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**MEMORANDUM** 

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**ATTENTION** Senate **DATE** February 11, 2025  
**FROM** Mary O'Brien,  
Chair of Senate Graduate Studies  
Committee (SGSC)  
**RE:** Program Changes

**For information:**

Acting under delegated authority at its meeting of **February 4, 2025**, SGSC approved the following curriculum item, effective **Fall 2025**:

**Faculty of Applied Sciences**School of Sustainable Energy Engineering

- 1) Program Change: Sustainable Energy Engineering PhD

**Faculty of Arts and Social Sciences**Department of Psychology

- 1) Program Change: Psychology PhD

**Faculty of Science**Department of Biological Sciences

- 1) Program Change: Environmental Toxicology MET

## MEMORANDUM

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Attention: Dr. Mary O'Brien

Date: Dec 13, 2024

Dean, Graduate Studies

From: Dr. Parvaneh Saeed, [psaeedi@sfu.ca](mailto:psaeedi@sfu.ca)  
Faculty of Applied Science, Graduate Studies Committee

Re: FAS-SEE PhD Program Changes

The Faculty of Applied Sciences Graduate Studies Committee proposes the following changes to the SEE PhD program:

- SEE897 Seminar Course Requirement: The requirement for PhD students to enroll in the SEE897 seminar course will be reduced from every term to once per year. This adjustment responds to students' feedback about the need for more time to focus on their research, particularly during critical periods like qualifying exams, defenses, and internships.
- Increase in Required Technical Electives: The school also proposes increasing the number of required technical elective units from 6 to 9. This change aims to boost enrollment in the wide variety of courses now available, provide PhD students with more interdisciplinary learning opportunities, and ensure the program stays competitive and aligned with similar offerings in both the Faculty of Applied Sciences and peer institutions, both in Canada and internationally.

Together, these changes are designed to support students' academic growth and professional development while maintaining the program's rigor and breadth.

We kindly request that this change be reflected in the SEE calendar, effective Fall 2025. Thank you for considering our proposal. We look forward to your support.

Regards,  
Parvaneh Saeedi



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**MEMORANDUM**

**ATTENTION** Associate Dean Research and Grad Studies, Faculty of Applied Sciences

**DATE** November 26<sup>th</sup>,  
2024

**FROM** Dr. Vahid Hosseini, Graduate Program Chair, School of Sustainable Energy Engineering

**PAGES** 1

**RE:** Change Enrollment in SEE 897 Requirement for SEE PhD Students

This memo is to request to approve the change in the requirement of enrollment in SEE 897 to at least once per year, and increase the number of required technical elective units from 6 to 9.

This is anticipated to appear in the SEE calendar for Fall 2025.

The proposed changes to the PhD program curriculum aim to address feedback from students and align the program with evolving academic and professional needs. Specifically, the requirement for PhD students to enroll in the SEE897 seminar course will be reduced from every semester to once a year. This change reflects students' concerns about needing more time to focus on their research, particularly during critical periods such as qualifying exams, defenses, and internships. Additionally, the larger school cohort and the availability of networking opportunities, such as the SEEGRAD conference, mitigate the need for frequent seminar attendance. The school also increases the number of required technical elective courses from 6 to 9 units. This enhancement aims to boost enrollment in the diverse range of courses now offered, provide PhD students with greater interdisciplinary learning opportunities, and ensure the program remains competitive and aligned with similar offerings in the Faculty of Applied Sciences and peer institutions in Canada and abroad. These changes collectively support students' academic growth and professional development while maintaining the rigor and breadth of the program.

Regards

X



Vahid Hosseini  
SEE Graduate Program Chair

## Calendar Entry Change for the Sustainable Energy Engineering PhD

### Summary of change:

The Graduate Program Committee (GPC) proposes an update to the technical elective course requirement within the PhD curriculum from 6 units to 9 units. Also, it proposes an update to the number of seminar courses (SEE897) taken by PhD students from every semester to once a year.

### Rationale for change:

#### *Update to the PhD curriculum*

The current requirement of two technical elective courses provides PhD students with foundational knowledge; however, as the field of sustainable energy engineering grows in complexity and technical advancement, the GPC recognizes the need to broaden and deepen students' expertise. Increasing the technical elective requirement will offer students greater flexibility to specialize in emerging areas, explore advanced topics, and tailor their education to align with their research interests and career goals.

This adjustment aligns the program with best practices in comparable graduate programs globally, where students are encouraged to pursue a more comprehensive curriculum. Expanding the technical elective requirement allows students to better support their primary research and improve their capacity to innovate in interdisciplinary and highly specialized domains. By gaining a deeper technical foundation, graduates will be better prepared to lead projects, contribute to cutting-edge research, and address critical challenges in sustainable energy.

#### *Enrollment in seminar course for PhD students*

The current structure of SEE 897 requires all PhD students to enroll in the seminar course every semester throughout their program. This approach, originally designed to foster a strong research community, facilitate networking, and promote interdisciplinary collaboration, has proven to be highly beneficial in the program's early years. However, as the SEE graduate student cohort has grown, the GPC has recognized a need for greater flexibility in the seminar requirements.

With an increase in cohort size, students now experience organic networking and socialization within the program, supported by events such as the SEEGRAD conference and activities organized by the CORE committee. These initiatives have allowed the objectives of SEE 897 to be met outside the formal seminar structure, promoting community, communication, and collaboration without requiring constant course enrollment.

Moreover, the GPC has received feedback from students requesting exemptions from the seminar during specific periods, including:

- Leaves of absence
- Remote research or internships
- Co-op programs

- Qualifying exam preparation
- Thesis defense
- Final graduation semester

Acknowledging these needs, the GPC proposes to revise the seminar requirement, limiting the number of times PhD students must enroll. PhD students will still be expected to present their research to a broader audience during their program, ensuring active engagement and knowledge-sharing across the SEE cohort. However, students will have more flexibility to plan their programs and focus on valuable research, industry collaboration, or internships, enhancing their professional preparation.

Importantly, PhD students should note that they must register for at least one course per semester to continue enrollment before passing the Qualifying Exam (QE). If no other coursework is undertaken, the seminar course SEE 897 must be enrolled in to meet this enrollment requirement.

Effective term and year: Fall 2025

Will this change impact current students? If yes, what is the plan for current students?  
No

**Calendar Change:** All deletions should be crossed out as follows: All additions should be marked in **bold font**. Do not use “to” and “from” sections.

#### Program Requirements

The PhD program in SEE consists of course work and a thesis for a minimum of ~~27~~ **30** units. Those who lack the necessary background knowledge may, at the discretion of the supervisor or the supervisory committee, be asked to complete additional courses beyond the program requirements in order to broaden the students' preparation for undertaking thesis work.

Students must complete

SEE 811 - Technical Communication Skills (3)

SEE 897 - PhD Research Seminar (0) \*

and a minimum ~~six~~**nine** units of graduate course work selected in consultation with the supervisor

and a qualifying exam

SEE 890 - PhD Qualifying Exam (0)

and a thesis

SEE 899 - PhD Thesis (18)

\* Students must enroll in this course **every term at least one time each academic year.**



## Memo

**Attention** Mary O'Brien, Vice-Provost and Dean, Graduate Studies

**From** Kate. Slaney, Associate Dean, Graduate and Postdoctoral Studies, FASS

**Subject** Items for SGSC meeting

**Date** October 28, 2024

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Dear Mary,

The following were approved by the Faculty of Arts and Social Sciences Graduate Studies Committee on October 8, 2024, and are forwarded to the Senate Graduate Studies Committee for approval. Please include them on the next SGSC agenda.

### **1-Department of French**

~~New Course FREN891 Proposal~~  
~~To be effective for Fall 2025~~

### **2-Department of International Studies**

~~Calendar Change~~  
~~Graduate Course IS800 Change~~  
~~Graduate Course IS830 Change~~  
~~New Course IS 804 Proposal~~  
~~To be effective for Fall 2025.~~

### **3-Department of Criminology**

~~Graduate Course CRIM870 Change~~  
~~To be effective for Fall 2025~~

### **4 Department of Psychology**

~~Calendar Change~~  
~~Graduate Course PSYC990, PSYC897, PSYC892, PSYC890, PSYC836, PSYC815, Change to be effective for as soon as possible.~~

**5-Department of Philosophy**

~~Calendar Change~~  
~~To be effective for Fall 2025~~

Please add these items for consideration at the next SGSC meeting. Thank you.

Sincerely,



Kathleen (Kate) Slaney  
Associate Dean, Graduate and Postdoctoral Studies,  
Faculty of Arts and Social Sciences  
Simon Fraser University



FACULTY OF ARTS  
AND SOCIAL SCIENCES

DEPARTMENT  
OF PSYCHOLOGY

**MEMO**

Ralph Mistlberger  
Professor & Graduate Program  
Chair  
Department of Psychology

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**ATTENTION:** Kathleen (Kate) Slaney, Chair, FASSGSC

**FROM:** Ralph Mistlberger, Graduate Program Chair, Department of Psychology

**RE: Law and Forensic Psychology PhD Course Requirements on the Graduate Course Calendar**

**DATE: September 11<sup>th</sup>, 2024**

The Department of Psychology approved the following calendar entry changes. We ask that these changes, if approved, be effective Fall 2025.

***Department of Psychology***

- to complete a PhD Psychology with a Law and Forensic specialization, students must complete all of the following courses in either their MA or PhD programs: 790, 791, 815, 892, 897, and 990 (x 2). At least two of these courses must be completed at the MA level and at least two must be completed at the PhD level.*

Please include these curriculum items on the next FASS GSC agenda.

If you require additional information, I can be contacted by email ([mistlber@sfu.ca](mailto:mistlber@sfu.ca)) or telephone (604-657-7121).

With sincere thanks,

Ralph Mistlberger, Ph.D.  
Professor & Graduate Program Chair

## **Calendar Entry Change for Doctor of Philosophy in Psychology-Law and Forensic Psychology Specialization**

Summary of change: We would like to add a paragraph to the course calendar which clarifies how many courses graduate students in the Law and Forensic Psychology Specialization must complete.

Rationale for change: With this paragraph, we will give graduate students in the Law and Forensic Psychology Specialization a clear understanding of the courses required to complete their program.

Effective term and year:  
Fall 2025

Will this change impact current students? If yes, what is the plan for current students? No.  
Current students are required to take all of these courses.

FROM	TO
<p>Law and Forensic Psychology Specialization</p> <p>Students must complete a minimum two of</p> <p>PSYC 790 - Proseminar in Law and Psychology (3)</p> <p>PSYC 791 - Proseminar 2 in Law and Psychology (3)</p> <p>PSYC 815 - Mental Health Law and Policy (3)</p> <p>PSYC 892 - Research/Policy Practicum in Law and Psychology (3)</p> <p>PSYC 897 - Research Project/Law &amp; Psyc/Forensic Psyc (3)</p> <p>PSYC 990 - Seminar in Law and Psychology (3)*</p>	<p>Law and Forensic Psychology Specialization</p> <p>Students must complete a minimum two of</p> <p>PSYC 790 - Proseminar in Law and Psychology (3)</p> <p>PSYC 791 - Proseminar 2 in Law and Psychology (3)</p> <p>PSYC 815 - Mental Health Law and Policy (3)</p> <p>PSYC 892 - Research/Policy Practicum in Law and Psychology (3)</p> <p>PSYC 897 - Research Project/Law &amp; Psyc/ Forensic Psyc (3)</p> <p>PSYC 990 - Seminar in Law and Psychology (3) *</p> <p><b>*This course can be taken twice for credit.</b></p> <p><b>To complete a PhD with a Law and Forensic Psychology Specialization, students must complete all of the following courses: PSYC 790, PSYC 791, PSYC 815 PSYC 892, PSYC 897 and PSYC 990 (twice). At least 2 of these courses must be completed to obtain an MA with a Law and Forensic Psychology Specialization.</b></p>

**MEMO****Faculty of  
Science**ATTENTION: Senate Graduate Studies CommitteeFROM: Vance Williams, Associate Dean Graduate Studies, Faculty of ScienceRE: Proposed Course Additions Fall 2025, Faculty of ScienceDATE: January 8, 2025

Dear SGSC,

The following curriculum changes have been approved by the Faculty of Science and are being submitted to the Senate Graduate Studies committee for approval.

The following program changes are being proposed:

**M.Sc. in Actuarial Science**

**Master of Environmental Toxicology (MET)**

~~The following new courses are being proposed:~~

~~**ACMA 801** Actuarial Finance~~

~~**ACMA 802** Advanced Models and Methods for Long Term Insurance~~

~~**ACMA 803** Advanced Models for Short Term Insurance~~

~~**PHYS 813** Advanced Mechanics~~

~~The following course changes are being proposed:~~

~~**ACMA 832** Actuarial Risk Management~~

~~**BISC 834** Essential Cell Biology~~

~~The following course deletions are being proposed:~~

~~**ACMA 830** Stochastic Processes for Insurance and Finance~~

~~**ACMA 831** Advanced Actuarial Models~~

Enclosed are the documents in support of these changes.

Sincerely



Vance Williams

Associate Dean Graduate Studies, Faculty of Science



SIMON FRASER  
UNIVERSITY

**FACULTY OF SCIENCE**  
Biological Sciences

8888 University Drive  
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8 January 2024

Michael Hart, Professor  
Graduate Program Chair  
Biological Sciences

Dear Vance,

Attached please find proposed Calendar entry changes to the program description for the Master in Environmental Toxicology program. These changes were developed by Chris Kennedy (MET Director) and approved by the BISC graduate studies committee. Thanks for sending them up through your committee to SGSC.

Sincerely,

Mike

## Calendar Entry Change for [Master of Environmental Toxicology]

Summary of change: Liberalization and expansion of course selection options for students in the Master of Environmental Toxicology (MET) program. Calendar entry changes are limited to the “Program Requirements” section. The changes include updating the reference to a “thesis” (this should be a “project” in the Calendar; MET is not a thesis program).

Because we collapsed two sections in the old calendar entry into one new section of elective courses, the new alphabetical ordering of courses in that new section is different from the old calendar; only additions to the wording are shown in bold below (rearrangements of courses in that were already in the Calendar entry are not shown in bold).

Rationale for change: new courses in BISC, REM, and BPK that are relevant to MET training should be added to the MET course requirements; relaxation of course specifications will make course planning easier and degree completion faster for students.

Effective term and year: Fall 2025

Will this change impact current students? Yes. Our intention is to allow current students as needed or desired to adjust their course selection to include courses under the new expanded range of courses that will fulfill the degree requirements. Because the changes are to the range of courses are expansions or additions, any students completing the old course requirements will still meet the updated degree requirements.

### Program Requirements

This program consists of required **core** courses, **and** elective courses (**total 32 units**), and a **thesis project (10 units)**, for a minimum of 42 units.

Students must complete all of

BISC 650 – Environmental Risk Assessment (3)  
BISC 651 – Toxicity Tests I: Ecological Effects Based Tests (3)  
BISC 652 – ET Tests II: Mammalian Toxicity Tests (3)  
BISC 654 – Food and Drug Toxicology (3)  
BISC 655 – Environmental Toxicology Seminar (3)  
BISC 855 – Biochemical Toxicology (3)  
STAT 603 – Quantitative Analysis of Research Studies (5)  
~~and one of~~

**and at least 9 units from the following elective courses**

**BISC 633 - Environmental Microbiology (3)**

BISC 854 - Ecotoxicology (3)

**BISC 883 - Special Topics in Environmental Toxicology (3)**

**BISC 890 - Directed Readings in Biology (3)**

**BPK 851 - Recent Advances in Experimental Carcinogenesis (3)**

EASC 613 - Groundwater Modelling (3)

REM 610 - Applied Environmental Toxicology and Environmental Management of Contaminants (5)

**REM 612 - Simulation Modelling in Natural Resource Management (5)**

**REM 660 - Special Topics in Natural Resources Management (5)**

and six units chosen from the following

~~BISC 883 - Special Topics in Environmental Toxicology (3)~~

~~BPK 851 - Recent Advances in Experimental Carcinogenesis (3)~~

and a project

BISC 656 - Master of Environmental Toxicology Project (10)

[...]