

SIMON FRASER UNIVERSITY

Office of the Vice-President, Academic

MEMORANDUM

To: Senate From: Dr. J. M. Munro
Chair, Senate Committee
on Academic Planning

Subject: Minimum CGPA Date: March 15, 1993

Action undertaken by the Senate Graduate Studies Committee and the Senate Committee on Academic Planning (SCAP 93 - 4) gives rise to the following motion:

Motion: "That Senate approve and recommend approval to the Board of Governors as set forth in S.93 - 23, the following change to Graduate Regulation 1.5.4

From: A graduate student is required to maintain a CGPA of at least 3.0. A student failing to maintain a CGPA of 3.0 is automatically dropped from the program and required to withdraw from the University unless the Supervisory Committee or the Chair of the Graduate Program Committee recommends continuation in the program. Such recommendation is made to the Graduate Program Committee which, if it concurs, sends it to the Faculty Graduate Studies Committee for approval.

To: 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."



SIMON FRASER UNIVERSITY

DEAN OF GRADUATE STUDIES

Memorandum

TO: Graduate Program Chairs

FROM: B.P. Clayman
Dean of Graduate Studies

SUBJECT: Minimum CGPA

DATE: November 16, 1992

Graduate Regulations require maintenance of a CGPA of at least 3.0. A student whose CGPA drops below this value is automatically dropped from the program unless the departmental Graduate Program Committee recommends continuation and the Faculty Graduate Studies Committee approves the recommendation; I know of no case in which a Faculty committee has turned back such a recommendation. There have been several cases in which the department has decided not to make such a recommendation and the student has appealed that decision. Because it is actually an appeal of a decision **not** to do something, such an appeal falls into an area of ambiguity.

I propose to remove that ambiguity and remove the need for action at the Faculty level (saving some unnecessary paperwork) by changing the regulations to make a CGPA of less than 3.0 evidence of unsatisfactory progress. The question of continuation would then be handled under Regulation 1.8.2 "Procedure for Review of Unsatisfactory Progress." This would be accomplished by the following change to the first paragraph of Regulation 1.5.4 as follows:

Present 1st Paragraph of Regulation 1.5.4:

"A graduate student is required to maintain a CGPA of at least 3.0. A student failing to maintain a CGPA of 3.0 is automatically dropped from the program and required to withdraw from the University unless the Supervisory Committee or the Chair of the Graduate Program Committee recommends continuation in the program. Such recommendation is made to the Graduate Program Committee which, if it concurs, sends it to the Faculty Graduate Studies Committee for final approval."

Proposed 1st Paragraph of Regulation 1.5.4:

"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."

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

c.c. M. McGinn
(for distribution with SGSC agenda)



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 Master's 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 Master's student.

Under exceptional circumstances, a Master's 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.

1.7.2 Course Requirements for the Master's Degree

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

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

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

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

Doctoral Students

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.

- Doctoral students entering the program with a Master's degree shall be in residence for five semesters.
- Doctoral students entering the program with a Bachelor's degree shall be in residence for eight semesters.
- students who have transferred to the Doctoral degree program from a Master's degree program at Simon Fraser University without completing a Master's 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.

1.7.4 Course Requirements for the Doctoral Degree

There are no University course requirements for the Doctoral degree. However, a student's Supervisory Committee, Graduate Program Committee or the Faculty Graduate Studies Committee, may require a student to take specified courses or semester hours as part of the degree program.

1.7.5 Doctoral Thesis

All Doctoral programs require a Doctoral thesis based on substantial original research.

1.8 Progress, Withdrawal and Leave

Master's and Doctoral Students

1.8.1 Progress Evaluation

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 Program Committee with a copy to the student.

1.8.2 Procedure for Review of Unsatisfactory Progress

If a student's progress appears to be unsatisfactory, the Supervisory Committee or the Chair of the Graduate Program Committee shall make a written report to the Graduate Program Committee. That Committee shall consider whether or not the student's progress has been satisfactory. Should the student's progress be found to be unsatisfactory, the Committee, on consultation with the Supervisory Committee, if one has been appointed, may:

- require the student to withdraw; or
- inform the student of the unsatisfactory progress and require the student to improve in specific ways in a specific amount of time.

The student concerned has the right to appear before the Graduate Program Committee when the case is considered, and may submit any material 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 of Graduate Studies.

Any decision of the Graduate Program 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.

1.8.3 Withdrawal from Courses and from the University

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

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

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

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.