

SM 11/9/67

Graduate degrees.

Paper S-37

Faculty of Arts

Procedure for Granting Degrees

1. Candidates apply for graduation at least seven weeks before the end of the semester in which they expect to complete the requirements for the degree.
2. Registrar sends to the departments transcripts of all students who have apparently completed the requirements for the degree.
3. Departments send documents of approved graduands to the Dean of Arts.
4. The Dean submits these documents to the Faculty of Arts Curriculum Committee (undergraduates) or the Faculty of Arts Graduate Studies Committee (graduates).
5. A list of students eligible to receive degrees will be circulated to the Faculty. (Documents will be available in the Dean's Office for consultation.)
6. If there are no objections the list will be forwarded to the Registrar for submission to Senate.

MEMORANDUM

Mr. D. P. Robertson, Secretary of Senate.	From K. E. Rieckhoff, Acting Dean of Science.
Subject Procedure for Granting Degrees.	Date July 26, 1967.

The procedure for granting degrees approved by the Faculty of Arts in its meeting of May 25, 1967, was reviewed by the Undergraduate and Graduate Curriculum Committees of the Faculty of Science. Some changes were agreed upon, and the amended procedure was recommended to the Faculty.

In the meeting of July 25, 1967, the Faculty of Science made further amendments and moved adoption by the Faculty of Science of the procedures for granting degrees with amendments agreed upon.

The above mentioned amended procedures are as follows:

1. Candidates apply for graduation at least seven weeks before the end of the semester in which they expect to complete the requirements for the degree.
2. Registrar sends to the departments transcripts of all students who have applied and have apparently completed the requirements for the degree.
3. Departments send documents of approved graduands to the Dean of Science.
4. The Dean submits these documents to the Faculty of Science Curriculum Committee (undergraduates) or the Faculty of Science Graduate Studies Committee (graduates).
5. A list of students eligible to receive degrees will be circulated to the Faculty. (Documents will be available in the Dean's Office for consultation.)
6. The list will be presented at the Faculty Meeting for formal approval.
7. A list of approved graduands will be forwarded to the Registrar for submission to Senate.

*K. E. Rieckhoff*  
K. E. Rieckhoff.

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SIMON FRASER UNIVERSITY

S-37

MEMORANDUM

*Grad. Degree*

Mr. P. Robertson  
Registrar  
Subject: Procedure for Granting Degrees

From: A. MacKinnon  
Dean of Education  
Date: June 28, 1967

SF3005-6

I can see no serious objection to the procedures suggested by the Faculty of Arts in the granting of degrees.

The procedure seems a little cumbersome but is perhaps quite essential in the Faculty.

*A. MacKinnon*