

SGPS Regulations			
Section	Subsection	Comments	ad hoc Working Group Recommendation for Approval Authority
1.General Information	1. General Information	statement that regulations relate to all graduate students at Western and affiliates	approved by other processes
	1.01 Calendar of Events	lists dates from Academic Calendar; list includes grad specific dates (such as Thesis-Defense-Only submission deadline) which are determined by other SGPS Regulations	approved by other processes
	1.02 Personal Information Collection Notice	provides summary of Western's information privacy policy and link to the university's information and privacy website	approved by other processes
	1.03 Graduate Studies at Western	provides general descriptive overview to grad studies	approved by other processes
	1.04 Degrees and Certificates Offered	provides link to SGPS Programs webpage, which lists all currently approved/offered grad programs	approved by other processes
2. Admissions	2. General	describes general admission requirements pertaining to all graduate programs (eg, minimum average; 4-yr degree for masters; masters or equivalent for doctoral)	Senate
	2.01 Proficiency in English	lists English proficiency tests that are accepted and the minimum scores set by SGPS (noting programs may have higher requirements)	Senate
	2.02 Graduate Record Examination	notes that some programs may require GRE scores in the application submission and that the cost of completing the test is the applicant's responsibility	Graduate Education Council
	2.03 Application Procedure	includes a list of the standard information required on all admission applications, noting programs may require additional information	Graduate Education Council
3. Programs	3. Programs	provides a general description of graduate level education	Graduate Education Council
4. Registration	4.01 Initial Registration	notes admission is for the term noted in the offer; deferral requires approval of program and SGPS	Senate
	4.02 Registration and Fee Payment	statement of tuition requirement and referral to OOR website for information regarding fees and refunds	Graduate Education Council
	4.03 Registration Requirements	notes need for continuous registration; describes maximum enrolment for masters and doctoral programs	Senate
	4.04 Categories of Registration	describes FT and PT enrolment, lists programs approved to be delivered PT; describes Thesis-Defense-Only registration; describes non-degree PT student enrolment; lists currently approved concurrent degree programs	Senate* (*Graduate Education Council for listing of approved PT programs and concurrent degree programs)
	4.05 Transfer from Masters to Doctoral Degree Status in a Program	notes that transfer from masters to doctoral may be allowed based on approval of program and SGPS	Senate

	4.06 Leave of Absence	describes the terms and conditions of leaves of absence and describes specific types of leaves	Senate
	4.07 Withdrawal	describes withdrawal and explains voluntary withdrawal and a requirement to withdraw	Senate
	4.08 Admission After Withdrawal	notes the need to formally re-apply for admission if previously withdrawn and explains conditions or readmission if fees were previously outstanding	Senate
	4.09 Refunds	notes that refunds are made on pro rata basis and refers students to refund schedule on OOR website	Graduate Education Council
	4.10 Time Away From Studies & Vacation Time	notes grad student entitlement to days off for holidays and personal/vacation time	Graduate Education Council
	4.11 Academic Integrity Module	states requirement for all incoming grad students to complete the SGPS online Academic Integrity module	Senate
5. Financial Support	5. General overview	statement that funding packages provided to FT students in research-based programs are provided to offset the cost of FT studies	Graduate Education Council
	5.01 Funding For Students in Research-Based Programs	describes the types of funding included in funding packages	Graduate Education Council
	5.02 Academic Requirements and Eligibility for Financial Support	notes requirements for funding (eg, FT, meeting progression requirements)	Graduate Education Council
	5.03 Program Duration and Eligibility for Financial Support	explains the number of terms of funding for masters and PhD	Graduate Education Council
	5.04 Minimum Annual Financial Package for Doctoral Students	defines the minimum funding for PhD students and sources of funding included	Graduate Education Council
	5.05 External Scholarships on Transcripts	lists the external scholarships that are noted on transcripts	Senate
	5.06 Completion of the Student's Program	explains that some portion of the funding package may need to be repaid if student completes or <u>withdraws part way through a term</u>	Graduate Education Council
6. Program Design	6.01 Definitions	provides definition of a "course" and "milestone"	Senate
	6.02 Course Outlines	provides link to Course Outlines policy in Academic Handbook, and notes additional information to be included on graduate course outlines	Senate
	6.03 Course Numbering	notes grad course numbers range from 9000 to 9999	Senate
	6.04 Adding or Dropping Graduate Courses	explains process for adding or dropping course; provides deadlines	Senate
	6.05 Auditing Graduate Courses	explains process and approvals needed for auditing; includes link to audit form	Senate
	6.06 Repeated Courses	explains how grades are recorded on transcript for repeated courses	Senate
	6.07 Incomplete Courses	explains INC notation	
	6.08 Adding, Auditing, or Withdrawing from Undergraduate Courses	explains process and approvals to take an undergrad course; includes link to form	Senate
	6.09 Compulsory Student Evaluation of Courses	notes that all grad courses are to include a student questionnaire	Graduate Education Council

	6.10 Credit for Prior Graduate Work	notes that credit for prior work may be credited toward degree	Senate
7. Visitor & Exchange Programs	7.01 Visitor and Exchange Programs	explains process for our students to engage in opportunities, including OVGS Program, Canadian Universities Graduate Transfer agreement and provides links to application forms explains exchanges and provides link to IESC explains approval process to take courses at other university	Graduate Education Council
	7.02 Graduate Study at Western for Non-Western Students	explains requirements for students visiting Western, including Visiting Grad Student-Research Only, OVGS, and Canadian University Graduate Transfer students	Senate
8. Thesis	8.1 General Thesis Regulations	Explains thesis requirement in masters and PhD programs	Senate
	8.2 Completion of All Non-Thesis Degree Requirements	explains that all other degree requirements must be completed prior to scheduling of thesis examination	Senate
	8.3 Thesis Preparation and Format	describes thesis formats	Graduate Education Council
	8.4 Doctoral Candidate - Completion of the Thesis Degree Requirement	Explains the process of submitting a doctoral thesis, forming an examination board, the examination process, and final submission process	Graduate Education Council
	8.5 Masters Candidate - Completion of the Thesis Degree Requirement	Explains the process of submitting a masters thesis, forming an examination board, the examination process, and final submission process	Graduate Education Council
9. Professional & Career Engagement	9. Professional & Career Engagement	General statement that students have the right to engage in professional development and career-related activities	Graduate Education Council
10. SGPS Membership	10. General Statement that involvement in graduate teaching and supervision requires membership	general overview	Graduate Education Council
	10.01 Categories	lists categories of membership	Graduate Education Council
	10.02 Duration	defines duration of membership for categories	Graduate Education Council
	10.03 Privileges, Criteria and Qualifications	specifies the criteria and qualifications required for each membership category and the privileges associated with each	Graduate Education Council
11. Supervision	11. General statement of the importance of supervision	notes importance of supervision and the variations in supervision across areas	Graduate Education Council
	11.01 Supervisory Roles	explains the role of a supervisor and committee member	Graduate Education Council
	11.02 Expectations & Requirements of Supervisors	lists the expectations and requirements of faculty members in supervisory roles	Graduate Education Council
	11.03 Expectations & Requirements of Students in Thesis-Based Programs	lists the expectations and requirements of students	Graduate Education Council
	11.04 Changing a Supervisor	describes the process for changing supervisors	Graduate Education Council
	12.01 Overview	overview of importance of monitoring student progress to support timely completion; states requirement that program evaluate student progress and communicate feedback at least annually	Senate

12. Assessing Student Progress	12.02 Meeting Program Expectations	explains that degree requirements must be clearly communicated to students and student are expected to make timely progress	Senate
	12.03 Annual Progress Evaluations	notes that program must communicate and support the process of evaluation	Graduate Education Council
	12.04 Annual Progress Evaluations and the Use of Pathfinder	explains the use of Pathfinder to review progress and provide feedback to students	Graduate Education Council
	12.05 Guidelines When a Student is not Meeting Degree Expectations	explains the steps to address lack of progress	Graduate Education Council
	12.06 Sustained Lack of Progress: Guidelines for Withdrawal for Failure to Meet Program Expectations	explains process when student consistently fails to meet progress expectations	Graduate Education Council
	12.07 Pathfinder and Confidentiality	explains that Pathfinder adheres to the Official Student Record Information Privacy Policy and provide link to the policy	Graduate Education Council
13. Graduation	13. Graduation	Lists requirements and process for graduation	Senate
14. Appeals & Discipline	14.01 Scholastic Discipline for Graduate Students	includes general statement of importance of academic integrity; provides link to policy in Academic Handbook	Senate
	14.02 Academic Appeals for Graduate Studets	includes general statement of right to appeal; provides link to policy in Academic Handbook	Senate
	14.03 Code of Student Conduct	includes general statement of purpose of code; provides link to the Code in MAPP	Board of Governors
15. Support Services for Students with Disabilities	15. Support Services for Students with Disabilities	provides statement of commitment to barrier-free accessibility and description of AE services; includes link to Accessible Education website	outside of GEC