

SIMON FRASER UNIVERSITY

S.90-6
As amended by
Senate 8/1/90

MEMORANDUM

To: Senate

From: L. Salter
Chair, SCAP

Subject: Graduate Regulations

Date: November 9, 1989

Action undertaken by the Senate Committee on Academic Planning/Senate Committee on Undergraduate Studies gives rise to the following motion:

Motion:

"That Senate approve and recommend approval to the Board of Governors as set forth in S. 90-6, the proposed changes to the graduate regulations 1.12.1; 1.12.2; 1.6.3 and new regulation 1.4.5 - Part-time Study."

Note: A suggestion to include in the proposal a stipulation that programs choosing to opt for part-time study report once a year to Senate was accepted as a friendly amendment.

S I M O N F R A S E R U N I V E R S I T Y

MEMORANDUM

DEAN OF GRADUATE STUDIES

TO: Senate FROM: B.P. Clayman
SUBJECT: Graduate Regulations DATE: October 17, 1989

The Senate Graduate Studies Committee and Senate Committee on Academic Planning have approved changes to the graduate regulations related to part-time study.

At present, there is no explicit recognition of part-time graduate study in our regulations. All graduate students are considered either to be studying full-time or to be "on-leave"; regulations related to their progress, time in program and fee calculation all assume full-time status.

In order to make our graduate programs more accessible and more responsive to the needs of part-time students, I recommended to the S.G.S.C. changes in the regulations. These were considered and refined by an ad hoc subcommittee whose recommendations were further refined and then approved by the S.G.S.C. They were approved by S.C.A.P. on October 11, 1989. They are given below accompanied by brief rationales. You will note that formal part-time status is available only to part-time students who are taking one graduate course and are not working on thesis, extended essay or project.

The S.F.U. Board of Governors approved a recommendation to institute an interim part-time tuition fee for the 1989/90 academic year only. This recommendation was developed, after extensive consultation, as a means addressing some of the difficulties experienced by part-time students. As you will note from the text of the fee schedule (reproduced in Appendix A), the criteria for part-time enrolment are similar to those in proposed Regulation 1.4.5 (below).

Another important reason for moving from our present anecdotal reporting system for reporting student status to a more precise definition of part-time status is the prospect of increasing use of "formula funding" in determining the university's provincial operating grant. The present system is not rigorous and would be difficult to justify. Our experience with the interim definition of part-time status in 1989-3 indicates that our FTE enrolment figures will not decrease through the use of the new criteria for part-time status.

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In addition to the approval of this "enabling legislation", two other events would have to occur for full implementation of this change: i) Individual departmental Graduate Program Committees would decide whether their programs would be available for part-time study. ii) The Board of Governors will be asked to approve a change in the basis for graduate fee assessment. This latter proposal is described in Appendix B to this memorandum.

PROPOSED NEW GRADUATE REGULATION (1.4.5.)

Part-time Study

A number of graduate programs have been approved, by the relevant Graduate Program Committee, for part-time study. These are listed below:

Executive Master of Business Administration	(M.B.A.)
Master of Engineering	(M.Eng.)
Master of Natural Resource Management	(M.R.M.)

The list of approved programs is subject to change.

A student in a graduate program may apply to enrol part-time in a particular semester if all the following requirements are satisfied:

- a) that program has been approved for part-time study, and
- b) the student wishes to enrol in only one course, and
- c) the student will not be working on his or her thesis, project or extended essays, and
- d) The student will be spending no more than 50% of his or her productive time on his or her graduate studies.

The application to enrol part-time is subject to the approval of the student's Supervisory Committee and Graduate Program Committee.

A part-time enrolment is considered to be the equivalent of one-half a full-time equivalent (FTE) enrolment. The time limit for degree completion may reflect part-time status; see Regulation 1.12.

Rationale

Part-time status is intended primarily to address the needs of students whose primary activity is not graduate studies and who wish only to enrol in one course during the early phase of their programs, prior to commencement of work associated with thesis, project or extended essays. At present such students are required to pay the full registration fee (\$626 per semester in year 1) and that semester counts fully toward to the time limit for degree completion and supervisory committee formation. The proposed change would permit registration in one course for one-half the full-time fee; a part-time semester would count as one-half a full-time semester toward the time limits.

CHANGED REGULATION (1.12.1)

From: A student shall complete all of the requirements for a Master's degree within five calendar years of enrolment as a Master's student.

To: A Student shall complete all of the requirements for a Master's degree within twelve semesters of full-time equivalent (FTE) enrolment. In addition, all requirements of the Master's degree must be completed within six calendar years of initial enrolment as a Master's student.

Rationale

The time limit for degree completion is changed to recognize the explicitly the possibility of part-time study. The present limit is five years only because the present regulations do not recognize this possibility. Even four years of full-time study for a Master's was seen by many to be excessive, but was passed in recognition of the imperfection of the definition of part-time study.

CHANGED REGULATION (1.12.2)

From: A student shall complete all the requirements for a Doctoral degree within eight calendar years of enrolment as a Doctoral student.

To: A student shall complete all the requirements for a Doctoral degree within eight calendar years of initial enrolment as a Doctoral student or, in the case of a student who has transferred from a Master's program into the Doctoral program without completing the Master's degree, within eight calendar years of initial enrolment as a Master's student.

Rationale

The only change is clarification of the status of a student who transfers from Master's to Doctoral program without completion of Master's.

CHANGED REGULATION (1.6.3)

From: In consultation with the graduate student, the Graduate Program Committee will appoint a Senior Supervisor as soon as possible after admission to the graduate program. Normally, this appointment shall be made no later than the beginning of the third semester after the student's admission, although in certain circumstances, and with the permission of the Dean of Graduate Studies, the appointment can be made later. The Senior Supervisor is the person principally responsible for supervising the student throughout the degree program. A Senior Supervisor must hold the rank of Assistant Professor or above.

To: In consultation with the student, the Graduate Program Committee will appoint a Senior Supervisor as soon as possible after admission to the graduate program. Normally, this appointment shall be made no later than the beginning of the third semester of full-time equivalent enrolment after the student's admission, although etc.

Rationale

The time limit for establishment of the supervisory committee is changed to recognize explicitly the possibility of part-time study.



APPENDIX A
SEMESTER TUITION FEE SCHEDULE 1989-90

Part-time Registration

A special, interim part-time registration fee of \$313 per semester is effective in the 1989/90 academic year. It is available to students who are pursuing their graduate programs on a part-time basis and are not:

- enrolled in more than one course, or
- working on a thesis, project or extended essay, or
- recipients of graduate financial awards, or
- enrolled in the M.Eng. or Executive M.B.A. program.

Prior approval at the time of registration of the Supervisory Committee and Graduate Program Committee are required. Two part-time semesters will count as one normal semester in future tuition fee calculations. This includes the possible obligation to pay a minimum fee for the degree, under consideration for implementation in September 1990.

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APPENDIX B
PROPOSED 1990/91 FEE SCHEDULE

Semester Tuition Fees 1990-1991

1. a) Full Time Fee Unit:
Master's and Doctoral Programs* \$ 554
*Exception:
1) Executive M.B.A. Program \$ 1,650
- b) Part-time Fee is equal to one-half of the Full Time Fee Unit.
- c) Minimum Fee for the Master's Degree:
i) If the degree is completed in no more than twelve consecutive months of Full Time study: Three Full Time Fee Units.
ii) If the degree is completed in no more than sixteen consecutive months of Full Time study: Four Full Time Fee Units.
iii) All other cases: Six Full Time Fee Units.
- d) Minimum Fee for the Doctoral Degree is eight Full Time Fee Units.
- e) Students who transfer to another degree program, without completing the first, retain credit for Fee Units already paid.
- f) Registration in specific semesters in programs designated as discontinuous does not require payment of a fee. Programs designated as discontinuous and affected semesters are:

<u>Program</u>	<u>Semesters</u>
Executive M.B.A.	First and Second Summers
M. Eng.	Every Summer
M.R.M.	First and Second Summers, only for students who have registered part-time exclusively.

2. Continuing Fee:

The Continuing Fee, equal to one-half of the Full Time Fee Unit, is payable by students who have met the minimum fee requirement in 1 c) or 1 d) above.

3. On-Leave Fee:

The On-leave Fee, equal to one-quarter of the Full Time Fee Unit, is payable by students who register "on-leave" as described under Regulation 1.8.4. This fee does not count toward the minimum fee requirement in a c) or 1 d) above.

4. Time Extension Fee

Students registered on a time extension beyond the maxima given in Regulation 1.12 pay a registration fee equal to one Full Time Unit for each such registration.

5. Readmission Fee

Students registered for one semester to complete degree requirements as described in Regulation 1.12.3 pay a registration fee equal to one and a half Full Time Fee Unit.

6. Qualifying Students and Special Graduate Students are assessed fees on the same basis as undergraduate students: \$54 per semester hour. These fees do not count toward the minimum fee requirement in 1 c) or 1 d) above.

7. Exchange Students, registered under the terms of Regulation 1.3.8 pay no tuition fee at Simon Fraser University but pay the Student Activity Fee and the Athletic-Recreation Fee.

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