a Graduate Diploma Program</b> The minimum University requirements for admission to a graduate diploma program are as follows:</p> <p>a) a bachelor's degree from a recognized university, or the equivalent;</p> <p>b) submitted evidence, usually in the form of reference from qualified referees, of the student's ability to undertake advanced work in the area of interest.</p> <p>In exceptional circumstances, a student may be admitted with lower formal qualification than in (a) above but with professional experience of significance to the proposed area of study.</p> <p>In addition, the student must satisfy any further requirements set by the graduate program committee. Students whose native language is not English, may be required to satisfy the University and the graduate program committee as to their command of English. (See also 1.3.12.)</p>	<p><b>1.3.2 Admission to a Graduate Diploma Programme</b> The minimum University requirements for admission to a graduate diploma programme are as follows:</p> <p>a) a bachelor's degree from a recognized university, or the equivalent;</p> <p>b) submitted evidence, references from qualified referees, of the student's ability to undertake advanced work in the area of interest.</p> <p>In exceptional circumstances, a student may be admitted with lower formal qualification than in (a) when there is significant professional experience relevant to the proposed area of study.</p> <p>Students must satisfy any further requirements set by the Graduate Programme Committee. Students whose native language is not English may be required to satisfy the University and the Graduate Programme Committee as to their capability in English. (See also 1.3.12.)</p>

Current	Proposed
<p><b>1.3.3 Admission to a Master's Program</b> The minimum University requirements for admission to a master's program are as follows.</p> <p>a) a bachelor's degree with a cumulative grade point average (CGPA) of at least 3.0 from a recognized university, or the</p>	<p><b>1.3.3 Admission to a Master's Programme</b> The minimum University requirements for admission to a master's programme are as follows.</p> <p>a) a bachelor's degree with a cumulative grade point average of at least 3.0 from a recognized university, or the equivalent;</p>

<p>equivalent;</p> <p>b) submitted evidence, usually in the form of references from qualified referees, of the student's ability to undertake advanced work in the area of interest.</p> <p>In exceptional circumstances, a student may be admitted with lower formal qualification than in (a) above but with professional experience of significance to the proposed area of research.</p> <p>In addition, the student must satisfy any further requirements set by the graduate program committee. Students whose native language is not English, may be required to satisfy the University and the graduate program committee as to their command of English. (See also 1.3.12.)</p>	<p>b) submitted evidence, usually references from qualified referees, of the student's ability to undertake advanced work in the area of interest.</p> <p>In exceptional circumstances, a student may be admitted with lower formal qualification than in (a) when there is significant professional experience relevant to the proposed area of scholarship.</p> <p>Students must satisfy any further requirements set by the Graduate Programme Committee. Students whose native language is not English may be required to satisfy the University and the Graduate Programme Committee as to their capability in English. (See also 1.3.12.)</p>
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Current	Proposed
<p><b>1.3.4 Admission to a Doctoral Program</b> The minimum University requirements for admission to a doctoral program are as follows.</p> <p>a) either</p> <p>i) a master's degree from a recognized university, or the equivalent, or</p> <p>ii) a bachelor's degree, with a cumulative grade point average of at least 3.5, from a recognized university, or the equivalent, or</p> <p>iii) at least two semesters in a master's program at this University with a cumulative grade point average of 3.5 in 75% of the graduate course work required for the degree. All graduate courses for the master's degree, whether taken at this University or another university, shall be considered in the calculation.</p>	<p><b>1.3.4 Admission to a Doctoral Programme</b> The minimum University requirements for admission to a doctoral programme are as follows.</p> <p>a) either</p> <p>i) a master's degree from a recognized university, or the equivalent, or</p> <p>ii) a bachelor's degree, with a cumulative grade point average of at least 3.5, from a recognized university, or the equivalent, or</p> <p>iii) completion of at least 75% of the course work credits required for the relevant department's Master's programme, with a cumulative grade point average of at least 3.5 All graduate courses, whether taken at this University or another university, shall be considered in the calculation.</p>



<p>b) submitted evidence that the applicant is capable of undertaking substantial original research. Normally, such capability will be judged from letters of reference from qualified referees, and the completion of a master's thesis or other scholarly work.</p> <p>In addition, the student must satisfy any further requirements set by the graduate program committee. Students whose native language is not English, may be required to satisfy the University and the graduate program committee as to their command of English. (See also 1.3.12.)</p>	<p>and</p> <p>b) submitted evidence that the applicant is capable of undertaking substantial original research. Normally, such capability will be judged from letters of reference from qualified referees, and the completion of a master's thesis or other scholarly work.</p> <p>Students must satisfy any further requirements set by the Graduate Programme Committee. Students whose native language is not English may be required to satisfy the University and the Graduate Programme Committee as to their capability in English. (See also 1.3.12.)</p>
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Current	Proposed
<p>1.3.4.a Cohort Special Arrangements These highly structured cohort-based programs are designed to meet the educational needs of specific student groups in fulfilling the requirements for a master's degree, where these needs cannot be met within existing programs. Each program will integrate studies from across two or more disciplines and will involve a curriculum and requirements recommended by each program's academic steering committee and approved by the senate graduate studies committee. Students may undertake this degree program only through specific admission to the cohort program. The admission criteria, degree requirements and any other special conditions for an individual cohort special arrangements program must be approved in advance by the senate graduate studies committee; these may not be below the minimum admission and degree requirements of regular graduate programs. In some instances, tuition fees may differ from the regular graduate fee schedule published in the Calendar, and will be announced separately.</p>	<p>1.3.5 Admission Under Special Arrangements Exceptionally able applicants who wish to work for a master's or doctoral degree outside or between existing programmes at Simon Fraser University, may apply to work under special arrangements. A student applying for special arrangements must have a well-developed plan of studies in an area that can be shown to have internal coherence and academic merit, and in which the University has appropriate expertise and interests among its faculty members.</p> <p>Graduate students applying or working under special arrangements are required to conform to Senate regulations for graduate students. However, there are additional regulations which concern only those applying or working under special arrangements. Enquiries about these regulations should be directed to the Dean of Graduate Studies by January 1st of each year for admission to the fall semester.</p> <p>Students working under special</p>

### 1.3.5 Admission Under Special Arrangements

Exceptionally able applicants, who wish to work for a master's or doctoral degree outside or between existing programs at Simon Fraser University, may apply to work under special arrangements. A student applying for special arrangements must have a well-developed plan of studies in an area which can be shown to have internal coherence and academic merit, and in which the University has appropriate expertise and interests among its faculty members.

Graduate students applying or working under special arrangements are required to conform to senate regulations for graduate students. However, there are additional regulations which concern only those applying or working under special arrangements. Enquiries about these regulations should be directed to the dean of graduate studies by January 1st of each year for admission to the fall semester.

Students working under special arrangements may be required to take a selection of courses from existing programs. Other courses open to special arrangements students are:

SAR 895-3 Special Topics - to be selected by the student and the supervisory committee.

SAR 896-6 Special Topics - to be selected by the student and the supervisory committee.

SAR 897-5 Special Topics - to be selected by the student and the supervisory committee.

Special arrangements master's and doctoral

arrangements may be required to take a selection of courses from existing programmes. Other courses open to special arrangements students are:

SAR 895-3 Special Topics - to be selected by the student and the supervisory committee.

SAR 896-6 Special Topics - to be selected by the student and the supervisory committee.

SAR 897-5 Special Topics - to be selected by the student and the supervisory committee.

Special arrangements master's and doctoral thesis work are assigned the following numbers:

SAR 898 Master's Thesis

SAR 899 PhD Thesis

1.3.5.a Cohort Special Arrangements Cohort-based Special Arrangements programmes are designed to meet the educational needs of specific student groups in fulfilling the requirements for a master's degree where these needs cannot be met within existing programmes. Each programme will integrate studies from across two or more departments, schools or faculties and will involve a curriculum and requirements recommended by each programme's Graduate Programme Committee and approved by the Senate Graduate Studies Committee. Students may undertake this degree programme only through specific admission to the cohort programme. Admission criteria, degree requirements and any other special conditions for a particular cohort special arrangements programme must be approved in advance by the Senate

<p>thesis work are assigned the following numbers:</p> <p>SAR 898 Master's Thesis</p> <p>SAR 899 PhD Thesis</p>	<p>Graduate Studies Committee; these may not be below the minimum admission and degree requirements of regular graduate programmes. In some instances, tuition fees may differ from the regular graduate fee schedule published in the Calendar, and will be announced separately.</p>
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Current	Proposed
<p>1.3.6 Admission as a Qualifying Student Normally, qualifying students will be working either to improve cumulative grade point averages in order to meet the minimum University requirement, or to make up deficiencies in their backgrounds to satisfy the graduate program committee in their area of interest. An applicant may be recommended for admission as a qualifying student when it is expected that the admission requirements for a master's or a doctoral program can be met through the satisfactory completion of no more than 30 credit hours of specified courses. A qualifying student who has completed the make-up work may then apply under 1.3.3 or 1.3.4 for admission to a master's or doctoral program.</p> <p>The minimum University requirements for admission as a qualifying student are as follows.</p> <p>a) a bachelor's degree, or the equivalent</p> <p>b) submitted evidence of academic ability, usually in the form of references from qualified referees</p>	<p>1.3.6 Admission as a Qualifying Student Normally, qualifying students will be working either to improve cumulative grade point averages in order to meet the minimum University requirement, or to make up deficiencies in their backgrounds to satisfy the Graduate Programme Committee in their area of interest. An applicant may be recommended for admission as a qualifying student when it is expected that the admission requirements for a master's or a doctoral programme can be met through the satisfactory completion of no more than 30 credit hours of specified courses. A qualifying student who has completed the make-up work may then apply under 1.3.3 or 1.3.4 for admission to a master's or doctoral programme.</p> <p>The minimum University requirements for admission as a qualifying student are as follows.</p> <p>a) a bachelor's degree, or the equivalent</p> <p>b) submitted evidence of academic ability, usually in the form of references from qualified referees.</p> <p>Admission as a qualifying student does not guarantee future admission to a master's or doctoral programme unless the offer of admission states that satisfying specific requirements within a specific period of time will result in automatic admission to</p>

	<p>the programme.</p> <p>Normally a student will be admitted with qualifying status for a maximum of one year (three consecutive semesters).</p>
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Current	Proposed
<p><b>1.3.7 Admission as a Special Student</b> Normally, a special student at the graduate level is a person who has at least a bachelor's degree, or the equivalent, who wishes to take specified courses but is not seeking a degree from this University. A special student will not be permitted to enrol only in undergraduate courses.</p> <p>Transcripts of previous university work (or proof of obtaining a degree) will be required at the time of application, but letters of reference will not necessarily be required. Application may be through the graduate program committee in the department in which the student wishes to work. Permission is required from the instructor in each course.</p> <p>No credit will be given towards any degree offered by the University for courses taken as a special student except, under unusual circumstances, on petition to the senate graduate studies committee.</p>	<p><b>1.3.7 Admission as a Non-degree Student</b> Normally, a non-degree student at the graduate level has at least a bachelor's degree, or the equivalent, is admitted in order to take specified courses, but is not seeking a degree from this University. A non-degree student will not be permitted to enrol in undergraduate courses.</p> <p>Application is through the Graduate Programme Committee in the department in which the student wishes to work; applicants are advised to contact the department before submitting an application (see 1.3.1). Transcripts of previous university work (or proof of obtaining a degree) will be required at the time of application, but letters of reference will not necessarily be required.</p> <p>No credit will be given towards any degree offered by the University for courses taken as a non-degree student except, under unusual circumstances, on petition to the Senate Graduate Studies Committee.</p>

Current	Proposed
<p><b>1.3.8 Conditional Admission</b> A student who wishes to apply in any of the above categories can be given conditional admission before all the conditions for admission have been met. In that case, the student is admitted conditionally upon fulfilling certain specified requirements.</p>	<p><b>1.3.8 Conditional Admission</b> Conditional admission may be offered to an applicant who is substantially ready to undertake a programme but who has not completed all admission requirements at the time of application. An offer of conditional admission will specify the remaining requirements to be met and a limited time period within which the requirements must be met. Normally, the</p>

	requirements must be fulfilled either prior to registering in the programme, or within the first semester of registration.
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Current	Proposed
<p>1.3.9 Admission as an Exchange Student Bona fide graduate students at other universities who wish to take courses at Simon Fraser University, not leading to a degree at this University, will be admitted on the recommendation of the chair of the department (or equivalent officer) and the dean of graduate studies at the other university, and with the permission of the appropriate graduate program committee and the dean of graduate studies at Simon Fraser University.</p>	<p>1.3.9 Admission as an Exchange Student Bona fide graduate students at other universities who wish to take courses at Simon Fraser University, not leading to a degree at this University, will be admitted to take specific graduate courses on the recommendation of the chair of the department (or equivalent officer) and the Dean of Graduate Studies at the other university, and with the permission of the appropriate Graduate Programme Committee and the Dean of Graduate Studies at Simon Fraser University.</p>

Current	Proposed
<p>1.3.10 Application for Admission Application forms may be obtained from the Office of the Registrar or from any graduate program committee. The completed forms should be returned to the department in which the student wishes to enrol at least three months before the semester in which the student wishes to register. However, students are advised to check with the appropriate department as to the prevailing application deadlines for the graduate program in which they are interested.</p> <p>Admission of master's or doctoral students is by resolution of the senate graduate studies committee or, for students entering under special arrangements, on the recommendation of the senate graduate studies committee.</p> <p>Decisions on admissions made by the senate graduate studies committee shall be final. Final approval of admission for</p>	<p>1.3.10 Application for Admission Application forms may be obtained from the Office of the Registrar, from the Dean of Graduate Studies website, or from any department. Completed forms and accompanying materials must be submitted to the department before the deadline specified by the department. Applicants are advised to check with the appropriate department as to the prevailing application procedures and deadlines for the graduate programme in which they are interested. Applicants are advised that deadlines for applications for awards and teaching assistantships may be earlier than the deadlines for application to a graduate programme.</p> <p>All decisions on graduate admissions are made by the Senate Graduate Studies Committee, on recommendation from Graduate Programme Committees. Decisions on admissions shall be final. Final approval of admission for non-degree</p>

special students or exchange graduate students is by the dean of graduate studies provided that all the conditions of such admission have been met.	students or exchange graduate students is by the Dean of Graduate Studies.
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Current	Proposed
<p>1.3.11 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.</p> <p>a) no course work taken for the first degree shall count towards the second.</p> <p>b) none of the research done for the first degree shall be used for the second.</p> <p>c) none of the time spent in residence for the first degree shall count towards the residence for the second degree.</p>	<p>1.3.11 Application to Take a Second Master's or Doctoral Degree Students who have a master's or a doctoral degree (either from Simon Fraser University or another university) can apply to take a second master's or doctoral degree under the following constraints.</p> <p>a) no course work taken for the first degree shall count towards the second.</p> <p>b) none of the research done for the first degree shall be used for the second.</p> <p>c) none of the time spent in residence for the first degree shall count towards the residence for the second degree.</p>

Current	Proposed
<p>1.3.12 English Language Competence English is the language of instruction and communication in the University. Accordingly, an applicant whose primary language is not English or whose previous education has been conducted in another language must demonstrate command of English sufficient to pursue graduate studies in the chosen field. Applicants normally will be required to achieve a satisfactory score on a standardized English test acceptable to the University. This test must include a writing component. The Test of English as a Foreign Language (TOEFL) combined with the Test of Written English (TWE) are acceptable for this purpose. The IELTS (International English Language Testing System) is also acceptable. The minimum University</p>	<p>1.3.12 English Language Competence English is the language of instruction and communication in the University. Accordingly, an applicant whose primary language is not English or whose previous education has been conducted in another language must demonstrate command of English sufficient to pursue graduate studies in the chosen field. Applicants normally will be required to achieve a satisfactory score on a standardized English test acceptable to the University. This test must include a writing component. The Test of English as a Foreign Language (TOEFL) combined with the Test of Written English (TWE) are acceptable for this purpose. The IELTS (International English Language Testing System) is also acceptable. The minimum University</p>

<p>requirements for test scores is TOEFL 570 (computer based score is 230), TWE 5 and IELTS overall band score of 7.0; some graduate programs have higher requirements, as described elsewhere in this Calendar.</p> <p>Further details about the above tests may be obtained from the following.</p> <p>TOEFL and TWE - Education Testing Service, CN 6151, Princeton, NJ, 08541-6151 USA</p> <p>Other acceptable English tests - Director of Admissions, Office of the Registrar, Simon Fraser University</p>	<p>requirements for test scores is TOEFL 570 (computer based score is 230), TWE 5 and IELTS overall band score of 7.0; some graduate programmes have higher requirements, as described elsewhere in this Calendar.</p> <p>Further details about the above tests may be obtained from the following.</p> <p>TOEFL and TWE - Education Testing Service, CN 6151, Princeton, NJ, 08541-6151 USA</p> <p>Other acceptable English tests - Director of Admissions, Office of the Registrar, Simon Fraser University</p>
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Current	Proposed
<p>1.4 Registration</p> <p>1.4.1 Date of Entry University regulations permit graduate students to enter programs at the beginning of any semester. However, some programs require students to start in a specific semester.</p> <p>1.4.2 Registration Registration occurs in the month preceding the start of each semester and must be completed by the Friday preceding the start of classes; see the Academic Calendar of Events. New students are allowed an additional two weeks to finalize their registration, without financial penalty. The course or research-related work for which the student registers must have the approval of the chair of the graduate program committee and of his/her senior supervisor, once the senior supervisor is appointed. In addition, registration for courses taken outside the student's department must have the approval of the course instructor. Students going on leave are required to register (see 1.8.4).</p>	<p>1.4 Registration</p> <p>1.4.1 Date of Entry University regulations permit graduate students to enter programmes at the beginning of any semester, unless a programme requires students to start in a specific semester.</p> <p>1.4.2 Registration Registration begins two months before the start of each semester and must be completed by the Friday preceding the start of classes; see the Academic Calendar of Events. New students are allowed an additional two weeks to finalize their registration, without financial penalty. The course or research-related work for which the student registers must have the approval of the chair of the Graduate Programme Committee and of his/her senior supervisor, once the senior supervisor is appointed. In addition, registration for courses taken outside the student's department must have the approval of the course instructor. Students</p>

<p><b>1.4.3 Registration in Discontinuous Programs</b> Students who are enrolled in programs which are designed to be discontinuous are not required to go on leave during the semester or sessions in which 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 programs, the normal leave regulations apply (see 1.8.4).</p> <p><b>1.4.4 Continuity of Registration</b> With the exception of students in discontinuous programs, all are required to register in every semester from admission until all requirements for the degree have been fulfilled. This includes students registered on leave. A student who does not register is considered to have withdrawn from the University. (See 1.8.4 for regulations on student leave.)</p>	<p>going on leave are required to register (see 1.8.4).</p> <p><b>1.4.3 Continuity of Registration</b> With the exception of students in discontinuous programmes, all are required to register in every semester until all requirements for the degree have been fulfilled. This includes students registered on leave. A student who does not register is considered to have withdrawn from the University. (See 1.8.4 for regulations on student leave.)</p> <p><b>1.4.4. Registration in Discontinuous Programmes</b> Students who are enrolled in programmes which are designed to be discontinuous are not required to register on leave during the semester or sessions in which the programme does not run, nor to register during those semesters. However, if they have to miss one or more of the semesters in which they are expected to register, the normal leave regulations apply (see 1.8.4). Programmes currently designated as discontinuous are M.A. (Liberal Studies), M.Eng., and MRM.</p>
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Current	Proposed
<p><b>1.4.5 Part Time Study</b> A number of graduate programs have been approved, by the relevant graduate program committee, for part time study. They are listed below.</p> <p>archaeology (MA; PhD)</p> <p>biological sciences (MPM)</p> <p>business administration (Executive MBA)</p> <p>communication (MA; PhD)</p> <p>economics (MA; PhD)</p>	<p><b>1.4.5 Part Time Study</b> A number of graduate programmes have been approved, by the relevant Graduate Programme Committee, for part time study. They are listed below.</p> <p>archaeology (MA; PhD)</p> <p>biological sciences (MPM; MET)</p> <p>business administration (Executive MBA, MBA(MOT))</p> <p>communication (MA; PhD)</p>



<p>education (MA; MSc; MEd)</p> <p>engineering Science (MEng)</p> <p>English (MA; PhD)</p> <p>French (MA)</p> <p>history (MA)</p> <p>liberal studies (MA)</p> <p>mathematics and statistics (MSc, PhD)</p> <p>physics (MSc, PhD)</p> <p>political science (MA, PhD)</p> <p>publishing (MPub)</p> <p>resource and environment management (MRM)</p> <p>Latin American studies (MA)</p> <p>special arrangements (MA; PhD)</p> <p>women's studies (MA)</p> <p>The list of approved programs is subject to change.</p> <p>A student in a graduate program may enrol part time or in a co-op semester if all the following requirements are satisfied in that semester:</p> <p>a) that program has been approved by senate for part time study or co-op respectively, and</p> <p>b) the student enrolls in one course only or co-op, and</p> <p>c) the student is not working on his or her</p>	<p>economics (MA; PhD)</p> <p>education (MA; MSc; MEd)</p> <p>engineering Science (MEng)</p> <p>English (MA; PhD)</p> <p>French (MA)</p> <p>history (MA)</p> <p>Latin American studies (MA)</p> <p>liberal studies (MA)</p> <p>mathematics (MSc, PhD)</p> <p>physics (MSc, PhD)</p> <p>political science (MA, PhD)</p> <p>publishing (MPub)</p> <p>resource and environment management (MRM)</p> <p>statistics and actuarial science (MSc, PhD)</p> <p>special arrangements (MA; PhD)</p> <p>women's studies (MA)</p> <p>The list of approved programmes is subject to change.</p> <p>A student in a graduate programme may enrol part time if all the following requirements are satisfied in that semester:</p> <p>a) that programme has been approved by Senate for part time study or for Co-operative Education (see 1.4.7) respectively, and</p> <p>b) the student enrolls in one course only or</p>
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<p>thesis, project, or extended essays, and</p> <p>d) the student will spend no more than 50% of his or her productive time on his or her graduate studies.</p> <p>The application to enrol part time or in a co-op program must be approved by the student's senior supervisor and the chair of the departmental graduate program committee.</p> <p>A part time enrolment is considered to be the equivalent of one half a full time equivalent (FTE) enrolment. The time limit for degree completion may reflect part time status; (see 1.12.)</p>	<p>in Co-operative Education, and</p> <p>c) the student is not working on his or her thesis, project, or extended essays.</p> <p>The application to enrol part time must be approved by the student's senior supervisor and the chair of the departmental Graduate Programme Committee.</p> <p>A part time enrolment is considered to be the equivalent of one half a full time equivalent (FTE) enrolment. The time limit for degree completion may reflect part time status; (see 1.12.). Registration as a part-time student may affect the total fee paid for a graduate programme (see Graduate Fees).</p>
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Current	Proposed
<p><b>1.4.6 Course Audit</b></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, if the student fulfills the requirements agreed to by the student and instructor at the time of registration. Minimally, these requirements comprise regular attendance at class meetings, completion of readings and participation in class activities. Audited courses will not count toward degree requirements.</p>	<p><b>1.4.6 Course Audit</b></p> <p>Graduate students may audit graduate courses, with permission of the instructor, the senior supervisor and the graduate programme chair of the student's department. Such audits are recorded as AU on the student's transcript.</p> <p>Prior to registration, 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>

Current	Proposed
<p><b>1.4.7 Co-operative Education</b></p> <p>Co-operative education integrates work experience and graduate studies. The name reflects the co-operative relationship among the University, employer and</p>	<p><b>1.4.7 Co-operative Education</b></p> <p>Co-operative education integrates work experience and graduate studies. The name reflects the co-operative relationship among the University, employer and</p>

student. Practical experience from work terms is related to the student's major interests within the graduate program. A number of graduate programs have been approved, by the relevant graduate program committee, for co-operative education (co-op). These are listed below.

chemistry (MSC)

business administration (daytime MBA)

mathematics and statistics (MSc)

resource and environmental management (MRM)

The list of approved programs is subject to change.

The application to enrol in co-op is subject to the approval of the student's supervisory committee and the graduate program committee. Each department has a specific course for the co-op work term or practicum.

If the co-op work term is the only course in which the student is registered and if the student is not working on his or her thesis, projects, etc., the registration status could be 'co-op' or 'full time,' at the student's option. Otherwise, the student would be required to register full time. The co-op registration fee is listed in the Graduate Fee Schedule and is counted as one half a fee unit toward the fee units required for the degree. If registered co-op, the only other fees payable would be the student activity fee and, if applicable, the graduation fee.

student. Practical experience from work terms is related to the student's major interests within the graduate programme. A number of graduate programmes have been approved, by the relevant Graduate Programme Committee, for co-operative education (co-op). These are listed below.

business administration (specialist MBA)

chemistry (MSC)

economics (MA)

environmental toxicology (MET)

mathematics (MSc)

resource and environmental management (MRM)

statistics and actuarial science (MSc)

The list of approved programmes is subject to change. In addition, some faculties may permit co-op work terms for individual students on a case-by-case basis. Interested students should consult the co-op coordinator.

The application to enrol in co-op is subject to departmental approval. Each department has a specific course for the co-op work term or practicum.

If the co-op work term is the only course in which the student is registered and if the student is not working on his or her thesis, projects, etc., the registration status can be 'part-time' or 'full time,' at the student's option. Otherwise, the student is required to register full time. The co-op registration fee is listed in the Graduate Fee Schedule and is counted as one half a fee unit toward the fee units required for the degree. If registered only in co-op, the only other fees

	<p>payable would be the student activity fee and, if applicable, the graduation fee.</p> <p>Students who choose to register “part-time” while on a co-op semester should be aware that part-time registration may affect the total fees paid for their graduate programme (see Graduate Fees).</p>
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Current	Proposed
<p><b>1.5 Academic Standing</b>  <b>1.5.1 Normal Grading System</b>  Normally, for grading at the graduate level in the University, the following grades are used.</p> <p>A = 4.00 points  A- = 3.67 points</p> <p>B+ = 3.33 points  B = 3.00 points</p> <p>B- = 2.67 points  C = 2.00 points</p> <p>F = 0 points</p> <p>A student must maintain a cumulative grade point average (CGPA) of 3.0. The CGPA is the cumulative average of the grade points earned in the Simon Fraser University graduate courses taken towards a master's or doctoral degree.</p> <p>When a student is working on a thesis, extended essay or project as part of the requirements for the degree, the notation of IP (in progress) shall be entered on the transcript. IP is not a grade and is not used in calculating the student's CGPA.</p> <p>In exceptional circumstances, the grade for</p>	<p><b>1.5 Academic Standing</b>  <b>1.5.1 Normal Grading System</b>  The following grades are used at the graduate level in the University.</p> <p>A+ = 4.33 points (in use since 2002-3)  A = 4.00 points  A- = 3.67 points</p> <p>B+ = 3.33 points  B = 3.00 points  B- = 2.67 points</p> <p>C+ = 2.33 points (in use since 2002-3)  C = 2.00 points</p> <p>F = 0 points</p> <p>A student in a master's or doctoral programme must maintain a cumulative grade point average (CGPA) of 3.0 in courses taken at Simon Fraser University.</p> <p>A student in a diploma programme must maintain a cumulative grade point average (CGPA) of 2.5 in courses taken at Simon Fraser University. Courses graded on a satisfactory/unsatisfactory basis are not included in the grade point average.</p> <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</p>

a course may be deferred. This shall be entered as DE in the student's record. If the grade is not received by the assistant director, graduate studies by the last day for submitting grades in the next semester, the DE grade will automatically be converted to an F. When the grade for a course is not deferred and no grade is received by the assistant director, graduate studies, the notation N will be placed in the student's record. For the purposes of calculating the CGPA, N counts for 0 points.

#### 1.5.2 GN Notation

The notation GN (grade not reported) may be used if circumstances beyond the control of the University make it impossible for grades to be assigned for a course. The notation has no numerical equivalent and does not affect either the semester grade point average or cumulative grade point average.

#### 1.5.3 Satisfactory/Unsatisfactory Grading (S/U)

A department, recommending through the standard channels to senate, with senate approval, may require that a designated course be graded satisfactory/unsatisfactory (S/U) for all students in the course.

An individual student may request to take a course on an S/U basis by applying to the supervisory committee. If that committee concurs, the request will be submitted to the graduate program committee for final approval. If the course is outside the student's department, the approval of the other graduate program committee must also be obtained.

Having registered in a course on any grading basis, a student may not change to another grading basis for that course.

None of the student's minimum course

in calculating the student's CGPA.

In exceptional circumstances, the grade for a course may be deferred for a specified period determined by the course instructor. This shall be entered as DE in the student's record. If the grade is not received by the Assistant Director, Graduate Studies by the last day of the first month of the next semester, the DE grade will automatically be converted to an F. When the grade for a course is not deferred and no grade is received by the Assistant Director, Graduate Studies, the notation N will be placed in the student's record. For the purposes of calculating the CGPA, N counts for 0 points.

#### 1.5.2 GN Notation

The notation GN (grade not reported) may be used if circumstances beyond the control of the University make it impossible for grades to be assigned for a course. The notation has no numerical equivalent and does not affect either the semester grade point average or cumulative grade point average.

#### 1.5.3 Satisfactory/Unsatisfactory Grading (S/U)

With the approval of Senate Graduate Studies Committee, a department may require that a designated course be graded satisfactory/unsatisfactory (S/U) for all students in the course.

An individual student may request to take a course on an S/U basis by applying to the supervisory committee. If that committee concurs, the request will be submitted to the Graduate Programme Committee for final approval. If the course is outside the student's department, the approval of the other Graduate Programme Committee must also be obtained.

<p>work requirement under 1.7.3 may be taken S/U. Neither an S nor a U will count in the CGPA, but the grade received shall be recorded on the transcript.</p>	<p>Having registered in a course on any grading basis, a student may not change to another grading basis for that course.</p> <p>None of the student's minimum course work requirement under 1.7.2 or 1.7.4 may be taken S/U. Neither an S nor a U will count in the CGPA, but the grade received shall be recorded on the transcript.</p>
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Current	Proposed
<p><b>1.5.4 CGPA Required For Continuation and Graduation</b> A graduate student is required to maintain a CGPA of at least 3.0. Failure to do so is evidence of unsatisfactory progress and the matter will be considered by the graduate program committee as required under the Procedure for the Review of Unsatisfactory Progress in regulation 1.8.2.</p> <p>Under no circumstances will a student, whose CGPA is below 3.0, be awarded a graduate degree.</p>	<p><b>1.5.4 CGPA Required For Continuation and Graduation</b> A student in a master's or doctoral programme is required to maintain a CGPA of at least 3.0. A student in a graduate diploma programme is required to maintain a CGPA of at least 2.5. Failure to meet the minimum CGPA is evidence of unsatisfactory progress and the matter will be considered by the Graduate Programme Committee as required under the Procedure for the Review of Unsatisfactory Progress in regulation 1.8.2.</p>
<p><b>1.5.5 Graduate Students Retaking a Course</b> A graduate student may retake a course under the following conditions.</p> <p>a) when the same numbered course covers different material in different semesters (many special topics and directed readings courses are of this nature).</p> <p>b) when the student wishes to improve the grade earned in the course permission of the graduate program committee is required.</p> <p>Under a), both grades are recorded on the student's transcript, and the grade and the credit hours credit for both iterations of the course are used for the calculation of the CGPA and towards the credit hours required for the degree. Under b), both</p>	<p>Under no circumstances will a student with a CGPA below 3.0 be awarded a graduate degree.</p> <p>Under no circumstances will a student with a CGPA below 2.5 be awarded a graduate diploma.</p> <p><b>1.5.5 Graduate Students Retaking a Course</b> A graduate student may retake a course under the following conditions.</p> <p>a) when the same numbered course covers different material in different semesters. (Many special topics and directed readings courses are of this nature).</p> <p>b) when the student wishes to improve the grade earned in the course. Permission of the Graduate Programme Committee is</p>

<p>grades are recorded on the student's transcript with the notation that the course was retaken to improve the grade. However, only the better grade is used in calculating the CGPA and the credit hours credit for the course are used only once towards the requirements for the degree.</p> <p>A student must indicate at the time of registration under which of the two conditions the course is being retaken. The correctness of this indication must be certified by the chair of the graduate program committee.</p>	<p>required.</p> <p>Under a), both grades are recorded on the student's transcript, and the grade and the credit hours for both iterations of the course are used for the calculation of the CGPA and towards the credit hours required for the degree. Under b), both grades are recorded on the student's transcript with the notation that the course was retaken to improve the grade. However, only the better grade is used in calculating the CGPA and the credit hours for the course are used only once towards the requirements for the degree.</p> <p>A student must indicate at the time of registration under which of the two conditions the course is being retaken. The correctness of this indication must be certified by the chair of the Graduate Programme Committee.</p>
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1.6 Supervision

1.6.1 General

When a graduate student has been admitted, the Graduate Programme Committee will exercise general supervision and counselling for the student through the chair of the Graduate Programme Committee or a faculty member designated by the chair, until a senior supervisor has been appointed.

1.6.2 Supervision of a Qualifying Student

A qualifying student comes under the general supervision of the Graduate Programme Committee, exercised through the chair of that committee or a faculty member designated by the chair.

Current	Proposed
<p>1.6.3 Senior Supervisor In consultation with the student, the Graduate Programme Committee will appoint a senior supervisor as soon as possible after admission to the graduate programme. Normally, this appointment shall be made no later than the beginning</p>	<p>1.6.3 Senior Supervisor In consultation with the student, the Graduate Programme Committee will appoint a senior supervisor as soon as possible after admission to the graduate degree programme. Normally, this appointment shall be made no later than the</p>

<p>of the third semester of full time equivalent enrolment after the student's admission, although in certain circumstances, and with the permission of the Dean of Graduate Studies, the appointment can be made later. The senior supervisor is the person principally responsible for supervising the student throughout the degree programme. A senior supervisor must hold the rank of assistant professor or above.</p> <p>A senior supervisor who is planning to be off campus for any length of time shall arrange for proper supervision of the student during this absence. The Graduate Programme Committee and the Dean of Graduate Studies shall be informed in writing of the arrangement.</p>	<p>beginning of the second semester of full time equivalent enrolment after the student's admission, although with the permission of the Senate Graduate Studies Committee, departments may define a later date. The senior supervisor is the person principally responsible for supervising the student throughout the degree programme. A senior supervisor must hold the rank of assistant professor or above at Simon Fraser University</p> <p>A senior supervisor who is planning to be off campus for more than three months shall arrange for proper supervision of the student during this absence. The Graduate Programme Committee and the Dean of Graduate Studies shall be informed in writing of the arrangement.</p> <p>A senior supervisor is not required for students in a graduate diploma programme. The Director of a diploma programme is responsible for roles normally assigned to the senior supervisor (e.g. advising students, signing forms).</p>
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Current	Proposed
<p><b>1.6.4 Supervisory Committee</b> In degree programmes in which there is a requirement for a thesis, a project or extended essays, a supervisory committee, constituted as described below, must be established. For students in other programmes, the senior supervisor alone may comprise the supervisory committee.</p> <p>Where a supervisory committee requires members in addition to the senior supervisor, the senior supervisor, in consultation with the student, shall recommend the composition of the supervisory committee. In such cases, the supervisory committee consists of the senior supervisor and at least one other faculty member. For degrees designated by</p>	<p><b>1.6.4 Supervisory Committee</b> A supervisory committee is not required for students in graduate diploma programmes.</p> <p>In degree programmes in which there is a requirement for a thesis, a project or extended essays, a supervisory committee, constituted as described below, must be established. For students in Master's degree programmes that culminate in a field or comprehensive examination the senior supervisor alone may comprise the supervisory committee.</p> <p>Where a supervisory committee requires members in addition to the senior supervisor, the senior supervisor, in consultation with the student, shall</p>



senate as professional degrees, the other member(s) of the committee may be other suitably qualified person(s). This recommendation shall be made during the same semester in which the senior supervisor is appointed. Recommendations of supervisory committees that include persons who are not faculty members should be accompanied by their brief curriculum vitae. The composition of the supervisory committee, for which the senior supervisor is chair, shall be approved by the Graduate Programme Committee and sent to the Dean of Graduate Studies for final approval. It shall be sent to the faculty graduate studies for information.

For degrees designated by senate as professional degrees, the other member(s) of the committee may be other suitably qualified person(s). This recommendation shall be made during the same semester in which the senior supervisor is appointed. The composition of the supervisory committee, for which the senior supervisor is chair, shall be approved by the Graduate Programme Committee and sent to the Dean of Graduate Studies for final approval. It shall be sent to the faculty graduate studies committee for information.

The supervisory committee is responsible for helping the student develop a programme of study leading to a degree and reporting on the progress of the student's work. The committee shall be available for consultation.

recommend the composition of the supervisory committee. The supervisory committee consists of the senior supervisor and at least one other person. Normally, this recommendation shall be made during the same semester in which the senior supervisor is appointed

For degrees designated by Senate as professional degrees, the other member(s) of the committee may be other suitably qualified person(s). For other graduate degrees at least one member of the committee (in addition to the senior supervisor) must be a faculty member or an adjunct professor or a research associate at Simon Fraser University. Other member(s) of the supervisory committee may be other suitably qualified person(s). A recommendation for a supervisory committee that includes a person who is not a faculty member at Simon Fraser University should be accompanied by a curriculum vitae of that person.

The composition of the supervisory committee, for which the senior supervisor is chair, shall be approved by the Graduate Programme Committee and sent to the Dean of Graduate Studies for final approval. It shall be sent to the Faculty Graduate Studies Committee for information.

The supervisory committee is responsible for helping the student develop a programme of study leading to a degree and for reporting to the Graduate Programme Committee at least once a year on the student's progress towards completing the degree requirements. The supervisory committee shall be available to the student for consultation on a regular basis.

Current	Proposed
<p><b>1.6.5 Change in the Supervisory Committee</b> Continuity of supervision is important in all graduate work. As a consequence, a change in supervisory committee, especially a change in senior supervisor, may be made only on the basis of strong reasons.</p> <p>A request for a change in the supervisory committee may come from the student, any member of the supervisory committee or any member of the Graduate Programme Committee. It shall be sent to the Graduate Programme Committee accompanied by the reasons, in writing, for the proposed change. If the Graduate Programme Committee concurs in the request, it shall be sent to the Dean of Graduate Studies for final approval.</p>	<p><b>1.6.5 Change in the Supervisory Committee</b> Continuity of supervision is important in all graduate work. As a consequence, a change in supervisory committee, especially a change in senior supervisor, may be made only on the basis of strong reasons.</p> <p>A request for a change in the supervisory committee may come from the student or any member of the supervisory committee. It shall be sent to the Graduate Programme Committee accompanied by the reasons, in writing, for the proposed change. If the Graduate Programme Committee concurs in the request, it shall be sent to the Dean of Graduate Studies for final approval.</p>

Current	Proposed
<p><b>1.6.6 Human Subjects Ethics Review</b> All research involving human subjects must be directed for review and approval, to the university ethics review committee. Copies of the policy (R20.01), procedures and forms for this review may be obtained from the department or the Dean of Graduate Studies.</p>	<p><b>1.6.6 Human Subjects Ethics Review</b> All research plans involving human subjects must receive ethics approval. Copies of the policy (R20.01), procedures and forms for this review may be obtained from the Office of Research Services or from the University web site (<a href="http://www.sfu.ca/policies/research/index.htm">http://www.sfu.ca/policies/research/index.htm</a>).</p>

Current	Proposed
<p><b>1.7 Residence and Course Requirements</b></p> <p><b>1.7.1 Requirements for the Graduate Diploma</b></p>	<p><b>1.7 Residence and Course Requirements</b> Minimum course work requirements are defined in 1.7.1, 1.7.2 and 1.7.4. See 1.7.6 for regulations concerning courses taken at other institutions. There is a residence requirement for all doctoral programmes (see 1.7.3).</p> <p><b>1.7.1 Requirements for the Graduate Diploma</b></p>

There is no residence requirement. Candidates must complete the University minimum requirement of 22 credit hours of graduate course work. A Graduate Programme Committee may require graduate or undergraduate work in addition to the minimum requirements, either on an individual basis or, with Senate ratification, for all students in the programme.

#### 1.7.2 Residence Requirement for the Master's Degree

The aim of the residence requirement is that the student spend a period of time in contact with faculty members and with other students. To this end, the student shall be registered in a master's programme at the University for a minimum of three full time equivalent semesters. Semesters of part time registration will be counted as one half of a full time semester; on leave semesters will not count toward this minimum. No part of the minimum may be waived for work performed before admission to the University as a master's students.

#### 1.7.3 Course Requirements for the Master's Degree

Master's candidates must complete the University minimum requirement of 30 credit hours work in one of the following ways.

- a) successfully complete a minimum of 12 credit hours of graduate course work and submit an original thesis
- b) successfully complete a minimum of 20 credit hours of graduate course work and submit at least two extended essays, or a project
- c) successfully complete a minimum of 30 credit hours of graduate course work and pass a final examination

There is no residence requirement for the Graduate Diploma. Candidates must complete the University minimum requirement of 22 credit hours of graduate course work. A Graduate Programme Committee may require graduate or undergraduate work in addition to the minimum requirements, either on an individual basis or, with Senate ratification, for all students in the programme.

#### 1.7.2 Course Requirements for the Master's Degree

Master's candidates must complete the University minimum in one of the following ways.

- a) successfully complete a minimum of 12 credit hours of graduate course work and submit a thesis;
- b) successfully complete a minimum of 20 credit hours of graduate course work and submit at least two extended essays, or a project;
- c) successfully complete a minimum of 30 credit hours of graduate course work and pass a final examination;

Depending on the requirements of the programme, all three alternatives may not be available. A Graduate Programme Committee may require work in addition to the minimum requirements, either on an individual basis or, with senate ratification for all students in its programme.

The following constraints apply to the minimum course work requirement.

One half of the minimum course work of the departmental degree requirements must be taken at this University.

On the recommendation of the Graduate Programme Committee and approval of the senate graduate studies committee, up to one half of the departmental minimum may be transfer credit from another institution.

None of the University minimum may be taken on an S/U basis.

None of the University minimum may be courses taken in order to qualify for admission.

None of the University minimum may be undergraduate courses.

A graduate student may apply to take one or more courses at another university for credit towards a degree at Simon Fraser University. 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 Programme Committee and be sent to the senate graduate studies committee for final approval. No more than one half of the minimum course work requirement for the master's degree may be taken at another university. While taking a course/courses at another university under

Not all of these options are available for every programme. A Graduate Programme Committee may require work in addition to the minimum requirements either on an individual basis or, with Senate ratification, for all students in its programme.

these provisions, the student shall maintain normal registration at this University, not registration on leave.

#### 1.7.4 Residence Requirement for the Doctoral Degree

The aim of the residence requirement is that the student spend a period of time in contact with faculty members and other students. To this end, the student shall be registered in a doctoral programme at the University for a minimum period as follows.

a) doctoral students entering the programme with a master's degree shall be in residence for five full time equivalent semesters.

b) doctoral students entering the programme with a bachelor's degree shall be in residence for eight full time equivalent semesters.

c) students who have transferred to the doctoral programme from the master's degree programme at Simon Fraser University without completing the master's degree, shall be in residence for a total of eight full time equivalent semesters, at least five of which must be in a doctoral programme.

Semesters of part time registration will be counted as one half of a full time semester; on leave semesters will not count toward this minimum. No part of the minimum may be waived for work performed before admission to the University as a master's or doctoral student.

#### 1.7.5 Course Requirements for the Doctoral Degree

There are no University course requirements for the doctoral degree. However, a student's supervisory

#### 1.7.3 Residence Requirement for the Doctoral Degree

The aim of the residence requirement is that the student spend a period of time in contact with faculty members and with other students. Doctoral students must register for a minimum of five semesters. On leave semesters will not count toward this minimum.

#### 1.7.4 Course Requirements for the Doctoral Degree

There are no University course requirements for the doctoral degree. However, a student's supervisory

<p>committee, Graduate Programme Committee or the Faculty Graduate Studies Committee may require a student to take specified courses or credit hours as part of the degree programme.</p> <p><b>1.7.6 Doctoral Thesis</b> All doctoral programmes require a doctoral thesis based on substantial original research.</p>	<p>committee, Graduate Programme Committee or the Faculty-Graduate Studies Committee may require a student to take specified courses or credit hours as part of the degree programme.</p> <p><b>1.7.5 Doctoral Thesis</b> All doctoral programmes require a doctoral thesis based on substantial original research.</p> <p><b>1.7.6 Courses in Master's and Doctoral Programmes</b></p> <p>The following rules apply to the minimum course work requirement.</p> <p>One half of the minimum course work of the University or departmental degree requirements must be taken at this University.</p> <p>None of the University minimum may be taken on an S/U basis.</p> <p>None of the University minimum may be courses taken in order to qualify for admission.</p> <p>None of the University minimum may be undergraduate courses.</p> <p>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.</p> <p>(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 Programme Committee and be sent to the Dean of Graduate Studies for final approval.</p> <p>(b) While taking a course/courses at another university under these provisions, the student shall maintain</p>
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	<p>normal registration at this University, not registration on leave.</p> <p>A graduate student may apply to have credit for graduate courses taken prior to admission applied to the requirements for the degree, under the following conditions.</p> <ul style="list-style-type: none"> <li>(a) courses must have been taken within two years of starting the SFU programme</li> <li>(b) courses may not have been used to earn another credential and may not have been taken as part of a qualifying year</li> <li>(c) application for advance credit must be made at the time of application for admission, and must be approved by the Graduate Programme Committee and the Dean of Graduate Studies</li> </ul>
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Current	Proposed
<p>1.8 Progress, Withdrawal and Leave Master's and Doctoral Students</p> <p>1.8.1 Progress Evaluation</p> <p>At least once each year, the supervisory committee will report on the student's progress. This report will be sent, in writing, to the Graduate Programme Committee with a copy to the student. The evaluation of student progress in coursework will rely in part on their maintenance of a CGPA of 3.0, as required by graduate regulation 1.5.4.</p> <p>1.8.2 Procedure for Review of Unsatisfactory Progress</p> <p>If a student's progress appears to be unsatisfactory, the supervisory committee or the chair of the Graduate Programme Committee shall make a written report to the Graduate Programme Committee. That committee shall consider whether or not the student's progress has been satisfactory. Should the student's progress be found to</p>	<p>1.8 Progress, Withdrawal and Leave</p> <p>1.8.1 Progress Evaluation</p> <p>For Master's and Doctoral students, the supervisory committee shall report on the student's progress at least once each year. This report will be sent, in writing, to the Graduate Programme Committee with a copy to the student. The evaluation of student progress in coursework will rely in part on their maintenance of a CGPA of 3.0, as required by graduate regulation 1.5.4.</p> <p>For Graduate Diploma students a progress review will be initiated if the CGPA drops below 2.5.</p> <p>1.8.2 Review of Unsatisfactory Progress</p> <p>If a student's progress appears to be unsatisfactory, the supervisory committee or the chair of the Graduate Programme Committee shall make a written report to the Graduate Programme Committee, and provide a copy to the student. That committee shall consider whether the student's progress has been satisfactory. Should the student's progress be found to</p>

<p>be unsatisfactory, the committee, on consultation with the supervisory committee, if one has been appointed, may:</p> <p>a) require the student to withdraw, or</p> <p>b) inform the student of the unsatisfactory progress and require the student to improve in specific ways in a specific amount of time.</p> <p>The student concerned has the right to appear before the Graduate Programme Committee when the case is considered, and may submit any materials relevant to the case. A student who is required to withdraw shall be informed, in writing, with copies to the Dean of Graduate Studies and the assistant director, graduate studies. If required to improve within a specific amount of time, the student shall be informed, in writing, as to what precisely is required, with copies to the Dean of Graduate Studies and the assistant director, graduate studies.</p> <p>Any decision of the Graduate Programme Committee under the provisions of this section may be appealed to the senate graduate studies committee through the Dean of Graduate Studies. The student has the right to appear before the senate graduate studies committee when the case is heard. The decision of that committee shall be final.</p>	<p>be unsatisfactory, the Graduate Programme Committee, on consultation with the supervisory committee, if one has been appointed, may:</p> <p>a) require the student to withdraw, or</p> <p>b) inform the student of the unsatisfactory progress and require the student to improve in specific ways in a specific period of time.</p> <p>The student concerned has the right to appear before the Graduate Programme Committee when the case is considered, and may submit any materials relevant to the case. A student who is required to withdraw shall be informed in writing, with copies to the Dean of Graduate Studies and the Assistant Director, Graduate Studies. If required to improve within a specific period of time, the student shall be informed in writing as to what precisely is required, with copies to the Dean of Graduate Studies and the Assistant Director, Graduate Studies.</p> <p>Any decision of the Graduate Programme Committee under the provisions of this section may be appealed to the Senate Graduate Studies Committee through the Dean of Graduate Studies. The student has the right to appear before the Senate Graduate Studies Committee when the case is heard. The decision of that committee shall be final.</p>
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Current	Proposed
<p>1.8.3 Withdrawal from Courses and from the University Permission of the senior supervisor and the chair of the Graduate Programme Committee is required to withdraw from a course. If the senior supervisor is not yet appointed, permission of the chair of the</p>	<p>1.8.3 Withdrawal from Courses and from the University Permission of the senior supervisor and the chair of the Graduate Programme Committee is required to withdraw from a course. If the senior supervisor is not yet appointed, or if the student is in a graduate</p>



<p>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.</p> <p>Under extenuating circumstances, a student may withdraw from a course without academic penalty during the tenth to the 12th 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 (PhD Research) or a similar course may be added, as appropriate. The permission of the senior supervisor and the chair of the Graduate Programme Committee is required.</p> <p>A student may withdraw from the University at any time by notifying the chair of the Graduate Programme Committee and the assistant director, graduate studies.</p> <p>A student who has withdrawn from the University and who wishes to re-enter shall apply for permission under the same conditions as any other applicant.</p>	<p>diploma programme, permission of the chair of the Graduate Programme Committee is required. If such permission is granted, a student may withdraw from a course without academic penalty up to the end of the 9<sup>th</sup> week of classes in any semester.</p> <p>Under extenuating circumstances, a student may withdraw from a course without academic penalty during the 10<sup>th</sup> to the 12<sup>th</sup> 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 (PhD Research) or a similar course may be added, as appropriate. Permission of the senior supervisor and the chair of the Graduate Programme Committee is required.</p> <p>A student may withdraw from the University at any time by notifying the chair of the Graduate Programme Committee and the Assistant Director, Graduate Studies.</p> <p>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.</p>
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Current	Proposed
<p>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 if both of the following conditions are satisfied.</p> <p>a) a situation arises which makes it necessary or desirable to interrupt the</p>	<p>1.8.4 Application to go on Leave It is desirable that a graduate degree or diploma involve several consecutive semesters of uninterrupted study or research. However, a student may apply to go on leave if both of the following conditions are satisfied.</p> <p>a) a situation arises which makes it necessary or desirable to interrupt the work, and</p> <p>b) no substantial use will be made of</p>

<p>work, and</p> <p>b) no substantial use will be made of University facilities.</p> <p>Permission to register on leave must be approved by the student's supervisory committee and the Graduate Programme 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. A student who does not register is considered to have withdrawn from the University.</p>	<p>University facilities.</p> <p>Permission to register on leave must be approved by the student's supervisory committee and the Graduate Programme Committee. Students on leave are required to register during the normal registration period for each semester by indicating on leave status when registering.</p> <p>Students who wish to register on leave for more than three sequential semesters must submit a written explanation for all subsequent on-leave registrations. Such applications require approval from the Dean of Graduate Studies.</p> <p>1.8.5 Failure to Register A student who does not register is considered to have withdrawn from the University.</p>
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Current	Proposed
<p>1.9 Preparation for Examinations Master's Students</p> <p>1.9.1 Examining Committee for a Master's Degree Candidate</p> <p>Each candidate for a master's degree shall be examined on the thesis, extended essays or project. Each examining committee shall have the following minimum composition.</p> <p>a) the chair of the student's graduate program committee, or his/her designate, who shall be a non-voting chair of the examining committee. If the chair of the graduate program committee is also on the student's supervisory committee, he/she shall designate a member of faculty at this University, who is not a member of the student's supervisory committee, as chair.</p> <p>b) all members of the student's supervisory committee.</p>	<p>1.9 Preparation for Examinations Master's Students</p> <p>1.9.1 Examining Committee for a Master's Degree Candidate</p> <p>Each candidate for a master's degree shall be examined on the thesis, extended essays or project. With the exception of designated "professional" master's programmes (see 1.10.6), each examining committee shall have the following minimum composition.</p> <p>a) the chair of the student's graduate program committee, or his/her designate, who shall be a non-voting chair of the examining committee. If the chair of the graduate program committee is also on the student's supervisory committee, he/she shall designate a member of faculty at this University, who is not a member of the student's supervisory committee, as chair.</p>

<p>c) a member of faculty at the university, or a person otherwise suitably qualified, who is not a member of the student's supervisory committee. For those seeking a degree under special arrangements, this person shall be from outside the University.</p>	<p>b) all members of the student's supervisory committee.</p> <p>c) a member of faculty at the university, or a person otherwise suitably qualified, who is not a member of the student's supervisory committee. For those seeking a degree under special arrangements, this person shall be from outside the University.</p>
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Current	Proposed
<p>1.9.2 Preparation for Examination of Master's Thesis Preparation for the examination of a master's thesis shall not take place until the thesis is substantially complete and in the format laid down in In Preparation of Thesis, Extended Essays and Project: Regulations and Guidelines (revised February 1997).</p> <p>At least six weeks before the proposed date for the thesis examination, the candidate's supervisory committee shall make a recommendation concerning the date of the thesis examination and the composition of the examining committee in conformity with 1.9.1. This recommendation, which shall include the thesis title and an abstract, shall be sent to the graduate program committee for final approval and to the assistant director, graduate studies in the Office of the Registrar for entry into the University's records. The examining committee composition shall reach the assistant director, graduate studies at least one month before the examination date. At this time, the chair of the graduate program committee will notify the University community of the intended time and place of the examination.</p> <p>Unbound copies of the completed thesis shall be given to the chair of the examining committee for distribution to that</p>	<p>1.9.2 Preparation for Examination of Master's Thesis Preparation for the examination of a master's thesis shall not take place until the thesis is substantially complete and in the format laid down in Preparation of Thesis, Extended Essays and Project: Regulations and Guidelines (revised February 1997).</p> <p>The candidate's supervisory committee shall make a recommendation to the chair of the Graduate Programme Committee concerning the date, place and time of the thesis examination and the composition of the examining committee in conformity with 1.9.1. Upon approval of the chair of the Graduate Programme Committee, this recommendation, with the thesis title and abstract, shall be sent to the assistant director, graduate studies in the Office of the Registrar for entry into the University's records. The examining committee composition shall reach the assistant director, graduate studies at least four weeks before the examination date. At this time, the chair of the graduate program committee will notify the University community of the intended time and place of the examination.</p> <p>At least two weeks before the date of the thesis examination unbound copies of the completed thesis shall be distributed to the examining committee by the Chair of the</p>

<p>committee, and one copy shall be made generally available for inspection by interested members of faculty and students. The completed thesis shall be distributed no later than two weeks before the examination date.</p> <p>At least ten days before the examination, the chair of the graduate program committee shall notify the candidate, the examining committee, the dean or deans of faculty concerned, and the assistant director, graduate studies of the date, place and time of the thesis examination; this date shall not be earlier than the originally proposed date. If the date or place has been changes, the chair of the graduate program committee will notify the University community.</p> <p>The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.</p>	<p>Graduate Programme Committee, and one copy shall be made generally available for inspection by interested members of faculty and students. Department rules may require earlier submission of the completed thesis.</p> <p>If the date or place of the examination has been changed, the chair of the Graduate Program Committee will notify the University community.</p> <p>The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.</p>
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**Doctoral Students**

**1.9.3 Examining Committee for Doctoral Thesis**

Each candidate for a doctoral degree shall be examined on the thesis. Each examining committee shall have the following minimum composition:

- a) the chair of the graduate program committee, or designate, who shall be a non-voting chair of the examining committee. If the chair of the graduate program committee is also on the student's supervisory committee, he shall designate a member of faculty at the University, who is not a member of the student's supervisory committee, as chair.
- b) all members of the student's supervisory committee;
- c) a member of faculty at the University or a person otherwise suitably qualified, who is not a member of the student's supervisory committee;
- d) an external examiner who shall be specifically qualified in the field of the thesis and not be a member of faculty at the University.

Current	Proposed
1.9.4 Preparation for Examination of	1.9.4 Preparation for Examination of

**Doctoral Thesis**

Preparation for the examination of a doctoral thesis shall not take place until the thesis is substantially complete and in the format laid down in In Preparation of Thesis, Extended Essays and Project: Regulations and Guidelines (revised February 1997).

At least eight weeks before the proposed date for the thesis examination the candidate's supervisory committee shall make a recommendation concerning the composition of the examining committee (in conformity with 1.9.3) and the date of the thesis examination. This recommendation, which shall also include the thesis title, an abstract of the thesis, and a short biography of the proposed external examiner, shall be sent to the graduate program committee, then to the Office of the Dean of Graduate Studies for consideration by the senate graduate studies committee. The recommendation must reach the Office of the Dean of Graduate Studies at least six weeks before the examination date. After the recommendation is approved, the dean of graduate studies shall formally invite the external examiner and provide information on the examination date and procedures.

Unbound copies of the completed thesis shall be given to the chair of the examining committee for distribution to that committee. A copy of the thesis shall also be made generally available for inspection by interested faculty members and students. The completed thesis shall be thus distributed no later than one month before the examination date and in no case prior to the approval of the examining committee by the senate graduate studies committee. The chair of the examining committee shall inform the dean of graduate studies in writing when the thesis has been

**Doctoral Thesis**

Preparation for the examination of a doctoral thesis shall not take place until the thesis is substantially complete and in the format laid down in Preparation of Thesis, Extended Essays and Project: Regulations and Guidelines (revised February 1997).

The candidate's supervisory committee shall make a recommendation to the Chair of the Graduate Programme Committee concerning the composition of the examining committee (in conformity with 1.9.3) and the date, place and time of the thesis examination. Upon approval of the chair of the Graduate Programme Committee, this recommendation, with the thesis title, abstract, and curriculum vitae of the external examiner shall be sent to the Dean of Graduate Studies for final approval. The examining committee composition shall reach the Dean of Graduate Studies at least six weeks before the examination date. At this time, the chair of the Graduate Programme Committee will notify the University community of the intended time and place of the examination.

After the recommendation is approved, the Dean of Graduate Studies shall formally invite the external.

Unbound copies of the completed thesis shall be distributed to the examining committee by the Chair of the Graduate Programme Committee after approval of the examining committee and thesis examination arrangements by the Dean and at least four weeks before the date of examination. The chair of the examining committee shall inform the Dean of Graduate Studies in writing when the thesis has been distributed. Department rules may require earlier submission of the completed thesis.

distributed.	The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.
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Current	Proposed
<p>1.9.5 The Role of the External Examiner The external examiner shall be chosen as a distinguished scholar with particular experience in the field of the thesis research. The examiner shall be free from potential conflict of interest which may arise, for example, from research collaboration with the student or prospective employment of the student. Whether the external examiner will participate in person or in absentia, including the possibility of a conference telephone connection or similar means, will be determined by the dean of graduate studies who will take into account the departmental views.</p> <p>The external examiner shall be asked to report on the thesis, to the dean of graduate studies only, before the examination. The report, which should indicate whether the examiner believes the thesis is ready for defence, shall be sent to the chair of the examining committee, by the dean of graduate studies, for distribution to all members of the examining committee before the examination. In cases when the examiner finds the thesis ready for defence, the report will otherwise be kept confidential until after the examination; in other cases, the report need not be kept confidential. Once the examination has taken place, and if the thesis is passed, the external examiner shall send a brief report to the senior supervisor which indicates the general quality of the thesis. That report (which may be either a copy of the initial report to the dean of graduate studies or a report prepared after the thesis defense) shall accompany the recommendation for</p>	<p>1.9.5 The Role of the External Examiner The external examiner should be a distinguished scholar with particular expertise in the field of the thesis research. The examiner shall be free from potential conflict of interest which may arise, for example, from research collaboration with the student or prospective employment of the student. Whether the external examiner will participate in person or in absentia, including the possibility of a conference telephone connection or similar means, will be determined by the Dean of Graduate Studies who will take into account the departmental views.</p> <p>The external examiner shall be asked to report on the thesis, to the Dean of Graduate Studies only, before the examination. If the report states that the thesis is ready for defence, a copy shall be sent to the chair of the examining committee by the Dean of Graduate Studies for distribution to all members of the examining committee before the examination. The contents of the report will not be communicated to the student. If the report recommends that the examination be postponed, the Dean shall send a copy to the chair of the examining committee, the senior supervisor and the chair of the Graduate Programme Committee. The chair of the Graduate Programme Committee and the senior supervisor will inform the student of the content of the report. Following discussions with the student and the supervisory committee, the chair of the Graduate Programme Committee shall report to the Dean whether the examination</p>

<p>award of the degree.</p> <p>In the event of examination in absentia, the report of the external examiner should be quite extensive and give a specific recommendation as to whether or not the thesis ought to pass, fail, or be subject to revision as under 1.10.2. The report shall be copied, by the dean of graduate studies, to the chair of the examining committee, for distribution to all members of the examining committee before the examination. Specific questions raised by the external examiner in that report shall be directed to the candidate during the examination.</p>	<p>will take place as scheduled or be postponed.</p> <p>Once the examination has taken place, and if the thesis is passed, the external examiner shall send a brief report to the senior supervisor which indicates the general quality of the thesis. That report (which may be either a copy of the initial report to the Dean of Graduate Studies or a report prepared after the thesis defense) shall accompany the recommendation for award of the degree.</p> <p>In the event of examination in absentia, the report of the external examiner should be quite extensive and give a specific recommendation as to whether the thesis ought to pass, fail, or be subject to revision as under 1.10.2. The report may contain specific questions the external examiner would like posed to the candidate. The report shall be copied, by the Dean of Graduate Studies, to the chair of the examining committee, for distribution to all members of the examining committee before the examination. Specific questions raised by the external examiner in that report shall be directed to the candidate during the examination by members of the examining committee selected by the chair of the examining committee .</p>
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1.9.6 Notification of Doctoral Thesis Examination

At least ten days before the proposed examination, the chair of the graduate program committee will notify the candidate, the examining committee, the dean or deans of faculty concerned and the Dean of Graduate Studies of the date, place and time of the thesis examination; this date shall not be earlier than the originally proposed date. The Dean of Graduate Studies will notify the University community.

Current	Proposed
1.10 Examinations Master's and Doctoral Students 1.10.1 Thesis Examination	1.10.1 Thesis Examination The candidate shall give an oral account of the research on which the thesis is based

<p>The candidate shall give an oral account of the research on which the thesis is based and defend the thesis itself. The candidate must be prepared to answer questions on the field of the research and related fields.</p> <p>Thesis examinations are open to the University community. Copies of the thesis abstract shall be made available to all those attending the examination. The chair of the examining committee shall allow proper opportunity for questions on the thesis to come from persons who are not members of the examining committee but are attending the examination. The dean of graduate studies or designate shall have the right to attend all phases of the examination.</p>	<p>and defend the thesis itself. The candidate must be prepared to answer questions on the field of the research and related fields.</p> <p>Thesis examinations are open to the University community. Copies of the thesis abstract shall be made available to all those attending the examination. The chair of the examining committee shall allow proper opportunity for questions on the thesis to come from persons who are not members of the examining committee but are attending the examination. The dean of graduate studies or designate shall have the right to attend all phases of the examination.</p> <p>After the chair of the examining committee is satisfied that all relevant questions have been answered, the examining committee shall meet <i>in camera</i> to classify the thesis.</p>
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Current	Proposed
<p>1.10.2 Classification of the Thesis There are four possible outcomes of the thesis defence.</p> <p>1) the thesis may be passed as submitted</p> <p>2) the thesis may be passed on the condition that minor revisions be completed to the satisfaction of the senior supervisor</p> <p>3) the examining committee may defer making judgement if it judges that the thesis could pass after additional work by the candidate. A thesis upon which judgement is deferred shall come forward for re-examination within a period specified by the examining committee. The examining committee may require formal re-examination under section 1.10.1 or may reach its decision by examination of the revised thesis. The examining committee may not defer judgement a second time.</p>	<p>1.10.2 Classification of the Thesis There are four possible outcomes of the thesis defence.</p> <p>1) the thesis may be passed as submitted.</p> <p>2) the thesis may be passed on the condition that revisions be completed to the satisfaction of the senior supervisor.</p> <p>3) the examining committee may defer making judgement if it judges that the thesis could pass after additional work by the candidate. A thesis upon which judgement is deferred shall come forward for re-examination within a period specified by the examining committee. The examining committee may require formal re-examination under section 1.10.1 or may reach its decision by examination of the revised thesis. The examining committee may not defer judgement a second time.</p>



<p>4) the thesis may be failed. In this case, the candidate is required to withdraw from the University.</p> <p>The decision of the examining committee is by simple majority vote except that, in the cases of doctoral candidates or candidates enrolled under special arrangements, the committee may not pass a thesis or defer its judgement on a thesis without the concurrence of the external examiner. A decision to pass the thesis or to defer making judgement may not be reached on a tie vote of the examining committee. If at first a majority vote to pass the thesis cannot be reached, and subsequently, if a majority vote to defer judgement cannot be reached, the thesis will be failed.</p>	<p>4) the thesis may be failed. In this case, the candidate is required to withdraw from the University.</p> <p>The decision of the examining committee is by simple majority vote except that, in the cases of doctoral candidates or candidates enrolled under special arrangements, the classification of the thesis may not be at a higher level than that of the external examiner. A decision to pass the thesis or to defer making judgement may not be reached on a tie vote of the examining committee. If at first a majority vote to pass the thesis cannot be reached, and subsequently, if a majority vote to defer judgement cannot be reached, the thesis will be failed.</p>
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### 1.10.3 Recommendation for the Award of the Degree

When a student has successfully defended the thesis and made any minor revisions required, the supervisory committee shall recommend award of degree. This recommendation goes for approval respectively to the Graduate Program Committee, the Faculty Graduate Studies Committee, the Senate Graduate Studies Committee and Senate, which has the final authority to award the degree.

The title of the thesis, extended essays, professional paper and projects will be recorded on the student's transcript.

### 1.10.4 Submission of the Thesis to the Library

If the examining committee has required minor revisions to a thesis, these will be completed as soon as possible after the examination and checked by the senior supervisor. Two unbound copies of the final draft of the completed thesis shall be sent to the library together with a memorandum from the senior supervisor certifying that all required revisions have been made. These two copies will be bound, catalogued and retained by the library, one for the general collection and one for the University archives. graduate program committees may also require not more than two bound copies for departmental files and these should be submitted for binding at the same time.

When the library representative of the dean of graduate studies has checked the thesis and accepted the format, the representative will notify the registrar. No degree will be approved by senate until the registrar has been so notified.

Master's Students

1.10.5 Examination of Extended Essays submitted in Partial Fulfillment of Degree Requirements

Examination for an extended essay shall be as for the examination of a master's thesis. The extended essay of a successful candidate shall be deposited in the library in the same format as for a thesis.

1.10.6 Examination of Projects Submitted in Partial Fulfillment of Degree Requirements

For degrees designated 'professional degrees' by senate (presently executive MBA, day MBA, MEd, MPM, MRM, MEng, MPub) the project will be examined in ways designated by the appropriate faculty graduate studies committee and the dean of graduate studies.

Examination of projects for all other graduate programs shall be as for the examination of theses with the following exceptions: when the project is either live, taped or filmed, only one presentation is required for examination, and only one recording is required for deposition in the library. The one copy deposited in the library shall be the property of the University. The student shall have the right to copy the original, and the right to borrow it for external showing at the discretion of the librarian.

1.11 Publication of Thesis

When the thesis is submitted to the library, the student shall authorize the copying and publication of the thesis as follows.

1.11.1 Partial Copyright License

Except as noted in 1.11.3, the student shall sign a partial copyright license which grants to the University the right to lend the thesis to users of the library, and to make partial or single copies for such users. Multiple copying is not permitted without written permission from the author except that, if the author is unobtainable, the dean of graduate studies may give this permission.

Current	Proposed
<p>1.11.2 Microfilming                      Except as noted in 1.11.3, the student shall sign an agreement form authorizing The National library to microfilm the thesis and to sell microfilm copies on request.</p>	<p>1.11.2 Reproduction                      Except as noted in 1.11.3, the student shall sign an agreement form authorizing the National Library of Canada to reproduce the thesis and to sell copies on request.</p>

Current	Proposed
<p>1.11.3 Postponement of Publication                      The thesis may be withheld from circulation and from copying for a period of six months from the date of defence of the thesis, in order to protect patentable material, pending application, or where</p>	<p>1.11.3 Postponement of Publication                      The results of research conducted at Simon Fraser University should be available freely to the public, and it is expected that theses will be placed in the Library immediately following final revisions. It is the</p>

immediate commercial publication is in view. In unusual cases this period might be extended for a further six months. At the time of the thesis defence, a thesis withholding document requesting and authorizing such delay shall be signed by the student, the senior supervisor, and the dean of graduate studies. The official copies of the thesis and all pertinent forms shall be deposited in the library along with the withholding document. A copy of the thesis shall not be sent to the National Library during the restricted period but the abstract of the doctoral thesis shall be sent to Dissertation Abstracts International with the period of restriction duly noted.

responsibility of graduate students to ensure that this policy is communicated clearly to relevant individuals and organizations outside the university prior to the initiation of any research project.

A thesis may be withheld from circulation and from copying for a period of twelve months from the date of defence of the thesis, in order to protect confidential commercial information, patentable material, pending application, or where immediate commercial publication is anticipated. No extensions to this time limit will be permitted. At the time of the thesis defence, a thesis withholding document requesting and authorizing such delay shall be signed by the student, the senior supervisor, and the Dean of Graduate Studies. The official copies of the thesis and all pertinent forms shall be deposited in the library along with the withholding document. A copy of the thesis shall not be sent to The National Library of Canada during the restricted period but the abstract of the doctoral thesis shall be sent to Dissertation Abstracts International with the period of restriction duly noted.

Under exceptional circumstances, portions of a thesis may be withheld from the pre-defence copy of the thesis that is made available to faculty members and students (see 1.9.2 and 1.9.4). This procedure must be authorized by the Dean of Graduate Studies well before the distribution of the thesis. The Dean must ensure that only the most confidential material is withheld from the thesis, and that the overall content of the thesis is not lost.

#### 1.11.4 Publication of the Thesis by the Student

None of the clauses above preclude the student from publishing the thesis in any form at any time.

## 1.12 Maximum Time for Completion of the Requirements for the Degree

### 1.12.1 General

The maximum times for completion given below are not intended to be the normal times for completion. They are intended to take into account a wide variety of extraordinary circumstances and events that may delay completion. Individual departments may specify their expectations of normal degree completion times as a guide to determining whether a student's progress is satisfactory.

### 1.12.2 Master's Degree

A student shall complete all of the requirements for a master's degree within twelve semesters of full time equivalent (FTE) enrolment. In addition, all requirements of the master's degree must be completed within six calendar years of initial enrolment as a master's student.

### 1.12.3 Doctoral Degree

A student shall complete all the requirements for a doctoral degree within eight calendar years of initial enrolment as a doctoral student or, in the case of a student who has transferred from a master's program into the doctoral program without completing the master's degree, within eight calendar years of initial enrolment as a master's student.

Current	Proposed
<p>1.12.4 Readmission Under exceptional circumstances and with the recommendation of the departmental graduate program committee concerned, a student who did not complete the degree requirements within the maximum time, and who was thus required to withdraw, may be readmitted for one semester only to complete those requirements. Final approval for readmission is by the dean of graduate studies.</p>	<p>1.12.4 Readmission Under exceptional circumstances and with the recommendation of the Chair of the Graduate Program Committee, a student who did not complete the degree requirements within the maximum time, and who was thus required to withdraw, may be readmitted for one semester only to complete those requirements. Final approval for readmission is by the Dean of Graduate Studies.</p>

## 1.13 Award of the Degree

### 1.13.1 Application for Graduation

Every candidate for a graduate degree is responsible for applying for graduation on forms available from the Office of the Registrar.

### 1.13.2 Award of the Degree

Award of the degree is by resolution of senate.

### 1.13.3 Transcripts

Certified official transcripts of the student's graduate academic record may be obtained from the Office of the Registrar. Only individually signed copies with the University seal are valid. For further information on cost refer to fees section.

#### 1.14 Convocation Ceremony

Convocation is held twice annually. Graduates from the previous fall and spring semesters convocate in early June, while graduates from the summer semester convocate in October.

#### 1.15 Class Interruption

Simon Fraser University makes reasonable efforts to ensure that its classes and courses of instruction proceed on a regular basis and without interruption. Faculty have certain discretion to cancel or change the timetable for their classes; they will endeavour to give reasonable notice of any cancellation or change. Simon Fraser University will not be responsible for cancellation or change of any class. Neither will Simon Fraser University be responsible for the consequences of interruption or termination of any class or course of instruction which results from fire, riot, labour disruption or any other event which occurs despite the University's efforts, or for failure to give notice of the interruption or termination.

Current	Proposed
<p><b>1.16 Graduate Student Appeals</b>  <b>Grades</b>            May be appealed to the instructor, department chair and, in some cases, faculty dean in accordance with academic policy T 20.01.</p> <p><b>Progress Evaluations</b>            May be appealed to the senate graduate studies committee (see 1.8.2.)</p> <p><b>Appeals</b>            Appeals of admission decisions are referred to the committee to review university admissions. Appeals of decisions on registration, withdrawal, graduation, entry/re-entry to a program or any matter relating to academic standing (other than review of unsatisfactory progress) are referred to the senate appeals board.</p> <p>Any decision of the graduate program committee under the provisions of general regulation 1.8.1 review of unsatisfactory</p>	<p><b>1.16 Graduate Student Appeals</b>            Graduate students are advised to seek informal resolution of problems through discussions with their supervisor, graduate programme chair, department chair or faculty dean, and the Dean of Graduate Studies.</p> <p><b>1.16.1 Grades</b>            May be appealed to the instructor, department chair and, in some cases, faculty dean in accordance with policy T20.01.</p> <p><b>1.16.2 Progress Evaluation</b>            May be appealed to the Senate Graduate Studies Committee (see 1.8.2.)</p> <p><b>1.16.3 Admission</b>            Applicants who meet or exceed minimum requirements for admission are not assured of admission to any graduate programme (see 1.3.1).            Normally, admission decisions may not be</p>

<p>progress may be appealed to the senate graduate studies committee through the dean of graduate studies.</p>	<p>appealed (see 1.3.10). In exceptional circumstances, unsuccessful applicants may appeal to the Committee to Review University Admissions. This committee will only review the fairness of admissions procedures and will not review an applicant's credentials.</p> <p>1.16.4 Other appeals Appeals of decisions on registration, withdrawal, graduation, entry/re-entry to a program or any matter relating to academic standing (other than review of unsatisfactory progress) are referred to the Senate Appeals Board.</p>
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