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MEMORANDUM

ATTENTION Senate

DATE September 10, 2024

FROM Mary O'Brien,
Chair of Senate Graduate Studies
Committee (SGSC)



RE: Graduate General Regulation 1.7.7a Transfer Credit; 1.7.7b Advance Credit; 1.12.1 Time Limit; 1.12.2 Extensions

For Approval: At its meeting on September 10, 2024, SGSC reviewed and approved the revision Graduate General Regulations 1.7.7a Transfer Credit and 1.7.7b Advance Credit and 1.12.1 Time Limit and 1.12.2 Extensions. This gives rise to the following motion, effective **Summer 2025**:

Motion 1:

That Senate approve the revisions to Graduate General Regulation 1.7.7a Transfer Credit and 1.7.7b Advance Credit

Motion 2:

That Senate approve the revisions to Graduate General Regulation 1.12.1 Time Limit and 1.12.2 Extensions

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MEMORANDUM —

ATTENTION Mary O'Brien, Chair of Senate **DATE** August 11, 2024

Graduate Studies Committee (SGSC)

FROM Pamela Stern, Graduate Studies
Associate Dean, Curriculum and
Policy



RE: Graduate General Regulation: GGR
1.7.7a Transfer Credit and 1.7.7b
Advance Credit

Motion:

That SGSC approve the modification to GGRs 1.7.7a Transfer Credit and 1.7.7b Advance Credit effective Summer 2025.

Summary and Rationale:

The proposed changes are primarily “housekeeping” intended to clarify the distinction between Transfer Credit and Advance Credit. Conversations with members of the Simon Fraser community reveal a lack of clarity around the different forms of credit for courses taken outside of a degree program and/or at other institutions. The proposed changes follow recent additions to the GGRs making it possible for students to receive credit for graduate courses taken as a non-degree student (GGR 1.3.1.10) and for units earned through laddering certificate or diploma to be applied to a graduate degree (GGR 1.7.7c).

Recommendations:

That SGSC approve this modification to align with existing and pending Graduate General Regulations.

General Graduate Regulations Change 1.7.7a Transfer Credit & 1.7.7b Advance Credit

<p>Summary of change: The proposed changes are primarily “housekeeping” intended to clarify the distinction between Transfer Credit and Advance Credit. Conversations with members of the Simon Fraser community reveal a lack of clarity around the different forms of credit for courses taken outside of a degree program and/or at other institutions.</p>
<p>Rationale for change: The proposed changes follow recent additions to the GGRs making it possible for students to receive credit for graduate courses taken as a non-degree student (GGR 1.3.1.10) and for units earned through laddering certificate or diploma to be applied to a graduate degree (GGR 1.7.7c).</p>
<p>Effective term and year: Summer 2025</p>
<p>Will this change impact current students? If yes, what is the plan for current students? No.</p>

FROM	TO
<p>1.7.7a Transfer Credit</p> <p>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.</p> <p>To receive transfer credit, the following conditions apply:</p> <p>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.</p> <p>b) The student shall maintain enrollment, not on leave, at Simon Fraser University while completing the course(s) at another university under these provisions.</p>	<p>1.7.7a Transfer Credit</p> <p>Transfer credit refers to course credits earned at another university while the student is enrolled in a graduate degree or credential at Simon Fraser University. This includes credit for courses taken through the Western Deans Agreement. For graduate courses taken prior to enrolment in a graduate program see GGR 1.7.7b Advance Credit or 1.7.7c Laddering Credit.</p> <p>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.</p> <p>To receive transfer credit, the following conditions apply:</p>

<p>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.</p>	<p>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.</p> <p>b) The student shall maintain enrollment, not on leave, at Simon Fraser University while completing the course(s) at another university under these provisions.</p> <p>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.</p>
<p>1.7.7b Advance Credit</p> <p>If a student completed graduate courses prior to being admitted at Simon Fraser University, they may apply to receive advance credit.</p> <p>To receive advance credit, the following conditions apply:</p> <p>a) 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.</p> <p>b) The courses must have been completed within three years of starting the Simon Fraser University program.</p> <p>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.</p> <p>d) Application for advance credit must be approved by the graduate program committee and the dean of graduate studies, either before</p>	<p>1.7.7b Advance Credit</p> <p>If a student completed graduate courses prior to graduate enrolment at Simon Fraser University, they may apply to receive advance credit. For courses taken at Simon Fraser University as a non-degree student, see GGR 1.3.10.</p> <p>To receive advance credit, the following conditions apply:</p> <p>a) 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.</p> <p>b) The courses must have been completed within three years of starting the Simon Fraser University program.</p> <p>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.</p> <p>d) Application for advance credit must be approved by the graduate program committee and the dean of graduate studies, either before</p>

admission or within the first year of enrollment.

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MEMORANDUM

ATTENTION Mary O'Brien, Chair of Senate **DATE** August 12, 2024
Graduate Studies Committee (SGSC)
FROM Pamela Stern, Graduate Studies
Associate Dean, Curriculum
and Policy
RE: Revised Graduate General Regulation:
GGR 1.12 Time Limit and GGR 1.12.2
Extensions



Motion:

That SGSC approve the modification to GGR 1.12.1 Time Limit and GGR 1.12.2 Extensions effective Summer 2025.

Summary and Rationale:

The proposed changes to the policy on time limits for program completion are meant to improve clarity and transparency and to update the name of the Centre for Accessible Learning (previously the Centre for Students with Disabilities).

The current time limits for completion – 9 terms for master's degrees and 18 terms for doctoral degrees – were instituted 6 or 7 years ago. These time limits provide for 6 terms of extended time, if requested by the student and approved by their program. Our current practice allows students who are making progress towards completion to request additional extensions beyond six. This practice, however, has been informal, and thus, neither transparent nor equitable.

The amended policy requires that students seeking extension to the time limit prepare a completion plan. The aim of this new requirement is to encourage students to seek guidance from their supervisor and to plan their extended time in order to bring their programs to a speedy and successful conclusion.

Recommendations:

That SGSC approve this modification to align with existing and pending Graduate General Regulations.

General Graduate Regulations Change 1.12.1 Time Limit and GGR 1.12.2 Extensions

<p>Summary of change:</p> <p>The proposed changes to the policy on time limits for program completion are meant to improve clarity and transparency and to update the name of the Centre for Accessible Learning (previously the Centre for Students with Disabilities).</p>
<p>Rationale for change:</p> <p>The current time limits for completion – 9 terms for master's degrees and 18 terms for doctoral degrees – were instituted 6 or 7 years ago. These time limits provide for 6 terms of extended time, if requested by the student and approved by their program. Our current practice allows students who are making progress towards completion to request additional extensions beyond six. This practice, however, has been informal, and thus, neither transparent nor equitable.</p>
<p>The amended policy requires that students seeking extension to the time limit prepare a completion plan. The aim of this new requirement is to encourage students to seek guidance from their supervisor and to plan their extended time in order to bring their programs to a speedy and successful conclusion.</p>
<p>Effective term and year: Summer 2025</p>
<p>Will this change impact current students? If yes, what is the plan for current students?</p> <p>Yes, current students will be asked to prepare a completion plan and seek guidance from their supervisor.</p>

FROM	TO
<p>1.12.1 Time Limit</p> <p>The time limit for students in a graduate certificate, diploma, or master's program to complete all of the requirements is nine terms from the start of the program. The time limit for students in a doctoral program to complete all of the requirements is 18 terms from the start of the program, or in in the case of a student who has transferred from a master's into the doctoral program, without completing the master's, 18 terms from the start of the master's program.</p> <p>The time limits for program completion are not intended to be the normal times for</p>	<p>1.12.1 Time Limit</p> <p>The time limit for students in a graduate certificate, diploma, or master's program to complete all of the requirements is nine terms from the start of the program. The time limit for students in a doctoral program to complete all of the requirements is 18 terms from the start of the program. In the case of a student who has transferred from a master's into the doctoral program, without completing the master's degree, the time limit is 18 terms from the start of the master's program.</p> <p>The time limits for program completion are not intended to be the normal times for</p>

completion. These limits take into account a wide variety of **extraordinary** circumstances and events that may delay completion. It is expected that most students will complete their program before reaching the time limit. Individual academic units may specify their expectations of normal program completion times as a guide for determining whether a student's progress is satisfactory.

Some students may find it necessary to interrupt their studies by taking a leave of absence. ~~The time taken for a parental leave, medical/compassionate leave, or academic break will not be counted towards the time limit for program completion. The time for a personal leave will be counted towards the time limit (see 1.4.5).~~

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 the student, and their department, in developing a plan for program completion, which may include an extension beyond the normal time limits. **Such** plans must be approved by the dean of graduate studies.

1.12.2 Extensions

Students may apply for an extension to the time limit if ~~they are enrolled in a master's or doctoral program and need more time to complete the program requirements. A single extension may be for one to three terms, and students may be granted more than one extension. A master's and doctoral program ~~can~~ be no longer than the time limit plus six terms of extended time. Extensions ~~may be less than the maximum of six terms and~~ must meet the criteria established by the academic unit. Students should contact their~~

completion. These limits take into account a wide variety of circumstances and events that may delay completion. It is expected that most students will complete their program before reaching the time limit. Individual academic units may specify their expectations of normal program completion times as a guide for determining whether a student's progress is satisfactory.

Some students may find it necessary to interrupt their studies by taking a leave of absence. **Depending upon the leave type, it may count towards time to completion. Examples of leaves that do not count towards time to completion are leaves taken for medical, compassionate, or parental reasons (see 1.4.5).**

Students with long-term disabilities should discuss their situation with the Centre for **Accessible Learning** early in their graduate studies or as soon as possible after the condition is diagnosed. The Centre will assist the student and their department in developing a plan for program completion, which may include an extension beyond the normal time limits. **Extended completion** plans must be approved by the dean of graduate studies **following consultation with the student's academic program.**

1.12.2 Extensions

Master's and doctoral students who have reached the time limit for their program may apply for an extension to the time limit if **needed** to complete the program requirements. A single extension may be for one to three terms, and students may be granted more than one extension. **Except in exceptional circumstances, a master's and doctoral program should** be no longer than the time limit plus six terms of extended time. Extensions must meet the criteria established by the academic unit. Students should contact

<p>academic unit to confirm the specific extension policy for their program.</p> <p>Applications for an extension must be submitted no later than the term in which the time limit or current extension expires.</p> <p>Extensions are not available to students who are discontinued from their program. Students are required to maintain continuous enrollment throughout their extension and are eligible to go on medical/compassionate or parental leave (see 1.4.5). Extensions are approved by the supervisor, graduate program chair and the dean of graduate studies.</p>	<p>their academic unit to confirm the specific extension policy for their program.</p> <p>Applications for an extension must be submitted no later than the term in which the time limit or current extension expires.</p> <p>Students may initiate a request for a time limit extension by preparing a plan for completion. The completion plan should be discussed with and agreed upon by the supervisory committee and is to be submitted along with the request for extension.</p> <p>Extensions are not available to students who are discontinued from their program. Students are required to maintain continuous enrollment throughout their extension and are eligible to go on medical/compassionate or parental leave (see 1.4.5). Extensions are approved by the supervisor, graduate program chair, and the dean of graduate studies.</p>
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