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**MEMORANDUM**

|                  |   |   |                   |
|------------------|---|---|-------------------|
| <b>ATTENTION</b> | Senate  | <b>DATE</b>   | November 14, 2019 |
| <b>FROM</b>      | Jeff Derksen,<br>Chair of Senate Graduate Studies<br>Committee (SGSC)   |  |                   |
| <b>RE:</b>       | Graduate General Regulation (GGR) Revisions: GGR 1.3, GGR 1.4, GGR 1.5, GGR 1.6, GGR 1.7, GGR 1.8 and GGR 1.9 |   |                   |

At its meetings of July 9, September 10, October 8 and November 5, 2019, SGSC reviewed and approved the revisions to GGR 1.3 (Admissions), GGR 1.4 (Enrollment), GGR 1.5 (Graduate Grading Systems and Policies), GGR 1.6 (Supervision), GGR 1.7 (Program Requirements), GGR 1.8 (Progress, Withdrawal and Leave) and GGR 1.9 (Preparation of Examinations). This gives rise to the following motions, effective **Summer 2020**.

**Motion 1:**

That Senate approve the revisions to GGR 1.3 (Admissions)

**Motion 2:**

That Senate approve the revisions to GGR 1.4 (Enrollment) and GGR 1.8 (Progress, Withdrawal and Leave)

**Motion 3:**

That Senate approve the revisions to GGR 1.5 (Graduate Grading Systems and Policies) and GGR 1.6 (Supervision)

**Motion 4:**

That Senate approve the revisions to GGR 1.7 (Program Requirements)

**Motion 5:**

That Senate approve the revisions to GGR 1.9 (Preparation of Examinations)



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MEMORANDUM

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ATTENTION Jeff Derksen, Chair of Senate  
Graduate Studies Committee (SGSC)  
FROM Krista Gerlich-Fitzgerald  
Associate Director, Admissions &  
Records, Graduate and Postdoctoral  
Studies

DATE May 16, 2019

RE: Graduate General Regulation (GGR) Revisions: 1.3 Admissions

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Graduate General Regulation 1.3 is being renumbered to create a logical order. Historically, as new regulations were created, they were added at the end of the regulation. The updated order is anticipated to help students, staff, and faculty to see all interconnected sections with ease instead of needing to re-read the entire 1.3 regulation with all 12 subsections. These revisions should be effective for **Summer 2020**. Please include them on the next SGSC agenda.

**Motion:**

That SGSC approve the revisions to GGR 1.3 Admissions.

## **Summary of changes**

### **1.3.1**

- Clarifying the date of entry refers to admission and not enrollment into a course.
- Highlighting the trimester system
- Adding information regarding deferrals and whose authorization is need for a deferral

### **1.3.2**

- Renumbering only

### **1.3.3**

- No revisions to the English language requirements, editorial changes to sentence structure.

### **1.3.4, 1.3.5 & 1.3.6a**

- The proposed revisions allow exceptional students with significant experience, instead of being limited to significant professional experience. If a student is admitted due to experience in lieu of academic background, a conditional admission will be used.
- Information regarding English language competence has been removed as it is replicated in previous GGR.

### **GGR 1.3.6b (Transfer to a Master's Program)**

- This is a new section from established practice. Having this policy as a standalone GGR will allow SFU students, faculty and staff find this information more easily.

### **GGR 1.3.7a (Admission to a Doctoral Program)**

- Removing sentences that are in other GGRs.

### **GGR 1.3.7b**

- Information is moved from GGR 1.3.7a to a separate GGR, for better search ability.

### **GGR 1.3.8-1.3.15**

- Renumbering and reordering.
- Removed GGR on Individualized Interdisciplinary Studies (INS) as INS now has an entry in the calendar.

## Revisions to GGR 1.3

| FROM   | TO  |
|--|---|
| <p><b>1.3.1 General</b></p> <p>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 <del>1.3.6</del>.</p> <p><del>For admission to post baccalaureate programs, refer to the undergraduate section of this Calendar.</del></p> <p><del>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 program's graduate secretary.</del></p> <p>Applicants 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 students whose interests are compatible with available resources and faculty expertise.</p> <p><b>1.3.2 Admission to a Graduate Diploma Program</b></p> <p><del>The minimum University requirements for admission to a graduate diploma program are as follows:</del></p> | <p><b>1.3.1 General</b></p> <p><b>For admission to post baccalaureate programs, refer to the undergraduate section of this Calendar.</b></p> <p>A student may seek admission to a <b>graduate certificate</b>, 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 <b>1.3.8</b>.</p> <p>Applicants meeting the minimum University requirements for admission 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 students whose interests are compatible with available resources and faculty expertise.</p> <p><b>Applicants may be admitted to Fall, Spring or Summer term, unless a program requires students to start in a specific term. Applicants may request to defer their admission term for up to a maximum of one year. The program has authority to approve or deny the deferral. If the deferral is approved, the offer of admission may be modified.</b></p> <p><b>1.3.2 Application for Admission</b></p> <p>Application is through the online application system <a href="http://www.sfu.ca/dean-gradstudies/future/application_process.html">http://www.sfu.ca/dean-gradstudies/future/application_process.html</a> (turn into hyperlink). Completed</p> |

~~a) a bachelor's degree from Simon Fraser University, or its equivalent from a recognized institution;~~

~~b) a cumulative grade point average of at least 2.5/4.33, or a grade point average of at least 2.67/4.33 (B-) based on the last 60 credits of undergraduate courses, provided minimally 24 credits of appropriate course content for the program applied for have been completed within those 60 credits;~~

~~c) submitted evidence, usually references from qualified referees, of the student's ability to undertake advanced work in the area of interest.~~

~~In exceptional circumstances, a student may be admitted with lower formal qualifications than in (a) when there is significant professional experience relevant to the proposed area of study.~~

~~Students 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 capability in English. (See also 1.3.12)~~

### ~~1.3.2a Admission to a Graduate Certificate Program~~

~~The minimum University requirements for admission to a graduate certificate program are as follows:~~

applications 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 program 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 program.

All decisions on graduate admissions are made by the senate graduate studies committee, on recommendation from graduate program committees. Decisions on admissions shall be final. Final approval of admission for non-degree students or exchange graduate students is by the dean of graduate studies.

#### *RETENTION OF DOCUMENTS*

The documents which students supply to support admission applications will be retained for three terms following the term to which application is made. Then, application forms, transcripts and other materials related to applications will be destroyed. Irreplaceable documents will be returned to the applicant if requested at the time of application. All other documents become the property of the University

#### *PROTECTION OF PRIVACY*

Simon Fraser University gathers and maintains information used for the purposes of admission, enrollment and other fundamental activities related to being a Simon Fraser University community member and to attending a public post-secondary institution in the Province of British Columbia. When submitting an application for admission,

a) a bachelor's degree from Simon Fraser University, or its equivalent from a recognized institution;

b) a cumulative grade point average of at least 2.5/4.33, or a grade point average of at least 2.67/4.33 (B-) based on the last 60 credits of undergraduate courses;

c) submitted evidence, usually references from qualified referees, of the student's ability to undertake advanced work in the area of interest.

In exceptional circumstances, a student may be admitted with lower formal qualifications than in (a) when there is significant professional experience relevant to the proposed area of study.

Students 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 capability in English. (See also 1.3.12)

### 1.3.3 Admission to a Master's Program

The minimum University requirements for admission to a master's program are as follows:

a) a bachelor's degree from Simon Fraser University or its equivalent from a recognized institution;

b) a cumulative grade point average of at least 3.0/4.33 (B), or a grade point average of at least 3.33/4.33 (B+) based on the last 60 credits of undergraduate courses. All graduate work is also considered. Individual graduate programs

all applicants are advised that the information they provide and any other information placed into the student record will be protected and used in compliance with British Columbia's Freedom of Information and Protection of Privacy Act (1992).

All British Columbian applicants will be asked to provide their BC personal education numbers (PEN) at the time of application. All others will be assigned a PEN by the British Columbia Ministry of Advanced Education, Training and Technology. Its uses are restricted to research and program evaluation. No identifiable personal information will be released.

### 1.3.3 English Language Competence

English is the language of instruction and communication at the University. Accordingly, an applicant whose primary language is not English must demonstrate command of English sufficient to pursue graduate studies in the chosen field.

International applicants will not be required to complete an English-language test if they have completed a degree at an institution where the language of instruction and examination was in English in a country where English is the

may set a higher admission grade point average;

c) submitted evidence, usually references from qualified referees, of the student's ability to undertake advanced work in the area of interest. In addition, some programs also require completion of entrance examinations such as the GMAT and GRE, and/or the submission of other material.

In exceptional circumstances, a student may be admitted with lower formal qualifications than in (a) or (b) when there is significant professional experience relevant to the proposed area of scholarship.

Students 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 capability in English. (See also 1.3.12).

#### **1.3.4 Admission to a Doctoral Program**

The minimum University requirements for admission to a doctoral program are as follows:

a) either

primary language.

All other international applicants will be required to achieve a minimum score of 7.0 on the International English Language Test System (IELTS Academic, not the general test) with a minimum of 6.5 in each section. The Test of English as a Foreign Language (TOEFL) may be used as an equivalent test provided a score of 93 or better is achieved with a minimum of 20 in each section (TOEFL-internet based exam), or TOEFL 580 and the Test of Written English (TWE) 5.0 (paper-based). All test scores are valid for a period of two years from the date of the test. Some graduate programs have higher English language proficiency requirements as described in their admission requirements.

An applicant requesting a waiver of the English language proficiency test should do so in writing and submit it with their application: in order to maintain a high academic standard, very few waivers are granted. Therefore, it is recommended that those applicants whose primary language is not English submit an English language proficiency test with their application.

#### **1.3.4 Admission to a Graduate Certificate Program**

The minimum University requirements for admission to a graduate certificate program are as follows:

a) a bachelor's degree from Simon Fraser University, or its equivalent from a recognized institution;

i) a master's degree from Simon Fraser University or its equivalent from a recognized institution;

ii) a bachelor's degree, with a cumulative grade point average of at least 3.5/4.33, or a grade point average of at least 3.67/4.33(A-) based on the last 60 credits of undergraduate courses. All graduate work is also considered. Individual graduate programs may set a higher admission grade point average. Students admitted directly from a bachelor's degree must complete at least 50% of the course work units required for the relevant department's master's program if no course work is required as part of the doctoral degree;

iii) completion of at least 75% of the course work units required for the relevant department's master's program, with a cumulative grade point average of at least 3.5. All graduate courses, whether completed at this University or at an equivalent post-secondary institution, shall be considered in the calculation. A student wishing to be admitted under this category (transferred to PhD) must have completed all of these requirements and initiated the transfer request within the first 6 semesters at SFU. As per graduate general regulation (GGR) 1.12.1, initial enrollment in the doctoral program will be the initial enrollment as a master's student.

and

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

b) a cumulative grade point average of at least 2.5/4.33,

or

a grade point average of at least 2.67/4.33 (B-) based on the last 60 units of undergraduate courses;

c) submitted evidence, usually references from qualified referees, of the applicant's ability to undertake advanced studies in the area of interest.

In exceptional circumstances, an applicant may be admitted with lower formal qualifications than in (a) when there is significant experience relevant to the proposed area of study. Applicants being recommended through these exceptional circumstances would normally be admitted conditionally to the University.

Applicants must satisfy any further requirements set by the graduate program committee.



completion of a master's thesis or other scholarly work.

Students 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 capability in English. (See also 1.3.12)

### **1.3.5a Cohort Special Arrangements**

Cohort-based special arrangements programs are designed to meet the educational needs of specific student groups in fulfilling the requirements for a graduate credential (certificate, diploma or master's degree) where these needs cannot be met within existing programs. Each program will be comprised of a curriculum and a set of program requirements recommended by each program's graduate program committee, approved by the faculty graduate studies committee and by the senate graduate studies committee. Students may undertake this program only through specific admission to the cohort program. Admission criteria, credential requirements and any other special conditions for a particular cohort special arrangements program must be approved in advance by the senate graduate studies committee; these may not be below the minimum admission and graduate credential requirements of regular graduate programs. In some instances, tuition fees may differ from other programs in the same academic unit,

### **1.3.5 Admission to a Graduate Diploma Program**

The minimum University requirements for admission to a graduate diploma program are as follows:

a) a bachelor's degree from Simon Fraser University, or its equivalent from a recognized institution;

b) a cumulative grade point average of at least 2.5/4.33,

or

a grade point average of at least 2.67/4.33 (B-) based on the last 60 units of undergraduate courses;

c) submitted evidence, usually references from qualified referees, of the applicant's ability to undertake advanced work in the area of interest.

In exceptional circumstances, an applicant may be admitted with lower formal qualifications than in (a) when there is significant experience relevant to the proposed area of study. Applicants being recommended through these exceptional circumstances would

~~please consult the Graduate Tuition Fees in the Calendar.~~

### ~~1.3.6 Admission as a Qualifying Student~~

~~Qualifying admission may be offered to applicants who are deemed not yet ready to begin their graduate work. The applicant normally will have completed a bachelor's degree but may have a cumulative grade point average well below the University minimum admission requirements, or may have substantial deficiencies in their academic preparation for direct admission to the program. Qualifying students will typically be working to make up deficiencies in their background to begin graduate work in their area of interest. An offer of qualifying admission must be accompanied by a set of expected requirements to be completed within one year. The requirements normally will consist of between 12 and 30 units of specified undergraduate courses and will include the required grade for each course. Applicants who require less than 12 units of undergraduate work to demonstrate their academic preparedness, or to provide the necessary background for the particular area of study should be considered for regular admission. A minimum of 12 units is established to ensure that an adequate~~

**normally be admitted conditionally to the University.**

**Applicants must satisfy any further requirements set by the graduate program committee.**

### **1.3.6a Admission to a Master's Program**

**The minimum University requirements for admission to a master's program are as follows.**

**a) a bachelor's degree from Simon Fraser University or its equivalent from a recognized institution;**

**b) a cumulative grade point average of at least 3.0/4.33 (B),**

**or**

**a grade point average of at least 3.33/4.33 (B+) based on the last 60 units of undergraduate courses. Any graduate work is also considered. Individual graduate programs may set a higher admission grade point average;**

**c) submitted evidence, usually references from qualified referees, of the applicant's ability to undertake advanced study in the area of interest.**

**In exceptional circumstances, an applicant may be admitted with lower formal qualifications than in (a) or (b)**

amount of work is required. The maximum of 30 units ensures that the required work can be completed within one year.

If these requirements are met within the stipulated time frame then the qualifying student will be admitted to the degree program for which the qualifying offer of admission was given. If the student fails to complete the specified courses or to achieve the required grades, either additional courses will be required or admission to the graduate program will be denied.

The minimum University requirements for admission as a qualifying student are as follows:

- a) a bachelor's degree, or the equivalent
- b) submitted evidence of academic ability, usually in the form of references from qualified referees

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when there is significant experience relevant to the proposed area of scholarship. Applicants being recommended through these exceptional circumstances would normally be admitted conditionally to the University.

Students must satisfy any further requirements set by the graduate program committee.

### **1.3.6b Transfer to a Master's Program**

A student may transfer from a certificate or diploma to a master's program if the following requirements are met:

- a) transfer takes place before the sixth term within a certificate or diploma;
- b) CGPA is 3.0 or above or if all courses are graded on Satisfactory/Unsatisfactory basis, all must be complete with Satisfactory;
- c) evidence that the student is capable of undertaking substantial original research;
- d) must have completed a minimum of 12 units of course work in the certificate or 75% of the course work required in the diploma.

### **1.3.7 Admission as a Non-degree Student**

Normally, a non-degree student at the graduate level has at least a bachelor's degree, or the equivalent, is admitted in order to complete specified courses, but is not seeking a degree from this University. A non-degree student will not be permitted to enrol in undergraduate courses.

Application is through the graduate program 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.

No credit will be given towards any degree offered by the University for courses completed as a non-degree student except, under unusual circumstances, on petition to the senate graduate studies committee.

### **1.3.7a Admission to a Doctoral Program**

The minimum University requirements for admission to a doctoral program:

a) a master's degree from Simon Fraser University or its equivalent from a recognized institution,

or

a bachelor's degree, with a cumulative grade point average of at least 3.5/4.33, or a grade point average of at least 3.67/4.33(A-) based on the last 60 units of undergraduate courses. Any graduate work is also considered. Applicants admitted directly from a bachelor's degree must complete at least 50% of the course work units required for the relevant department's master's program if no course work is required as part of the doctoral degree;

and

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, project or other scholarly study.

Applicants must satisfy any further requirements set by the graduate program committee.

### **1.3.7b Transfer to a Doctoral Program**

**A student may transfer from a master's to a doctoral program if the following requirements are met:**

- a) completion of at least 75% of the course work units required for the relevant department's master's program, with a cumulative grade point average of at least 3.5. All graduate work completed at SFU or its equivalent from a recognized institution,**
- b) evidence that the student is capable of undertaking substantial original research. Normally, such capability will be judged from letters of reference from qualified referees or other evidence of scholarly study;**
- c) the request for transfer is submitted after the second term and before the seventh term at SFU.**

**As per GGR 1.12.1, initial enrollment in the doctoral program will be considered as the initial enrollment as a master's student.**

### **1.3.8 Admission as a Qualifying Student**

**Qualifying admission may be offered to applicants who are deemed not yet ready to begin their graduate work. The applicant normally will have completed a bachelor's degree but may have a**

### **1.3.8 Conditional Admission**

**Conditional admission may be offered to an applicant who does not meet the minimum academic admission requirements but who is deemed to be substantially ready to undertake a graduate program. For example, an applicant who has completed the degree required for admission to the graduate program, but whose academic average is slightly below the minimum required for**

~~admission to that program, may be considered for conditional admission. An offer of conditional admission will specify the graduate courses that the applicant must complete and the grades that are expected in order to be granted regular admission. These courses should be completed no later than the end of the second term of enrollment. Graduate courses taken while admitted conditionally may be applied to the student's graduate program requirements.~~

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### 1.3.8a Admission to an Accelerated Master's

The minimum University requirements for eligibility for an Accelerated Master's are as follows:

- a) Enrollment in a Simon Fraser University undergraduate bachelor's program and the completion of 90 undergraduate credits with a minimum CGPA of 3.67/4.33;
- b) Submitted evidence from qualified referees of the student's ability to undertake advanced work in the area of interest.

Students must satisfy any additional requirements set by the graduate program committee.

A maximum of ten graduate course units, used either as electives or upper division required courses at the bachelor's level, can be applied to the requirements for the master's degree.

**cumulative grade point average well below the University minimum admission requirements, or may have substantial deficiencies in their academic preparation for direct admission to the program. Qualifying students will typically be working to make up deficiencies in their background to begin graduate work in their area of interest. An offer of qualifying admission must be accompanied by a set of expected requirements to be completed within one year. The requirements normally will consist of between 12 and 30 units of specified undergraduate courses and will include the required grade for each course. Applicants who require fewer than 12 units of undergraduate work to demonstrate their academic preparedness, or to provide the necessary background for the particular area of study should be considered for regular admission. A minimum of 12 units is established to ensure that an adequate amount of work is required. The maximum of 30 units ensures that the required work can be completed within one year.**

**If these requirements are met within the stipulated time frame then the qualifying student will be admitted to the degree program for which the qualifying offer of admission was given. If the student fails to complete the specified courses or to achieve the required grades, either additional courses will be required or admission to the graduate program will be denied.**

**The minimum University requirements for admission as a qualifying student are as follows.**

- a) a bachelor's degree, or the equivalent

### ~~1.3.9 Admission as an Exchange Student~~

~~Bona fide graduate students at other universities who wish to complete courses at Simon Fraser University, not leading to a degree at this University, will be admitted to complete 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 program committee and the dean of graduate studies at Simon Fraser University.~~

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### ~~1.3.9a Admission as a Visiting Researcher~~

~~Simon Fraser University accepts visiting research students under the terms of the Canadian Graduate Student Research Mobility Agreement. For details, see [Visiting Research Students on the Graduate Studies website](#).~~

### ~~1.3.10 Application for Admission~~

~~Application is through the online application system: [http://www.sfu.ca/dean\\_gradstudies/future/application\\_process.html](http://www.sfu.ca/dean_gradstudies/future/application_process.html). Completed applications 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 program in~~

~~b) submitted evidence of academic ability, usually in the form of references from qualified referees~~

### **1.3.9 Admission with a conditional requirement**

**Conditional admission may be offered to an applicant who does not meet the minimum academic admission requirements but who is deemed to be substantially ready to undertake a graduate program. For example, an applicant who has completed the degree required for admission to the graduate program, but whose academic average is slightly below the minimum required for admission to that program, may be considered for conditional admission. An offer of conditional admission will specify the graduate courses that the applicant must complete and the grades that are expected in order to be granted regular admission. These courses should be completed no later than the end of the second term of enrollment. Graduate courses taken while admitted conditionally may be applied to the student's graduate program requirements.**

### **1.3.10 Admission as a Non-degree Student**

**Normally, a non-degree student at the graduate level has at least a bachelor's degree, or the equivalent, is admitted in order to complete specified courses, but is not seeking a degree from this University. A non-degree student will not be permitted to enrol in undergraduate courses.**

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 program.

All decisions on graduate admissions are made by the senate graduate studies committee, on recommendation from graduate program committees. Decisions on admissions shall be final. Final approval of admission for non-degree students or exchange graduate students is by the dean of graduate studies.

#### **RETENTION OF DOCUMENTS**

The documents which students supply to support admission applications will be retained for three terms following the term to which application is made. Then, application forms, transcripts and other materials related to applications will be destroyed. Irreplaceable documents will be returned to the applicant if requested at the time of application. All other documents become the property of the University

#### **PROTECTION OF PRIVACY**

Simon Fraser University gathers and maintains information used for the purposes of admission, enrollment and other fundamental activities related to being a Simon Fraser University community member and to attending a public post-secondary institution in the Province of British Columbia. When submitting an application for admission, all applicants are advised that the information they provide and any other information placed into the student record will be protected and used in compliance with British Columbia's Freedom of Information and Protection of Privacy Act (1992).

Application is through the graduate program 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.

No credit will be given towards any degree offered by the University for courses completed as a non-degree student except, under unusual circumstances, on petition to the senate graduate studies committee.

### **1.3.11 Admission as an Exchange Student**

Bona fide graduate students at other universities who wish to complete courses at Simon Fraser University, not leading to a degree at this University, will be admitted to complete 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 program committee and the dean of graduate studies at Simon Fraser University.

### **1.3.12 Admission as a Visiting Researcher**

Simon Fraser University accepts visiting research students under the terms of the Canadian Graduate Student Research Mobility Agreement. For details,



All British Columbian applicants will be asked to provide their BC personal education numbers (PEN) at the time of application. All others will be assigned a PEN by the British Columbia Ministry of Advanced Education, Training and Technology. Its uses are restricted to research and program evaluation. No identifiable personal information will be released.

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### ~~1.3.11 Application to Complete 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 complete a second master's or doctoral degree under the following constraints:~~

- ~~1. no course work completed for the first degree shall count towards the second.~~
- ~~2. none of the research done for the first degree shall be used for the second.~~
- ~~3. none of the enrollment terms for the first degree shall count towards the enrollment terms for the second degree.~~

### ~~1.3.11a Application to Complete a Non-joint Concurrent Graduate Degree~~

~~Students who are currently registered in a master's or doctoral degree at Simon Fraser University can apply to complete a second master's or doctoral degree~~

see [Visiting Research Students](#) on the Graduate Studies website.

### **1.3.13 Application to Complete 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 complete a second master's or doctoral degree under the following constraints.

1. no course work completed for the first degree shall count towards the second.
2. none of the research done for the first degree shall be used for the second.
3. none of the enrollment terms for the first degree shall count towards the enrollment terms for the second degree.

### **1.3.14 Application to Complete a Non-joint Concurrent Graduate Degree**

Students who are currently registered in a master's or doctoral degree at Simon Fraser University can apply to complete a second master's or doctoral degree concurrently under the following constraints:

- a) no course work completed as part of the first degree shall count towards the second degree;
- b) none of the research done in the first degree shall be used in the second degree;

concurrently under the following constraints:

a) no course work completed as part of the first degree shall count towards the second degree;

b) none of the research done in the first degree shall be used in the second degree;

c) none of the enrollment terms for the first degree shall count towards enrollment terms in the second degree;

d) to apply to and enrol in a second graduate non-joint degree program concurrently, approval of the original program of enrollment must be obtained and the program being applied to must be informed prior to admission that the student is already enrolled in another degree program at SFU;

e) the GGR's related to maximum duration for degree completion continue to apply and no extensions will be given due to being registered in more than one program;

f) annual progress reviews must be completed for each program;

g) all university regulations apply independently for each program including the application of tuition fees (i.e. fees will be charged for tuition for each program but ancillary fees will only be charged for each term of registration);

h) a student may choose to apply for a personal leave from one of the programs while completing requirements for the other program (see 1.8.4). (Please note that personal leave terms still count

c) none of the enrollment terms for the first degree shall count towards enrollment terms in the second degree;

d) to apply to and enrol in a second graduate non-joint degree program concurrently, approval of the original program of enrollment must be obtained and the program being applied to must be informed prior to admission that the student is already enrolled in another degree program at SFU;

e) the GGR's related to maximum duration for degree completion continue to apply and no extensions will be given due to being registered in more than one program;

f) annual progress reviews must be completed for each program;

g) all university regulations apply independently for each program including the application of tuition fees (i.e. fees will be charged for tuition for each program but ancillary fees will only be charged for each term of registration);

h) a student may choose to apply for a personal leave from one of the programs while completing requirements for the other program (see 1.8.4). (Please note that personal leave terms still count towards the maximum time limit for degree completion);

i) student financial support may be provided by either department following consultation between the two units.

towards the maximum time limit for degree completion);

i) student financial support may be provided by either department following consultation between the two units.

### 1.3.12 English Language Competence

English is the language of instruction and communication at the University. Accordingly, an applicant whose primary language is not English must demonstrate command of English sufficient to pursue graduate studies in the chosen field. Applicants normally will be required to achieve a minimum score of 7.0 on the International English Language Test System (IELTS—the academic NOT the general test) with a minimum of 6.5 in each section. The Test of English as a Foreign Language (TOEFL) may be used as an equivalent test provided a score of 93 or better is achieved with a minimum of 20 in each section (TOEFL internet based exam), or TOEFL 580 and the Test of Written English (TWE) 5.0 (paper-based). All test scores are valid for a period of two years from the date of the test. Some graduate programs have higher English Language Proficiency requirements as described elsewhere in this Calendar.

International applicants whose primary language is not English will not be required to complete an English language test if they have completed a degree at an institution where the language of instruction and examination was in English in a country where English is the primary language.

### 1.3.15 Cohort Special Arrangements

Cohort-based special arrangements programs are designed to meet the educational needs of specific student groups in fulfilling the requirements for a graduate credential (certificate, diploma or master's degree) where these needs cannot be met within existing programs. Each program will be comprised of a curriculum and a set of program requirements recommended by each program's graduate program committee, approved by the faculty graduate studies committee and by the senate graduate studies committee. Students may undertake this program only through specific admission to the cohort program. Admission criteria, credential requirements and any other special conditions for a particular cohort special arrangements program must be approved in advance by the senate graduate studies committee; these may not be below the minimum admission and graduate credential requirements of regular graduate programs. In some instances, tuition fees may differ from other programs in the same academic unit, please consult the Graduate Tuition Fees in the Calendar.

An applicant requesting a waiver of the English language proficiency test should do so in writing and submit it with their application. The dean of graduate studies, in consultation with the department, will make determinations in these cases. It should be noted that in order to maintain a high academic standard, very few waivers are granted. Therefore, it is recommended that those applicants whose primary language is not English submit an English language proficiency test with their application.



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MEMORANDUM

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ATTENTION Jeff Derksen, Chair of Senate Graduate Studies Committee (SGSC) DATE June 20, 2019

FROM Krista Gerlich-Fitzgerald Associate Director, Admissions & Records, GPS 

RE: Graduate General Regulation (GGR) Revisions: GGR 1.4, GGR 1.5, GGR 1.6, GGR 1.7, GGR 1.8, GGR 1.9

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**MOTION 1**

That SGSC approve the revisions to GGR 1.4 (Enrollment) and 1.8 (Progress, Withdrawal and Leave) effective **Summer 2020**

**MOTION 2**

That SGSC approve the revisions to GGR 1.5 (Graduate Grading Systems and Policies) and to GGR 1.6 (Supervision) effective **Summer 2020**

**MOTION 3**

That SGSC approve the revisions to GGR 1.7 (Program Requirements) effective **Summer 2020**

**MOTION 4**

That SGSC approve the revisions to GGR 1.9 (Preparation for Examinations) effective **Summer 2020**

## **Summary of changes**

### **1.4.1-1.4.3**

- Move continuity of enrollment to the top of the section on enrollment.
- Highlighting the trimester system in continuity of enrollment
- Clarifying that courses taken outside of a student's academic unit require their chair and supervisor's approval which is in line with current practice.
- Changing "must" to enroll prior to the start of classes to "should" as there is no impact if a student does not enroll within the first two weeks.
- Removing that all enrollment must be approved by the GPC and the supervisor. Individual programs have created specific language to ensure courses follow their program requirements or require permission.
- Added details on student's electing to take a course outside their program requirements.
- Moved the 'per term' and 'per unit' designation later in the section. Added the implication on full-time and part-time status.

### **Old 1.4.4**

- Removed "Enrollment Requirements" as the minimum residency was not enforceable.

### **New 1.4.4**

- Divided withdrawal from courses and withdraw for the University into two separate sections. .
- Removed the details about swapping from a course to the thesis course in week 10-12 and left general details on application for withdrawal under extenuating circumstances.

### **1.4.5**

- Previously there was no GGR 1.4.5 (it was removed in 2004 with no new section to replace it)
- The Leave of Absence policy was in 1.8.4 and moved to this section to keep it with enrollment.
- Added "From time to time" to the beginning of the GGR to soften the language and help remove the stigma around graduate students taking leaves of absence.
- Removed redundancy in details on the impact of time limits.
- Removed the summary chart which will be included on procedure documents.

### **1.4.6**

- Clarifying that an AN can be given when a student does not fulfill audit requirements for a course (AN is a new graduate notation proposed in 1.5)

### **1.4.7**

- Adding details on practicums and internships

### **1.8**

- Change in title to reflect Leaves of Absences are now in 1.4

### **1.8.4 & 1.8.5**

- Removed, relevant information now in 1.4.5

## Revisions to GGR 1.4

FROM

### 1.4 Enrollment

~~Students are enrolled in one of two different types of programs. In 'per term fee' programs, students are charged a standard fee for each term of enrollment. In 'per unit fee' programs, students are charged a fee based on the number of units enrolled in for the term. (See Graduate Fees for current tuition fee rates.)~~

#### 1.4.1 Date of Entry

~~University regulations permit graduate students to enter programs at the beginning of any term, unless a program requires students to start in a specific term.~~

#### 1.4.2 Enrollment

~~Enrollment begins two months before the start of each term and **must** be completed by the Friday preceding the start of classes; see Academic Dates. Students are allowed an additional two weeks to finalize their enrollment, ~~without financial penalty. The course or research-related work for which the student enrolls must have the approval of the chair of the graduate program committee and of their senior supervisor, once the senior supervisor is appointed. In addition, enrollment for courses completed outside the student's department must have the approval of the course instructor. Students intending to go on leave are required to apply for a leave of absence (see 1.8.4).~~~~

#### 1.4.3 Continuity of Enrollment

TO

### 1.4 Enrollment

#### 1.4.1 Continuity of Enrollment

**Students are required to enroll every term (Fall, Spring and Summer) unless they have been granted a leave of absence from their program (see 1.4.5). Enrollment only in an audit course or a course outside program requirements does not satisfy the requirement for continuity of enrollment. When a student does not enroll and is not on an approved leave of absence, the student is discontinued from their program. Graduate students who are discontinued do not retain their award or scholarship.**

#### 1.4.2 Enrollment

Enrollment begins two months before the start of each term and **should** be completed by the Friday preceding the start of classes. Students are allowed an additional two weeks to finalize their enrollment. Enrollment for courses completed outside the student's **academic unit** must have the approval of the course instructor, **chair of the graduate program committee and supervisor.**

**A student may request to take a course outside their program requirements for general interest. They must obtain permission from the chair of the graduate program committee and supervisor. Students**

All graduate students are required to maintain continuous enrollment unless they have been granted a leave of absence from their program (see 1.8.4). Enrollment in an audit course only does not satisfy the requirement for continuity of enrollment. When a student does not enroll and is not on an approved leave of absence, the student is discontinued from their program. Graduate students who are discontinued do not retain their award or scholarship.

#### 1.4.4 Enrollment Requirements

The enrollment requirements are a University minimum. Terms of approved leave will not count towards this minimum. Individual programs may require more than the minimum.

The enrollment requirement for a master's student is normally a minimum of three full-time terms (or equivalent). The enrollment requirement for a doctoral student is a minimum of five full-time terms.

A full-time term is defined in the graduate tuition section of this Calendar.

will be charged additional tuition based on the course taken.

#### 1.4.3 Enrollment Status

Programs are divided into two different types: 'per term fee' or 'per unit fee'.

Students in 'per term fee' programs are charged a standard fee for each term of enrollment. Enrollment in any course for credit will constitute being a full-time student at the University.

Students in 'per unit fee' programs are charged a fee for each unit enrolled for the term. Enrollment in 6 or more units for credit per term will constitute being a full-time student at the University.

#### 1.4.4 Withdrawal from Courses

Students may withdraw from a course up to the end of the ninth week in any term. Students withdrawing between the fourth and ninth week will receive a WD notation for the course on their transcript.

Under extenuating circumstances, a student may apply to withdraw from a course after the ninth week. Such circumstances must be beyond the control of the student.

#### 1.4.5 Leave of Absence

From time to time, students find it necessary to interrupt their studies. In this case, they must apply for a leave of absence. Typically, a leave of



the first day of an academic term and approval for the leave is obtained before the term begins. Students in their first term should apply for an admission deferral rather than a leave of absence. A retroactive request for a leave of absence normally will not be allowed.

During a leave of absence students normally should not use any of the University's facilities or resources, or undertake academic or research work related to the program from which they have taken a leave of absence.

Awards for which the terms and conditions are established by SFU will be interrupted at the onset of the leave of absence and will resume at the termination of the leave period, provided the student returns to full-time study at that time. The duration of the award will not be changed from the time the award was initiated.

Awards for which the terms and conditions are not established by SFU will be paid according to the terms and conditions established by the donor or granting agency.

There are four types of leave:

1. Personal Leave
2. Parental Leave
3. Medical or Compassionate Leave
4. Academic Break

The time taken for a personal leave will be counted towards the maximum time allowed for program completion.

The time taken for an academic break, parental, medical, compassionate leave will *not* be counted towards the

maximum time allowed for program completion. The maximum time limit will be adjusted accordingly but all other program requirements and academic unit expectations will remain the same.

***Personal Leave***

A personal leave may be taken for any reason, other than those defined below. The maximum number of terms that are permitted for a personal leave is three throughout the length of the student's credential.

***Parental Leave***

A student may take up to three terms for each childbirth or adoption (including multiple births). Students are required to submit supporting documentation.

***Medical or Compassionate Leave***

A student may take up to three terms per personal medical condition or compassionate reason (including but not limited to legal matter, family care, illness of relative, or bereavement). Students are required to submit supporting documentation.

In some cases, a student may be asked to provide documentation from their clinician to confirm that they have recovered sufficiently to return to their course of study. If medical documentation is submitted for reasons related to a physical or mental disability, the student has a legal entitlement to disability accommodation.

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| <p>1.4.6 Course Audit</p> <p>Graduate students may audit graduate courses, with permission of the instructor, senior supervisor and graduate program</p> | <p>If a student will require more than three terms for a medical condition, it is recommended that students discuss with their supervisor/faculty advisor whether it is in their best interest to temporarily discontinue their program and then apply for readmission when their circumstances have been resolved.</p> <p>Students completing the requirements for their program past the normal completion time, as the result of having taken three or more medical leaves, may be required to repeat courses/comprehensive examinations or complete additional courses at the discretion of their graduate program committee. Responsibility for approving these additional degree requirements rests with the dean of graduate studies and the chair of the student's graduate program committee.</p> <p><i>Academic Break</i></p> <p>An academic break (or scheduled break) can be taken when no courses are offered for a student's program within a particular term, or there is a scheduled break within a program (e.g. Summer term). Students in a thesis program are not eligible for an academic break. The maximum number of terms that are permitted for an academic break is one term per year with no consecutive academic breaks.</p> <p>1.4.6 Course Audit</p> <p>Students may audit graduate courses, with permission of the instructor,</p> |
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chair of the student's department. Such audits are recorded as AU on the student's transcript.

Prior to enrollment, 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.

Audited courses will not count toward degree requirements.

A student may change enrollment status in a course from audit to regular enrollment, or from regular enrollment to audit until the end of the second week of classes. Normally, no further change in enrollment status will be permitted after that date.

#### 1.4.7 ~~Co-operative Education~~

~~Co-operative Education integrates work experience and graduate studies. The name reflects the co-operative relationship among the University, employer and 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).~~

~~Interested students should consult the Co-operative Education website.~~

~~The application to enroll in co-op is subject to departmental approval. Each department~~

supervisor and graduate program chair of the student's academic unit.

Prior to enrollment, 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. **Such audits are recorded as AU on the student's transcript. If a student does not meet the requirements agreed upon the student will receive an AN. The AN will not count towards the student's CGPA.**

Audited courses will not count toward degree requirements.

A student may change enrollment status in a course from audit to regular enrollment, or from regular enrollment to audit until the end of **week two of the term**. Normally, no further change in enrollment status will be permitted after that date.

#### 1.4.7 **Practical Experience**

Co-operative Education, **Internships and Practicums** integrate work experience related to the student's major interests within the graduate program. **During a work term students must be enrolled in the relevant course. In both Co-operative Education and Internships students receive a salary for their work.**

**Enrollment in Co-operative Education, Internship or Practicum is subject to supervisory approval and does count towards the student's time limit.**

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| <p><del>has a specific course for the co-op work term or practicum.</del></p> <p>1.4.8 Reactivation</p> <p>[...]</p> <p>1.4.9 Readmission</p> <p>[...]</p>   | <p><b>Additional requirements may be required.</b></p> <p><b>Co-operative education is facilitated through Work Integrated Learning.</b></p> <p>1.4.8 Reactivation</p> <p>[...]</p> <p>1.4.9 Readmission</p> <p>[...]</p> |
| <p>FROM</p>  | <p>TO</p>   |
| <p><del>1.8 Progress, Withdrawal and Leave</del></p> <p>[...]</p> <p><del>1.8.4 Leave of Absence</del></p> <p><del>Graduate students are required to maintain continuous enrollment. When students find it necessary to interrupt their studies, they must apply for a leave of absence. During a leave of absence graduate students are not enrolled and normally should not use any of the University's facilities or resources, or undertake academic or research work related to the program from which they have taken a leave of absence. Typically a leave of absence begins on the first day of an academic term and approval for the leave is obtained before the term begins. Students in their first term should apply for an admission deferral rather than a leave of absence. A retroactive request for a leave of absence will not be allowed</del></p> | <p><b>1.8 Progress and Withdrawal</b></p> <p>[...]</p>  |

~~unless there are documented extenuating circumstances (see 1.8.3).~~

~~Awards for which the terms and conditions are established by SFU will be interrupted at the onset of the leave of absence and will resume at the termination of the leave period, provided the student returns to full-time study at that time. The duration of the award will not be changed from the time the award was initiated. Awards for which the terms and conditions are not established by SFU will be paid according to the terms and conditions established by the donor or granting agency.~~

~~There are four types of leave:~~

- ~~1. Personal Leave~~
- ~~2. Parental Leave~~
- ~~3. Medical/Compassionate Leave~~
- ~~4. Academic Break~~

### ***Personal Leave***

~~A personal leave can be taken for any reason, other than those defined below, but the time taken will be counted towards the maximum time allowed for program completion. All program requirements, academic unit expectations, and deadlines will remain the same. Responsibility for approving a personal leave resides with the student's senior supervisor (or faculty advisor) and the chair of the student's graduate program committee. The maximum number of terms that are permitted for a personal leave is three.~~

### ***Parental Leave and Medical/Compassionate Leave***

~~The time taken for a parental or medical/compassionate leave will not be counted towards the maximum time allowed for program completion. The maximum time~~

limit will be adjusted accordingly but all other program requirements and academic unit expectations will remain the same. Students are required to submit supporting documentation. Responsibility for approving a parental or medical/compassionate leave (including family care) resides with the dean of graduate studies and should have the support of the student's senior supervisor (or faculty advisor) and the chair of the student's graduate program committee.

The maximum number of terms that are permitted for a parental leave is three for each childbirth or adoption (including twins, triplets, etc.). The maximum number of terms that are permitted for a medical/compassionate leave is normally three terms per reason. A student may apply for an extended leave of absence for a medical reason (see 1.8.5).

Before students return from a medical leave, documentation from their clinician may be requested to confirm that they have recovered sufficiently to return to their course of study. If medical documentation is submitted for reasons related to a physical or mental disability, the student has a legal entitlement to disability accommodation.

### ***Academic Break***

An academic break (or scheduled break) can be taken when no courses are offered for a student's program within a particular term, or there is a scheduled break within a program (e.g. summer term). Students in a thesis program are not eligible for an academic break. The time taken for an academic break will not be counted towards the maximum time allowed for degree completion. The maximum time limit will be adjusted accordingly but all other program requirements and academic unit expectations will remain the same. Responsibility for

approving an academic break resides with the student's senior supervisor (or faculty advisor) and the chair of the student's graduate program committee. The maximum number of terms that are permitted for an academic break is one term per year with no consecutive academic breaks.

### 1.8.5 Extended Leave of Absence

Graduate students may apply for an extended leave of absence, beyond the three term limit, for medical/health reasons. It is recommended that students discuss with their supervisor/faculty advisor whether it is in their best interest to temporarily discontinue their program and then apply for readmission when their circumstances have been resolved. Responsibility for approving an extension to a leave of absence rests with the dean of graduate studies and should have the support of the student's senior supervisor (or faculty advisor) and the chair of the student's graduate program committee.

Students completing the requirements for a master's program past the normal completion time, as the result of an extended leave, may be required to repeat courses or complete additional courses at the discretion of their graduate program committee. Responsibility for approving these additional degree requirements rests with the dean of graduate studies and the chair of the student's graduate program committee.

Students completing the requirements for a doctoral program past the normal completion time, as the result of an extended leave, may be required to repeat courses, complete additional courses, and/or repeat their comprehensive/candidacy examinations at the discretion of their graduate program committee. Responsibility for approving these additional degree requirements rests with the dean of



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| <p><del>graduate studies and the chair of the student's<br/>graduate program committee.</del></p> |  |
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## **Summary of changes**

### **1.5**

-Add details which are included in the Undergraduate grading policy to make the two grading policies closer in alignment.

### **1.5.1 -1.5.3**

-Added titles to the two grading basis systems (Standard and competency) and having notations in their own section for clarity.

-Added two new notations: Unsatisfactory due to academic discipline (UD) and Audit incomplete (AN).

### **1.5.4**

-Reordering only

### **1.5.5**

-No changes

### **OLD 1.5.6 & 1.5.7**

-No changes, moved to 1.5.1 and 1.5.3

### **NEW 1.5.6**

-No changes

### **1.6.1**

-Clarifies that a student's supervisor committee should be appointed normally no later than the student's second term (for students in programs requiring supervisory committees).

**No other changes to GGR1.6**



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 certificate, diploma, or towards a master's or doctoral degree.

A student in a certificate or 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.

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

#### **N Grades**

**N (incomplete)** is given when a student failed to complete the course work by the end of the term.

#### **FD Grades**

**FD (fail, academic discipline)** is given by the chair of the department when a student has committed academic dishonesty (see Policy S10.01 Appendix 3). The grade will remain on a student's transcript until two years following graduation at which time it will convert to F.

### **1.5.2 Competency Grading Basis**

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes. The grade shall be entered on the transcript but is not used in calculating the student's CGPA.

**In Progress (IP)**

**Complete (CO)**

**Satisfactory (S)**

**Unsatisfactory (U)**

**Unsatisfactory, Academic Discipline (UD)**

#### **IP Grades**

The designation IP (in progress) will be given when a student will be taking a course over multiple terms. An IP remains on a student's transcript even when they complete the course successfully in a later term. If a student does not complete a course graded on an in progress (IP) or complete (CO) basis, an IP still is given.

#### **CO Grades**

The designation CO (complete) will be given when a course is graded on an in progress (IP) or complete (CO) basis is

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 N.

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

completed.

#### **S Grades**

The designation S (satisfactory) will be given when a student successfully completes a course graded on a satisfactory (S) or unsatisfactory (U) basis. If a course is not graded S/U an individual student may request permission to have the grading basis 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. None of the student's minimum course work requirement under 1.7.2 may be completed S/U.

#### **U Grades**

The designation U (unsatisfactory) will be given when a student does not successfully complete a course graded on a satisfactory (S) or unsatisfactory (U) basis. If a course is not graded S/U, an individual student may request permission to have the grading basis 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. None of the student's minimum course work requirement under 1.7.2 may be completed S/U.

#### **UD Grades**

The designation UD (unsatisfactory, academic discipline) is given by the chair of the department when a student has committed academic dishonesty (see Policy S10.01 Appendix 3). The grade will remain on a student's transcript until two years following graduation at which time it will convert to U.

the term in which the course was initially taken, the DE will be converted to an N.

A course that is dropped before the end of the third week of the term will not be recorded on the student's transcript. A course that is dropped within the fourth to ninth weeks (inclusive) will be recorded on the transcript with the notation WD. No course may be dropped after the end of the ninth week and before the end of the term, except in extenuating circumstances approved by the associate director, graduate admissions, records and registration or designate. 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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### **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 term grade point average or cumulative grade point average.

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

With the approval of the senate graduate studies committee, a department may require that a designated course be graded satisfactory/unsatisfactory (S/U) for all students in the course.

### **1.5.3 Notations**

Notations are placed on a student's record to indicate a status or standing and provide additional information to the student and the University. Notations do not impact a student's grade point average.

#### **AE**

In exceptional circumstances, Aegrotat standing (AE) may be awarded in an incomplete course on medical or compassionate grounds by the registrar acting on the recommendation of the instructor or department chair. Written evidence must substantiate such a request, given that the course requirements have been substantially fulfilled. This evidence normally must be received by the registrar or department within 96 hours of a scheduled final exam or within 96 hours of the last day of term lectures for which such standing is requested.

#### **AU**

AU notation is recorded when a student has approval from the department not to complete the course for credit.

#### **AN**

AN notation is recorded when a student has audited a course but does not meet the requirements agreed upon.

#### **DE**

DE is a temporary grade. 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 term. Students granted a

An individual student may request permission to complete a course on an S/U basis by applying with 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 enrolled 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 work requirement under 1.7.2 may be completed S/U. Neither an S nor a U will count in the CGPA, but the grade received shall be recorded on the transcript.

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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 N.

In the case of illness or other extenuating circumstances, a deferral (DE) may be extended. The course instructor and the graduate chair must approve the extension. The maximum extension allowed is the end of the term following the term in which the course was taken. No further extensions will be granted. If a student is unable to complete the course work by the end of the extension period due to extenuating circumstances, a request for a course withdrawal under extenuating circumstances (WE) should be applied for. If a final grade has not been submitted or the 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 N.

#### GN

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.

#### WD

A course that is dropped within the fourth to ninth weeks (inclusive) will be recorded on the transcript with the notation WD.

#### WE

No course may be dropped after the end of the ninth week and before the end of the term, except in extenuating circumstances approved by the associate director,

#### ~~1.5.4 CGPA Required For Continuation and Graduation~~

~~A student in a master's or doctoral program is required to maintain a CGPA of at least 3.0. A student in a graduate diploma or graduate certificate program 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 program committee as required under the Procedure for the Review of Unsatisfactory Progress in 1.8.2.~~

~~Under no circumstances will a student, whose CGPA is below 3.0, be awarded a graduate degree.~~

~~Under no circumstances will a student with a CGPA below 2.5 be awarded a graduate diploma or graduate certificate.~~

#### ~~1.5.5 Graduate Students Retaking a Course~~

~~[...]~~

#### ~~1.5.6 FD Notation~~

~~The letter grade FD (fail, academic discipline) is given by the chair of the department when a student has~~

graduate admissions, records and registration or designate. 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.

#### **1.5.4 CGPA Required For Continuation and Graduation**

**A student in a certificate or diploma program must maintain a CGPA of 2.5. Under no circumstances will a student with a CGPA below 2.5 be awarded a graduate diploma or graduate certificate.**

**A student in a master's or doctoral program must maintain a CGPA of 3.0. Under no circumstances will a student, whose CGPA is below 3.0, be awarded a graduate degree.**

**Failure to meet the minimum CGPA 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 1.8.2.**

#### **1.5.5 Graduate Students Retaking a Course**

**[...]**

#### **1.5.6 Student's Record after Awarding Degree**



~~committed academic dishonesty (see Policy S10.01 Appendix 3). The grade will convert to an F two years following graduation if the student did not commit further acts of academic dishonesty following the imposition of the FD grade.~~

### ~~1.5.7 AE Grades~~

~~Aegrotat standing (AE) may be awarded in an incomplete course on medical or compassionate grounds by the registrar acting on the recommendation of the instructor or department chair. Written evidence must substantiate such a request, given that the course requirements have been substantially fulfilled. This evidence normally must be received by the registrar or department within 96 hours of a scheduled final exam or within 96 hours of the last day of term lectures for which such standing is requested. Courses for which aegrotat standing is awarded are not included in the GPA calculation.~~

### ~~1.5.8 Student's Record after Awarding Degree~~

~~When Senate awards a graduate student's credential, the student record is normally considered closed for purposes of grade changes, degree standing and all changes to transcripts and parchments. The exceptions to this would be when there is an appeal pending that had been started prior to the awarding of the credential, or an administrative error on the part of the University or as per GGR 1.5.6.~~

### ~~1.5.9 Grade Point Average~~

**When Senate awards a graduate student's credential, the student record is normally considered closed for purposes of grade changes, degree standing and all changes to transcripts and parchments. The exceptions to this would be when there is an appeal pending that had been started prior to the awarding of the credential, or an administrative error on the part of the University or when an FD was assigned.**

The grade point average (GPA) is a method of expressing the student's performance as a numerical average. Each letter grade is assigned a numerical equivalent, which is then multiplied by the unit value assigned to the course to produce the grade point. Grades without a numerical equivalent are not included in the calculation of the grade point average.

Term grade point average (GPA) is computed by dividing the total grade points earned by the total units completed in the term to the second decimal place.

|  | Letter Grade | Numeric Value |
|--|--------------|---------------|
| Course 1                                 | A            | 4.00          |
| Course 2                                 | A+           | 4.33          |
| Course 3                                 | B-           | 2.67          |
| Course 4                                 | C            | 2.00          |
| Course 5                                 | F            | 0.00          |
| Total                                    |              |               |
| Term grade point average: $39/16 = 2.44$ |              |               |

FROM

### 1.6.1 General

When a graduate student has been admitted, the graduate program committee will exercise general supervision and provide academic advice for the student through the chair of the graduate program committee or a faculty member designated by the chair, until a senior supervisor has been appointed when appropriate.

TO

### 1.6.1 General

When a graduate student has been admitted, the graduate program committee will exercise general supervision and provide academic advice for the student through the chair of the graduate program committee or a faculty member designated by the chair, until a supervisor has been appointed, **normally no later than the student's second term if appropriate.**

## **Summary of changes**

### **1.7**

- Clarified the difference of program specific requirements and University program requirements.
- Additional language regarding that additional course work may be required and the amount of course work required to be completed at SFU has been moved from the individual sub-sections to this general area as it applied to all credentials.

### **1.7.1**

- The policy is re-ordered, there are no changes to the requirements.
- The caveat that additional course work may be required is removed as that is applicable to all credential types and, therefore, moved to 1.7

### **1.7.2**

- Adding to the title “minimum” in line with the other sub-sections.
- The language “must complete the University minimum [...]” to “must complete a minimum [...]” keeps the language consistent with 1.7.1 and with program’s calendar language.

### **1.7.3**

- The addition to this section makes it clear that any research based doctoral degree requires a thesis. This was included previously in GGR1.7.5 and moving this information within 1.7.4 will help keep the policy more concise having all University minimum requirements for a program under the same GGR.

### **1.7.4-1.7.6**

These are new regulations which outline what has been done in practice and at other institutions. There has been confusion between what credential(s) are granted in each situation. The policy emphasizes that in cotutelle and joint degrees only one credential is awarded.

### **1.7.7a and 1.7.7b**

- Previously included in GGR 1.7.6 “Courses in Master’s and Doctoral Programs”. As transfer and advance credit are available at all credential levels, it has been renamed and divided to make it apparent that they are two different options of having course work from another institution used towards the SFU credential. The procedure for both transfer and advanced credit have not been modified from the original in 1.7.6.

## GGR 1.7 Program Requirements

| FROM  | TO   |
|---|--|
| <p data-bbox="207 368 553 485"><b>1.7 Program Requirements</b></p> <p data-bbox="207 527 821 753"><del>Minimum program requirements are defined in 1.7.1, 1.7.2, 1.7.4., and 1.7.5. See 1.7.6 for regulations concerning courses completed at other institutions. There is an enrollment requirement for all master and doctoral programs (see 1.4.4).</del></p> <p data-bbox="207 1123 821 1208"><b>1.7.1 Program Requirements for the Graduate Diploma and Certificate</b></p> <p data-bbox="207 1251 821 1655"><del>Diploma students must complete the University minimum requirement of 22 units of graduate course work. Certificate students must complete a minimum of four graduate courses (maximum five courses) for a minimum of 12 units of graduate course work. A graduate program 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 program.</del></p> | <p data-bbox="857 368 1198 485"><b>1.7 Program Requirements</b></p> <p data-bbox="857 527 1422 895"><b>The minimum University requirements are outlined in GGRs 1.7.1-1.7.6. A graduate program committee may require additional graduate or undergraduate work, either on an individual basis or, with Senate ratification, for all students in the program. One half of the minimum course work required for a credential must be completed at this University.</b></p> <p data-bbox="857 938 1390 1044"><b>See 1.7.7 for regulations concerning courses completed at other institutions.</b></p> <p data-bbox="857 1108 1390 1229"><b>1.7.1 Minimum Program Requirements for the Graduate Certificate and Diploma</b></p> <p data-bbox="857 1278 1390 1464"><b>Certificate students must complete a minimum of four graduate courses (maximum five courses) for a minimum of 12 units of graduate course work.</b></p> <p data-bbox="857 1506 1365 1613"><b>Diploma students must complete a minimum of 22 units of graduate course work.</b></p> |

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

Master's students must complete the University minimum requirement of 30 graduate units, in one of the following ways:

- a) Successfully complete a minimum of 12 units of graduate course work plus a thesis that is examined as per 1.9.1.
- b) Successfully complete a minimum of 20 units of graduate course work plus a project that is examined as per 1.9.1.
- c) Successfully complete a minimum of 24 units of graduate course work plus two extended essays, or a project, that are examined by two readers.
- d) Successfully complete a minimum of 30 units of graduate course work. A capstone (e.g. project, examination, portfolio, extended essay) is not required but may be added to the program.

Not all of these options are available for every program.

### ~~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 complete specified courses or units as part of the degree program.~~

### 1.7.2 Minimum Program Requirements for the Master's Degree

Master's students must complete a minimum requirement of 30 graduate units, in one of the following ways:

- a) Successfully complete a minimum of 12 units of graduate course work plus a thesis that is examined as per 1.9.1.
- b) Successfully complete a minimum of 20 units of graduate course work plus a project that is examined as per 1.9.1.
- c) Successfully complete a minimum of 24 units of graduate course work plus two extended essays, or a project, that are examined by two readers.
- d) Successfully complete a minimum of 30 units of graduate course work. A capstone (e.g. project, examination, portfolio, extended essay) is not required but may be added to the program.

Not all of these options are available for every program.

### 1.7.3 Minimum Program 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 complete specified courses or units as part of the degree program. **All doctoral programs require a doctoral thesis**

### ~~1.7.5 Doctoral Thesis~~

~~All doctoral programs require a doctoral thesis based on substantial original research.~~

### ~~1.7.6 Courses in Master's and Doctoral Programs~~

~~The following rules apply to the minimum course work requirement:~~

~~One half of the minimum course work required for a credential (i.e. certificate, diploma, degree) must be completed at this University.~~

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

~~None of the University minimum may be undergraduate courses.~~

~~A graduate student may apply for transfer credit towards a credential at Simon Fraser University, for graduate courses completed at another university while enrolled at SFU. To receive transfer credit, the following conditions apply:~~

~~a) Application shall be made at least one month before the course/courses start and shall be approved by the graduate program committee and be sent to the dean of graduate studies for final approval.~~

~~b) The student shall maintain normal enrollment, not enrollment on leave, at Simon Fraser University while completing the course/courses at another university under these provisions.~~

~~c) The minimum grade required is a B, although the grade achieved will not be~~

based on substantial original research.

### **1.7.4 Minimum Program Requirements for the Cotutelle Degree**

**A cotutelle is a single doctoral degree awarded jointly by two institutions. Each cotutelle has an individualized agreement between the student, supervisors, and both institutions.**

**Cotutelle students must complete at least half of their course work requirements at this University. Cotutelle students have a minimum residency requirement of four terms of full-time registration at Simon Fraser University.**

### **1.7.5 Minimum Program Requirements for the Joint Degree**

**A joint degree is a single credential awarded by two academic units or institutions. The minimum University requirements for the credential apply. The course work is normally divided equally between the academic units or institutions.**

### **1.7.6 Minimum Program Requirements for the Dual Degree**

**A dual degree program is a degree where two distinct credentials are awarded jointly by two academic units or institutions. Student must complete all university requirements for each credential separately. Courses from one credential cannot be counted**

included in the calculation of the cumulative grade point average.

**A graduate student may apply to receive advance credit towards a credential at Simon Fraser University for:**

- graduate courses completed prior to admission;
- graduate courses completed towards another credential.

**To receive advance credit, the following conditions apply:**

- a) The courses must have been completed within three years of starting the Simon Fraser University program.
- b) The courses must not have been applied toward the requirements for a previously completed credential, unless this is permitted in the Senate approved program requirements.
- c) The courses must not have been completed while the student was admitted as a qualifying student.
- d) Advance credit for courses from a certificate/diploma may comprise no more than 50 percent of the course requirements for a graduate degree; or advance credit for courses from a degree may comprise no more than 50 percent of the course requirements for a graduate certificate/diploma.
- e) Application for advance credit must be approved by the graduate program committee and the dean of graduate studies, either before admission or retroactively within the first year of enrollment.

toward the completion of the other credential.

### **1.7.7a Transfer Credit**

A student may apply to receive transfer credit towards the requirements at Simon Fraser University if they are planning to take courses at another institution.

To receive transfer credit, the following conditions apply:

- a) Application shall be made at least one month before the course/courses start and shall be reviewed by the graduate program committee and be sent to the dean of graduate studies for final approval.
- b) The student shall maintain enrollment, not on leave, at Simon Fraser University while completing the course(s) at another university under these provisions.
- c) The minimum grade required is a B, although the grade achieved will not be included in the calculation of the cumulative grade point average.

### **1.7.7b Advance Credit**

If a student completed graduate courses prior to being admitted at Simon Fraser University, they may apply to receive advance credit.

To receive advance credit, the following conditions apply:

- a) The courses must not have been applied toward the requirements for a previously completed credential,

~~f) The minimum grade required is a B, although the grade achieved will not be included in the calculation of the cumulative grade point average.~~

**unless this is permitted in the Senate approved program requirements.**

**b) The courses must have been completed within three years of starting the Simon Fraser University program.**

**c) The minimum grade required is a B, although the grade achieved will not be included in the calculation of the cumulative grade point average.**

**d) Application for advance credit must be approved by the graduate program committee and the dean of graduate studies, either before admission or within the first year of enrollment.**



## Summary of changes

### 1.9

-GGR 1.9.4 and 1.9.5 have been flipped in order, no change to the policy.

-Minor editorial change which moves the clarification from 1.9.4 to 1.9.6 that any changes to the date, location and time of the defence must be approved by the dean of graduate studies.

### Revisions to GGR 1.9

| FROM  | TO  |
|---|---|
| <p><b>1.9 Preparation for Examinations</b></p> <p><b>Master's Students</b><br/>1.9.1 EXAMINING COMMITTEE FOR A MASTER'S DEGREE CANDIDATE</p> <p>[...]</p> <p>1.9.2 PREPARATION FOR EXAMINATION OF MASTER'S THESIS</p> <p>Preparation for the examination of a master's thesis shall not take place until the thesis is substantially complete and in the required format. See the Thesis Assistance website for information.</p> <p>The candidate's supervisory committee shall make a recommendation to the chair of the graduate program committee concerning the date, place and time of the thesis examination and the composition of the examining committee in conformity with 1.9.1.</p> <p>Upon approval of the chair of the graduate program committee, this recommendation, with the thesis title, shall be sent to the associate director, graduate admission, records and registration for entry into the University's records. The examining committee composition shall reach the</p> | <p><b>1.9 Preparation for Examinations</b></p> <p><b>Master's Students</b><br/>1.9.1 EXAMINING COMMITTEE FOR A MASTER'S DEGREE CANDIDATE</p> <p>[...]</p> <p>1.9.2 PREPARATION FOR EXAMINATION OF MASTER'S THESIS</p> <p>Preparation for the examination of a master's thesis shall not take place until the thesis is substantially complete and in the required format. See the Thesis Assistance website for information.</p> <p>The candidate's supervisory committee shall make a recommendation to the chair of the graduate program committee concerning the date, place and time of the thesis examination and the composition of the examining committee in conformity with 1.9.1.</p> <p>Upon approval of the chair of the graduate program committee, this recommendation, with the thesis title, shall be sent to the associate director, graduate admission, records and registration for entry into the University's records. The examining</p> |

director 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.

At least two weeks before the date of the thesis examination, a digital copy of the completed thesis shall be distributed to the examining committee by the chair of the graduate program committee. Department rules may require earlier submission of the completed thesis.

If the date or place has been changed, the chair of the graduate program committee will notify the University community.

The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.

## Doctoral Students

### 1.9.3 EXAMINING COMMITTEE FOR DOCTORAL THESIS

[...]

### 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 required format. See the Thesis Assistance website for information.~~

~~The candidate's supervisory committee shall make a recommendation to the chair of the graduate program committee concerning the~~

committee composition shall reach the **associate** director 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.

At least two weeks before the date of the thesis examination, a digital copy of the completed thesis shall be distributed to the examining committee by the chair of the graduate program committee. Department rules may require earlier submission of the completed thesis.

If the date or place has been changed, the chair of the graduate program committee will notify the University community.

The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.

## Doctoral Students

### 1.9.3 EXAMINING COMMITTEE FOR DOCTORAL THESIS

[...]

### 1.9.4 THE ROLE OF THE EXTERNAL EXAMINER

**The external examiner should be a distinguished scholar with particular research and supervisory experience in the field of the thesis research. The examiner shall be free from potential conflict of interest. The external examiner may participate in person, video/telephone conference or in absentia.**

composition of the examining committee (in conformity with 1.9.3) and the date, location, and time of the thesis examination. Upon approval of the chair of the graduate program committee, this recommendation, along with the thesis and all relevant documentation, shall be sent to the dean of graduate studies or designate for final approval no later than six weeks before the examination date.

Once approved, the dean of graduate studies or designate shall formally invite the external examiner and distribute digital copies of the completed thesis to the examining committee. Any changes to the date of the examination must be approved by the dean of graduate studies or designate.

The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.

#### **1.9.5 THE ROLE OF THE EXTERNAL EXAMINER**

The external examiner should be a distinguished scholar with particular research and supervisory 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. The external examiner may participate in person, video/telephone conference or in absentia.

The external examiner shall be asked to report on the thesis. This report will normally be submitted two weeks before the examination date to the dean of graduate studies or designate. In the event the external examiner is examining in absentia, the report should be extensive and give a recommendation for the examination outcome 1.10.2. The report may contain

The external examiner shall be asked to report on the thesis. This report will normally be submitted two weeks before the examination date to the dean of graduate studies or designate. In the event the external examiner is examining in absentia, the report should be extensive and give a recommendation for the examination outcome (see 1.10.2). The report may contain specific questions the external examiner would like posed to the candidate. Those questions shall be directed to the candidate during the examination by the chair of the examining committee or members of the examining committee selected by the chair.

If the report states that the thesis is ready for examination, a copy shall be sent to the chair of the graduate program committee for distribution to all members of the examining committee before the examination. The contents of the report will not be communicated to the student until after the defence with permission of the examiner.

If the report recommends that the examination be postponed, the dean or designate shall send a copy to the senior supervisor and the chair of the graduate program committee. The chair of the graduate program committee and the senior supervisor will inform the student of the content of the report. The chair of the graduate program committee shall report to the dean or designate whether the examination will take place as scheduled or be postponed.

~~specific questions the external examiner would like posed to the candidate. These questions shall be directed to the candidate during the examination by the chair of the examining committee or members of the examining committee selected by the chair.~~

~~If the report states that the thesis is ready for examination, a copy shall be sent to the chair of the graduate program committee for distribution to all members of the examining committee before the examination. The contents of the report will not be communicated to the student until after the defence with permission of the examiner.~~

~~If the report recommends that the examination be postponed, the dean or designate shall send a copy to the senior supervisor and the chair of the graduate program committee. The chair of the graduate program committee and the senior supervisor will inform the student of the content of the report. The chair of the graduate program committee shall report to the dean or designate whether the examination will take place as scheduled or be postponed.~~

#### 1.9.6 NOTIFICATION OF DOCTORAL THESIS EXAMINATION

Once the examination has been approved by the dean of graduate studies or designate, the chair of the graduate program committee or designate is responsible for notifying the candidate, examining committee, faculty

#### 1.9.5 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 required format. See the Thesis Assistance website for information.**

**The candidate's supervisory committee shall make a recommendation to the chair of the graduate program committee concerning the composition of the examining committee (in conformity with 1.9.3) and the date, location, and time of the thesis examination. Upon approval of the chair of the graduate program committee, this recommendation, along with the thesis and all relevant documentation, shall be sent to the dean of graduate studies or designate for final approval no later than six weeks before the examination date.**

**Once approved, the dean of graduate studies or designate shall formally invite the external examiner and distribute digital copies of the completed thesis to the examining committee.**

**The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.**

#### 1.9.6 NOTIFICATION OF DOCTORAL THESIS EXAMINATION

Once the examination has been approved by the dean of graduate studies or designate, the chair of the graduate

dean(s), and the University community of the approved date, location, and time of the thesis examination. This notification should happen no later than two weeks before the examination date. ~~If there are any changes to the date, location, and/or time of the thesis examination,~~ the chair of the graduate program committee or designate is responsible for informing the candidate, examining committee, faculty dean(s), and the University community. The dean of graduate studies or designate is responsible for notifying the external examiner of any changes.

program committee or designate is responsible for notifying the candidate, examining committee, faculty dean(s), and the University community of the approved date, location, and time of the thesis examination. This notification should happen no later than two weeks before the examination date.

**Any changes to the date, location, and/or time of the thesis examination must be approved by the dean of graduate studies or designate.** The chair of the graduate program committee or designate is responsible for informing the candidate, examining committee, faculty dean(s), and the University community. The dean of graduate studies or designate is responsible for notifying the external examiner of any changes