

SIMON FRASER UNIVERSITY

OFFICE OF THE VICE-PRESIDENT, ACADEMIC

MEMORANDUM

To: Senate
From: J. M. Munro, Chair
Senate Committee on Academic Planning
Subject: Graduate Regulations
Date: February 13, 1995

Action undertaken by the Senate Graduate Studies Committee and the Senate Committee on Academic Planning gives rise to the following motions:

Motion 1:

"That Senate approve ~~and recommend approval to the Board of Governors~~, as set forth in S.95 -16 , the change to graduate regulation 1.4.2 on Registration."

Motion 2:

"That Senate approve ~~and recommend approval to the Board of Governors~~, as set forth in S.95 -16 , the change to graduate regulations 1.7.1 and 1.7.3 on Residence Requirements."

J. M. Munro

SIMON FRASER UNIVERSITY
OFFICE OF THE DEAN OF GRADUATE STUDIES

Memorandum

TO: Senate Graduate Studies Committee

FROM: Bruce P. Clayman
Dean of Graduate Studies

SUBJECT: Registration

DATE: November 21, 1994

Several recent problem cases and some changes in procedures have highlighted the need to modify graduate regulation 1.4.2.

At present, students who wish to enroll in a graduate course - or in fact any course - outside their own department, need only to receive the approval of their own supervisor and Graduate Program Committee. This has sometimes created problems for either the student or the host department or both when the student is not qualified to enroll in the course or there is insufficient capacity in the course.

Graduate registration now takes place over an extended period prior to the start of the semester and may soon occur by tele-registration. This makes obsolete the wording of regulation 1.4.2. I propose the following changes to remedy these problems:

Present Regulation 1.4.2

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

Proposed Regulation 1.4.2

Registration occurs in the month preceding the start of each semester and must be complete by the Friday preceding the start of classes; the academic calendar of events is contained in the S.F.U. Calendar. 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).

This proposal will be on the agenda of the next meeting of the Senate Graduate Studies Committee.



SIMON FRASER UNIVERSITY
OFFICE OF THE DEAN OF GRADUATE STUDIES

Memorandum

TO: Senate Graduate Studies Committee

FROM: Bruce P. Clayman
Dean of Graduate Studies
and Vice President, Research

SUBJECT: Residence Requirements

DATE: November 19, 1994

With the advent of part-time registration, several graduate programs which are conducted largely away from the Burnaby and Harbour Centre campuses and the prospect of future programs that have significant distance education components, an examination of our residence requirements is in order. These are described in detail in sections 1.7.1 and 1.7.3 of the graduate regulations. In summary, Master's students are required to be in residence for at least three semesters and doctoral students for at least five (with a previous Master's) or eight (without). "Residence" is undefined other than implicitly in the phrase "undertaking study at this university." It was likely the intent of the authors of these regulations that students be in close personal contact with their supervisors, other faculty members and students for a period, so that they could absorb the 'culture' of their disciplines....in addition to learning the specific information and skills needed to complete their degrees.

Since 1985, no Master's student has completed the program in fewer than three semesters and no doctoral student has completed in fewer than seven. No student has requested transfer of time spent at another university toward SFU's residence requirement. With the increasing use of internet and other telecommunication, it is difficult and of questionable relevance, to monitor the extent to which a student is physically "at this university."

In view of this and discussion at the last SGSC meeting, I recommend a simplification and re-definition of our residence requirements:

- the present residence requirements, in terms of full semesters, as described above would be maintained.
- residence would be defined in terms of enrollment status only: a semester of part-time registration would be equivalent to one-half a semester of full-time registration; on-leave registration would not be counted toward the residence requirement.
- transferability of residence "credit" from other institutions would be eliminated.

The enclosed page shows the present and proposed new graduate regulations that reflect these recommendations. I will place this matter on the agenda of the next meeting of the Senate Graduate Studies Committee.

enclosure



Present Regulations:

1.7.1 Residence Requirement for the Masters Degree

The aim of the residence requirement is that a student spend a period of time in contact with faculty members and with other students at the University. To this end, a student shall be registered in an approved program and undertaking study at this University as a Masters student for a minimum of three semesters. Normally, this residence requirement will be fulfilled in consecutive semesters, but exceptions to this general rule are permitted for students registering in programs which are discontinuous by design (see 1.4.3) and for students who go on leave (see 1.8.4).

No part of the residence requirement may be waived for work performed before admission to the University as a Masters student.

Under exceptional circumstances, a Masters student at Simon Fraser University may apply for residence credit for work to be done off campus. Such applications shall be made at least one month before the beginning of the semester in which the student proposes to work off campus and shall be approved by the student's Supervisory Committee and Graduate Program Committee and shall be sent to the Senate Graduate Studies Committee for final approval. While doing work off campus under these provisions, the student shall maintain normal registration at this University, not registration on leave.

1.7.3 Residence Requirement for the Doctoral Degree

The aim of the residence requirement is that students spend a period of time in contact with faculty members and with other students at this University.

The following regulations apply.

- a) Doctoral students entering the program with a Masters degree shall be in residence for five semesters.
- b) Doctoral students entering the program with a Bachelors degree shall be in residence for eight semesters.
- c) students who have transferred to the Doctoral degree program from a Masters degree program at Simon Fraser University without completing a Masters degree, shall be in residence for eight semesters in the combined programs, at least five of which must be in the Doctoral degree program.

While in residence a student shall be registered in an approved program at Simon Fraser University. Normally, the residence requirement will be fulfilled in consecutive semesters but exceptions to this general rule are permitted for students who go on leave (see 1.8.4).

No part of the residence requirement may be waived for work performed before admission to the Doctoral degree program.

Under exceptional circumstances a Doctoral student at Simon Fraser University may apply for residence credit for work to be done off campus. Such applications shall be made at least one month before the beginning of the semester in which the student proposes to work off campus and shall be approved by the student's Supervisory Committee and Graduate Program Committee and sent to the Senate Graduate Studies Committee for final approval. While doing work off-campus under these provisions, the student shall maintain normal registration at this University, not registration on leave.

Proposed Regulations:

1.7.1 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 other students. To this end, the student shall be registered in a Master's program 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 Masters student.

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 other students. To this

end, the student shall be registered in a Doctoral program at the University for a minimum period as follows:

- a) Doctoral students entering the program with a Masters degree shall be in residence for five full-time equivalent semesters.
- b) Doctoral students entering the program with a Bachelors degree shall be in residence for eight full-time equivalent semesters.
- c) Students who have transferred to the Doctoral program from the Masters degree program at Simon Fraser University without completing the Masters degree, shall be in residence for a total of eight full-time equivalent semesters, at least five of which must be in the Doctoral program.

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 Masters or Doctoral student.