Department of Gerontology
Policy on Degree Completion Time Limits

Students Admitted Prior to Fall 2016:

**MA:** Students admitted to the MA in Gerontology prior to September 2016 will have 9 semesters to complete within the new General Graduate Regulations (GGR). These students will be granted an automatic 3 semester extension if needed for a maximum time limit of 12 semesters to complete and graduate.

Credential will not be awarded to a student who has not completed within their time limit plus allowed extension

**PhD:** Students admitted to the PhD in Gerontology prior to September 2016 will have 18 semesters to complete within the new General Graduate Regulations (GGR). These students will be granted an automatic 6 semester extension if needed for a maximum time limit of 24 semesters to complete and graduate.

Credential will not be awarded to a student who has not completed within their time limit plus allowed extension

Students Admitted After Fall 2016:

**MA:** Students who commence the MA in Gerontology from Fall 2016 onward will have 9 semesters to complete within the new General Graduate Regulations (GGR). Under extenuating circumstances, students may apply for up to 2 extensions of 1 – 3 semesters each. Application to apply for an extension must be approved by the Senior Supervisor. Final approval of the extension is at the discretion of the Graduate Program Committee within the Department of Gerontology.

Credential will not be awarded to a student who has not completed within their time limit plus allowed extension

**PhD:** Students who commence the PhD in Gerontology from Fall 2016 onward will have 18 semesters to complete within the new General Graduate Regulations (GGR). Under extenuating circumstances, students may apply for up to 2 extensions of 1 – 3 semesters each. Application to apply for an extension must be approved by the Senior Supervisor. Final approval of the extension is at the discretion of the Graduate Program Committee within the Department of Gerontology.

Credential will not be awarded to a student who has not completed within their time limit plus allowed extension
Revised SFU Graduate General Regulations
Regarding Readmission and Reactivation

**GGR 1.4.8 Reactivation**

This regulation has been created specifically for students who are discontinued after not enrolling (or on leave) for one term and have not reached their time limit. It allows for a quick reactivation of their program without having to go through the extensive readmission process. A student needs to complete a Reactivation form and submit it to their academic unit. The academic unit will forward the completed form to DGS for processing.

**GGR 1.4.9 Readmission**

This process applies to students who have not enrolled or applied to go on leave for more than one term.

There are two main changes within this regulation: the process of readmission and the deadline to apply for readmission.

**Process**
- students should contact their senior supervisor and the graduate program chair and advise them of their intention to apply for readmission
- students apply for readmission through the regular online application system (OASIS)
- in place of the Statement of Research Interest in the online application, students will upload a rationale for their absence and a reason why the Gerontology Admissions Committee should readmit them
- they will also be required to upload an up-to-date CV
- all other documents normally required for applicants to a Gerontology graduate program will be waived by the graduate program assistant.

**Deadline to Apply:**
This is calculated by using the student’s original starting term, their program time limit plus 3 terms of possible extension time. A student MUST apply for readmission within this time limit.

**Time to Complete:**
Students who are readmitted to their program maintain the same start date and time limit from when they were first admitted to the program and are eligible to apply for extensions under GGR 1.12.2.

**GGR 1.8.4 Application to go on Leave**

In this section, exceptional circumstances for interrupting a student's graduate program normally means illness, accident, disability, pregnancy or parenting responsibilities. Students in such circumstances are expected to present documentation to support those reasons.

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Students in per term fee programs are expected to maintain continuous enrolment (see 1.4.3). However, a student may apply to go on leave if both of the following conditions are satisfied.

a) a situation arises which makes it necessary to interrupt the graduate program;

and

b) no substantial use will be made of University facilities.

Permission to enroll on leave must be approved by the student's senior supervisor and the chair of the student's graduate program committee. When the situation necessitating the interruption of the student's graduate program is due to exceptional circumstances, permission to enroll on leave will not normally be denied. Students who apply for a leave due to exceptional circumstances and have permission denied for that leave should apply to the dean of graduate studies for consideration of their application.

Students on leave are required to enroll during the normal enrolment period for each term by indicating on leave status when enrolling, and they will be assessed an on leave fee (see On Leave in the Graduate Fees section). This fee will be waived for students enrolled on leave due to exceptional circumstances.

Enrolling on leave may impact upon a student's ability to complete their degree within the maximum time allowed (see 1.12). For students in master's degree programs, no term or enrolment on leave will count toward the maximum 12 terms of enrolment allowed for the completion of their degree requirements. Further to this, each term of on leave enrolment for exceptional circumstances will extend, by four months, the six calendar year period of time from the student's initial enrolment in their graduate program in which they must complete their degree requirements. Terms of enrolment on leave for other reasons will not extend that six calendar year period.

For students in doctoral programs (see 1.12.3), each term of on leave enrolment for exceptional circumstances will extend, by four months, the eight calendar year period of time from the student's initial enrolment in their graduate program in which they must complete their degree requirements. Terms of enrolment on leave for other reasons will not extend that eight calendar year period. Further, no term of on leave enrolment, regardless of the reasons for enrolment on leave, will count toward the minimum of five terms the student must spend enrolled in their program (see 1.7.3).

Students who wish to enrol on leave for more than three sequential terms must submit a written explanation for all subsequent on leave enrolments. Such applications require approval from the dean of graduate studies.