

MEMO

Dean of
Graduate Studies

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TO: Senate

TEL

FROM Wade Parkhouse, Dean, Graduate Studies

RE General Graduate Regulation 1.5.1

[GS2012.05]

CC

DATE February 7, 2012

For informationActing under delegated authority at its meeting of 16 January 2012, the
SGSC approved the following revisions to GGR 1.5.1: [GS2012.05]**Effective Date is September 2012**

The purpose of the revision is to align the graduate and undergraduate grading practices in terms of the deadline for withdrawal without a transcript notation and to align the graduate and undergraduate policies governing the maximum extension permitted for a deferred grade.

In addition, an editorial change has been made to resolve an existing discrepancy in the graduate regulations related to the timing of a WD notation.

Senators wishing to consult a more detailed report of curriculum revisions may do so by going to Docushare:

<https://docushare.sfu.ca/dsweb/View/Collection-12682>

If you are unable to access the information, please call [778-782-3168](tel:778-782-3168) or email shelley_gair@sfu.ca.



OFFICE OF THE DEAN OF GRADUATE STUDIES

MEMO	
	To: The Senate Graduate Studies Committee
	From: Mary Ann Pope, Director, Graduate Admissions & Records
	Subject: Graduate General Regulation 1.5.1
	DATE: January 6, 2012

The purpose of the requested revision is to align the graduate and undergraduate grading practices in terms of the deadline for withdrawal without a transcript notation and to align the graduate and undergraduate policies governing the maximum extension permitted for a deferred grade.

In addition, an editorial change has been made to resolve an existing discrepancy in the graduate regulations related to the timing of a WD notation.

1.5.1 Normal Grading System

The following grades are used at the graduate level in the University.

A+ = 4.33 point (in use since 2002-3)
A = 4.00 points
A- = 3.67 points
B+ = 3.33 points
B = 3.00 points
B- = 2.67 points
C+ = 2.33 points (in use since 2002-3)
C = 2.00 points
F = 0 points
IP = 0 points
CO = 0 points
N = 0 points

A student in a master's or doctoral program must maintain a cumulative grade point average (CGPA) of 3.0 in courses completed at Simon Fraser University. The CGPA is the cumulative average of the grade points earned in the Simon Fraser University graduate courses completed towards a graduate diploma, or towards a master's or doctoral degree.

A student in a diploma program must maintain a cumulative grade point average (CGPA) of 2.5 in courses completed at Simon Fraser University. Courses graded on a satisfactory/unsatisfactory basis are not included in the grade point average.

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 in calculating the student's CGPA. When a thesis, extended essay or project is

completed, the notation CO shall be entered on the transcript. CO is not a grade and is not used 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 director, graduate records and admissions by the last day of the first month of the next term, the DE grade will automatically be converted to an F. DE grades may not be extended beyond this time limit. A DE grade may be changed to a WE if the student can provide medical documentation that they were unable to complete the work within the extended period because of illness. Upon request to the Dean of Graduate Studies a DE grade can be changed to a grade of IP and the course requirements completed in a subsequent term of registration. When the grade for a course is not deferred and no grade is received by the director, admissions and records, the notation N will be placed in the student's record. For the purposes of calculating the CGPA, N counts for 0 points.

A course that is dropped before the end of the second week of the term will not be recorded on the student's transcript. A course that is dropped within the third to eighth weeks (inclusive) will be recorded on the transcript with the notation WD. No course may be dropped after the end of the eighth week and before the end of the twelfth week, except in extenuating circumstances approved by the director, admissions and records. Courses dropped under extenuating circumstances will receive a WE notation. See Academic Dates for dates that apply each term. WD and WE grades carry no credit value and are not used in GPA calculations

FROM:

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A graduate student who fails to complete the required work in a course by the end of the term will receive a grade of 'N' or incomplete. For the purposes of calculating the CGPA, an N grade has a numeric value of 0.0.

Where circumstances warrant an extension to allow a student additional time to complete the course requirements the course instructor may defer the grade, in which case, a grade of DE shall be entered. All course work for such deferrals must be completed, and the course grade must be submitted, by the last day of the first month of the next semester. Students granted a DE grade are responsible for making satisfactory arrangements with their instructors for completion of outstanding course requirements. If the grade is not received by the deadline, the DE grade will be converted to an F.

In the case of illness or other extenuating circumstances, a deferral (DE) may be extended. Where illness is involved, a certificate from the student's physician is required. This certificate should indicate the dates and duration of the illness and should describe the impact it had on the student's ability to fulfill the academic requirements of the course, and any other information the physician considers relevant and appropriate. For exceptional

circumstances other than illness, appropriate documentation, depending on the situation, will be required. The course instructor and the graduate chair must approve the extension. The request for an extended deferral and supporting documentation must be submitted to the Office of Graduate Studies with a final deferral date. The maximum extension allowed is the end of the term following the term in which the course was taken. No extensions will be granted beyond one subsequent term. If a student is unable to complete the course work by the end of the term following the term of initial enrollment in the course due to extenuating circumstances in the subsequent term, a request for a course withdrawal under extenuating circumstances (WE), with the required documentation should be submitted to the Office of Graduate Studies. If a final grade has not been submitted and a request for a withdrawal from the course under extenuating circumstances has not been approved by the end of the term following the term in which the course was initially taken, the DE will be converted to an F.

A course that is dropped before the end of the ~~third second~~ week of the term will not be recorded on the student's transcript. A course that is dropped within the fourth to ninth ~~third to eighth~~ weeks (inclusive) will be recorded on the transcript with the notation WD. No course may be dropped after the end of the ~~eighth ninth~~ week and before the end of the ~~twelfth-week~~ semester, except in extenuating circumstances approved by the director, graduate admissions and records. Courses dropped under extenuating circumstances will receive a WE notation. See Academic Dates for dates that apply each term. WD and WE grades carry no credit value and are not used in GPA calculations.

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