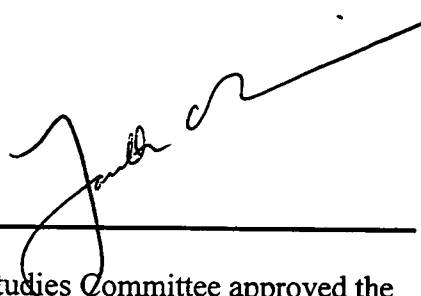


SIMON FRASER UNIVERSITY
DEAN OF GRADUATE STUDIES
MEMORANDUM

TO: Senate
FROM: Jonathan Driver, Dean of Graduate Studies, Chair, Senate Graduate
Studies Committee
SUBJECT: Change to Graduate General Regulations
DATE: 16th September 2004
cc:



At its meeting of 13th September 2004 Senate Graduate Studies Committee approved the following changes to Graduate General Regulations, and I request that Senate consider the following motion:

That Senate approve the changes to Graduate General Regulation 1.12, as set out in Senate Paper S.04-72

Context

Our graduate regulations define maximum length of time allowed for students in graduate programs. The dean of graduate studies has been very strict about keeping to these deadlines. Recently I have been requested to find out if these rules violate human rights legislation. It is clear that we are in violation of such legislation if we discriminate against students who have been forced to take time from their graduate studies as a result of disability, illness or the need for parental leave.

I am therefore proposing the following addition to Graduate Regulation 1.12.1. Current wording is in *italics*. New wording is in **bold**. No deletions are proposed to existing text.

1.12 Maximum Time for Completion of the Requirements for the Degree

1.12.1 General

The maximum times for completion given below are not intended to be the normal times for completion. They are intended to take into account a wide variety of extraordinary circumstances and events that may delay completion. Individual departments may specify their expectations of normal degree completion times as a guide to determining whether a student's progress is satisfactory.

Although it is expected that most students will complete their programs well before reaching the time limit, some students may be required to suspend work for a period of time because of mental or physical disability, pregnancy or family responsibilities. In such cases, students should apply to go on leave, should present

evidence (e.g. from a doctor) of the necessity of the interruption of studies, and should request that their on-leave fees be waived. On-leave semesters taken under such circumstances will be added to the maximum length of time in program. Students who take on-leave semesters for other reasons will not receive extensions. Students in per-credit programs do not take on-leave semesters. Students in those programs should submit a letter to the Chair of the Graduate Program Committee outlining the circumstances and requesting that their maximum time in program be extended, together with the required documentation.

Students with long-term disabilities should discuss their situation with the Centre for Students with Disabilities early in their graduate studies or as soon as possible after the condition is diagnosed. The Centre will assist students and their departments to develop plans for completion of programs, and this may include an extension beyond the normal time limits. Such plans must be approved by the Dean of Graduate Studies.

1.12.2 Master's Degree

Students in per semester fee programs (see 1.4) shall complete all of the requirements for a master's degree within 12 semesters of equivalent enrolment. On-leave semesters will not be counted as semesters of enrollment. In addition, all requirements of the master's degree must be completed within six calendar years of initial enrolment as a master's student. Students in per credit fee programs (see 1.4) shall complete all of the requirements for a master's degree within six calendar years of initial enrolment.

1.12.3 Doctoral Degree

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.

1.12.4 Readmission

Under exceptional circumstances and with the recommendation of the chair of the graduate program committee, a student who did not complete the degree requirements within the maximum time, and who was thus required to withdraw, may be readmitted for one semester only to complete those requirements. Final approval for readmission is by the dean of graduate studies.