

MEMORANDUM

ATTENTION Senate
FROM Mary O'Brien,
Chair of Senate Graduate Studies
Committee (SGSC)
RE: Graduate General Regulation 1.4 Enrollment

DATE August 21, 2025



For Approval:

At its meeting on July 8, 2025, SGSC reviewed and approved the revision of the Graduate General Regulation 1.4 Enrollment. This gives rise to the following motion, effective Summer 2026:

Motion:

That Senate approve the revisions to Graduate General Regulation 1.4 Enrollment effective Summer 2026.

MEMORANDUM

ATTENTION Mary O'Brien, Chair of Senate **DATE** 16 May 2025
Graduate Studies Committee (SGSC)
FROM Pamela Stern, Graduate Studies
Associate Dean, Curriculum
and Policy
RE: Graduate General Regulation Change:
GGR 1.4 Enrollment



Motion:

That SGSC approve the proposed editorial revisions to GGR 1.4 Enrollment.

Summary and Rationale:

The proposed editorial revisions are proposed to improve the clarity of the two sections of the Graduate General Regulations. There are no substantive changes to policy.

Recommendations:

That SGSC approve these editorial revisions.

1.4 Enrollment

1.4.1 Continuity of Enrollment

Students are required to enroll every term (Fall, Spring and Summer) unless they have been granted a leave of absence from their program (see 1.4.5) **or their program has a scheduled academic break (1.4.5b)**. Enrollment only in an audit course or a course outside program requirements does not satisfy the requirement for continuity of enrollment. When a student does not enroll and is not on an approved leave of absence **or scheduled academic break**, the student is discontinued from their program. Graduate students who are discontinued do not retain their awards or scholarships.

1.4.2 Enrollment

Enrollment ~~begins~~ **opens** two months before the start of each term and should be completed by the Friday preceding the start of classes. Students are ~~allowed~~ **permitted** an additional two weeks to finalize their enrollment. Enrollment for courses completed outside the student's academic unit must have the approval of the course instructor, chair of the graduate program committee, and supervisor or program director.

A student may request to take a course outside their program requirements ~~for general interest~~. They must obtain permission from the chair of the graduate program committee and supervisor or program director, **and follow the procedures for adding a course**. Students will be charged additional tuition ~~based on the course taken~~ **for courses not required for their program of study**.

1.4.3 Enrollment Status

Programs are divided into two different types: 'per-term fee' or 'per-unit fee'.

Students in 'per-term fee' programs are charged a standard fee for each term of enrollment. Enrollment in any course for credit will constitute being a full-time student at the university.

Students in 'per-unit fee' programs are charged a fee for each unit enrolled for the term. Enrollment in 6 or more units for credit per term will constitute being a full-time student at the university. **Enrollment in fewer than six units for credit per term will constitute being a part-time student at the university.**

1.4.4 Withdrawal from Courses

Students may withdraw **themselves** from ~~a~~ **any** course up to the end of the ninth week in any term. Students withdrawing between the fourth and ninth week will receive a WD notation for the course on their transcript.

Students who wish to withdraw from course under ~~Under~~ extenuating circumstances, ~~a student~~ may apply to **be withdrawn after the** ~~from a course after the~~ ninth week **of the term**. Such circumstances must be beyond the control of the student.

1.4.5 Leave of Absence and Academic Breaks

1.4.5a Leave of Absence

From time to time, students **may** find it necessary to ~~interrupt their studies. In this case, they must apply for~~ **take** a leave of absence **from their studies**. Students should discuss their intention to take a leave with their supervisor or program director and graduate program **chair**. Students may consult with the Faculty of Graduate Studies regarding their leave eligibility and options. Leave requests are approved by the Faculty of Graduate Studies with the acknowledgement of the **student's** graduate program.

During a leave of absence students normally should not use any of the university's facilities or resources, or undertake academic or research work related to the program from which they have taken a leave of absence.

Typically, a leave of absence begins on the first day of an academic term, and approval for the leave is obtained before the term begins. If the leave is required at any other time of the term, students should consult with the Faculty of Graduate Studies to discuss options. Students in their first term should apply for an admission deferral rather than a leave of absence. A retroactive request for a leave of absence normally will not be allowed.

Students completing the requirements for their program past the normal completion time may be required to repeat courses/comprehensive examinations or complete additional courses at the discretion of their graduate program committee. Responsibility for approving these additional degree requirements rests with the Dean of the Faculty of Graduate Studies and the chair of the student's graduate program committee.

Students on ~~an approved~~ leave will not receive university minimum funding during the term of leave. Applicable funding will be resumed in the next enrolled term. Except for students on a leave that counts towards time to completion, time on leave will not be counted against terms of minimum funding. For more information regarding the minimum funding policy, see **GGR 1.17.8**.

Similarly, awards for which the terms and conditions are established by SFU will be interrupted at the onset of the leave of absence and will resume at the termination of the leave period, provided the student returns to full-time study at that time. The duration of

the award will not be changed from the time the award was initiated. Awards for which the terms and conditions are not established by SFU will be paid according to the terms and conditions established by the donor or granting agency.

There are two categories of leave:

1. Leaves that count towards time to completion;
2. Leaves that do not count towards time to completion

LEAVES THAT COUNT TOWARDS TIME TO COMPLETION

Leaves that count towards time to completion **(1.12)** may include leaves for personal or professional reasons. Documentation is not required. Up to **a total of** three terms of leave may be taken under this category. **These leaves may be taken only during the expected time to degree completion as specified in 1.12.**

LEAVES THAT DO NOT COUNT TOWARDS TIME TO COMPLETION

Leaves that do not count towards time to completion may include, but are not limited to, leaves for military service or those for medical, compassionate or parental reasons. Supporting documentation is required. The maximum time to completion will be adjusted accordingly, but all other program requirements and academic unit expectations will remain the same.

A student may initially request up to three terms of leave. Students who require more than three terms of leave may submit a request for renewal to be reviewed by the Faculty of Graduate Studies. Students are required to submit supporting documentation for initial and renewal requests **of leaves that do not count towards time to completion**. Renewal requests require a rationale, and additional documentation may be requested by the review committee.

A student **on leave for medical reasons** may be asked to provide documentation from their clinician to confirm that they have recovered sufficiently to return to their course of study at the end of a leave for medical reasons. If medical documentation is submitted for reasons related to a physical or mental disability, the student has a legal entitlement to disability accommodation.

~~Students completing the requirements for their program past the normal completion time, as the result of having taken three or more terms of leave, may be required to repeat courses/comprehensive examinations or complete additional courses at the discretion of their graduate program committee. Responsibility for approving these additional degree requirements rests with the dean of the Faculty of Graduate Studies and the chair of the student's graduate program committee.~~

A student **leave for parental reasons** may request up to five terms for each instance of childbirth or adoption. Students are required to submit supporting documentation.

1.4.5 b Academic Break from Studies

~~Academic Break~~

An academic break (or scheduled break) can be taken when no courses are offered for a student's program within a particular term, or there is a scheduled break within a program (e.g. Summer term). Students in a thesis **or research project** program **(1.7.2a)** are not eligible for an academic break. **Only one academic break is permitted per year.** ~~The maximum number of terms that are permitted for an academic break is one term per year.~~ Additionally, no consecutive academic breaks are permitted. **Academic breaks do not count towards time to completion.**

1.4.6 Course Audit

Students may audit graduate courses, with permission of the instructor, supervisor or program director, and graduate program chair of the student's academic unit.

Prior to enrollment, the student and instructor must agree on the requirements for auditing the class. These requirements ~~must~~ **may** include regular attendance at class meetings, completion of readings and/or participation in class activities. ~~Such audits~~ **Audits** are recorded as AU on the student's transcript. If a student does not meet the requirements agreed upon the student will receive an AN. The AN will not count towards the student's CGPA.

Audited courses will not count toward degree requirements.

A student may change enrollment status in a course from audit to regular enrollment, or from regular enrollment to audit until the end of week two of the term. ~~Normally, no~~ **No** further change in enrollment status will be permitted after that date.

1.4.7 Practical Experience

Co-operative education, internships and practicums integrate work experience related to the student's major interests within the graduate program. During a work term students must be enrolled in the ~~relevant~~ **applicable** course. In both co-operative education and internships students receive a salary for their work.

~~Enrollment~~ **Terms in which a student is enrolled** in co-operative education, internship or practicum is subject to supervisory or program director approval and ~~does count~~ **is counted** towards the student's time ~~limit~~ **to completion (1.12).**

Additional requirements may be required.

Co-operative education is facilitated through the Co-operative Education Office.

1.4.8 Reactivation

Students who are *not* enrolled, ~~or~~ on leave, **or on an academic break** (see 1.4.5) by the end of the 6th week of classes within a term, will be discontinued from their program. Students who have not reached the time limit for their program and are discontinued from their program, may apply for reactivation in the same term in which they were discontinued and be retroactively enrolled. Applications for reactivation are submitted to the relevant graduate program committee for consideration and approval by the graduate program chair.

1.4.9 Readmission

Students who have passed the deadline for reactivation, and are within the time limit for their program plus three terms of possible extension time, can apply for readmission through the regular admission process for new students. When a student is discontinued from their program, the time away continues to count towards the time limit and possible extension time for program completion. Students who are readmitted to their program maintain the same start date and time limit from when they were first admitted to the program.