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MEMORANDUM

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ATTENTION Senate  
FROM Jeff Derksen,  
Chair of Senate Graduate Studies  
Committee (SGSC)  
RE: Course Changes

DATE May 2, 2018

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**For information:**

Acting under delegated authority, Jeff Derksen, Chair of Senate Graduate Studies Committee, approved the following course change effective **Summer 2018**:

**Faculty of Arts and Social Sciences**

Department of Urban Studies

- 1) Course change (repeat for credit): URB 697 Research Project



FACULTY OF  
ARTS AND SOCIAL SCIENCES

MEMO

Office of the Dean

ATTENTION: Jeff Derksen, Dean  
Graduate & Postdoctoral Studies

STREET ADDRESS  
Academic Quadrangle  
Room 6168

FROM : Lisa Shapiro, Chair  
Faculty of Arts and Social Sciences Graduate Studies Committee

MAILING ADDRESS  
8888 University Drive  
Burnaby BC Canada  
V5A 1S6

RE: Graduate Course Change URB697

DATE: May 2, 2018

778-782-4415 (Tel)  
www.sfu.ca/fass (Web)

Associate Dean Lisa Shapiro approved the attached Graduate Course Change under delegated authority. Please place this item on the agenda for the next SGSC meeting.

A handwritten signature in black ink, appearing to read "LS", written over a horizontal line.

Lisa Shapiro  
Associate Dean, Faculty of Arts and Social Sciences



SIMON FRASER UNIVERSITY  
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24 April 2018

To: Shelley Gair, Associate Director, Graduate Admissions, Records & Registration  
Office of Graduate Studies and Postdoctoral Fellows

From: Peter Hall, Director, Graduate Program in Urban Studies

A handwritten signature in black ink, appearing to read 'Peter Hall', with a horizontal line underneath.

Please see attached course change form regarding URB 697. Amendments to this course were previously approved by the FASS GSC (1 February 2018) and Senate (9 April 2018). However, the "repeat for credit" was set up incorrectly. As discussed with your office we have included a completed course change form. Because this is a special circumstance, we are requesting that they be approved under delegated authority to expedite the process.

- Rationale (from original request): In order to address the continuous enrollment requirement and to have the M.Urb. completion phase more closely match other Master's programs, we are phasing out URB 699 (Research Project Completion, 2 units) and are instead allowing multiple enrollments within URB 697 (Research Project, 4 units). This change eliminates reference to URB 699 from the Calendar Entry. URB 697 (Research Project) is unchanged as a four-unit course, but internally it will consist of two phases (Phase 1, up to two enrollments allowed; and Phase 2, up to three enrollments allowed), and hence students remain IP (in progress) until they successfully defend. Students will receive 4 units for URB 697 once their thesis is successfully defended, any post-defense revisions have been accepted, and the final version has been submitted to the library.



## Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number	URB 697	Units	4	Effective Term and Year	Summer 2018
Course Title	Research Project				
Rationale for Change:	To allow the students to be enrolled in the course up to three times				

**Proposed Changes (Check all that apply)**

Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other Repeat for credit

**Complete only the fields to be changed**

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title	Course Title (max 100 characters)
Course Short Title	Course Short Title (max 30 characters)
Description	Description
Prerequisite	Prerequisite
Other	Other Set up "repeat for credit" for a maximum of 3 times.

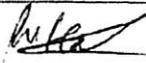
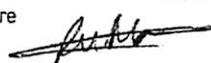
\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

**REMINDER:** All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

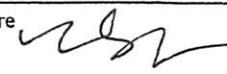
**CONTACT PERSON**

Department / School / Program Urban Studies	Contact name Terri Evans	Contact email urban@sfu.ca
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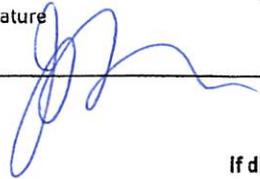
**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee P. Hall	Signature 	Date 19-APR-2018
Department Chair P. Hall	Signature 	Date 19-APR-2018

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC) Lisa Shapiro	Signature 	Date 2 May 2018
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Jeff Derksen	Signature 	Date May 2, 2018
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**ADMINISTRATIVE SECTION (for DGS office only)**

Course Attribute: \_\_\_\_\_  
 Course Attribute Value: \_\_\_\_\_  
 Instruction Mode: \_\_\_\_\_  
 Attendance Type: \_\_\_\_\_

If different from regular units:  
 Academic Progress Units: \_\_\_\_\_  
 Financial Aid Progress Units: \_\_\_\_\_