

Date: Wednesday, November 20, 2013
To: Karen Roche
From: Philip Hicks, Dean
Subject: **FGS Report to Senate – October 2013**

The following recommendations were approved at the October 17, 2013 meeting of the Faculty of Graduate Studies Council (FGSC):

Graduate Program	Program Change	Recommendation
MEd	Regulation: Limiting number of courses in Spring & Summer (attached)	The FGSC recommends that Senate approve the calendar submission, with one minor addition
MSc, Geology	Regulation: Allowance for LOA in the MSc in Geology (attached)	The FGSC recommends that Senate approve the calendar submission, with minor changes

L. Hill

MEd – Limiting number of courses in Spring & Summer

Version recommended by the Regulations/Programs Committee for approval by the FGSC – showing revision (one addition):

Academic Regulations

5. Spring/Summer Registration MEd students may register for no more than four half courses in the spring/summer term, with no more than two half-courses in the spring (May/June) and no more than two half-courses in the summer (July/**August**).

MSc Geology – Allowance for Leave Of Absence in the MSc in Geology

Version recommended by the Regulations/Programs Committee for approval by the FGSC – showing revisions:

Academic Regulations

Students in MSc, Geology may request a leave of absence from the Program ~~A leave of absence from the MSc program in Geology may be requested for the purpose of gaining practical experience related to the field of study, in addition to leaves for exceptional circumstances (e.g. health problems, gaining practical experience, and compassionate grounds) and maternal/parental leaves. The leave of absence for the purpose of gaining practical experience related to the field of study is governed by the same request procedures and conditions as all other types of leaves.~~ **Such leaves will be governed by the same procedures and conditions as for other Leave of Absence requests.** Students should ~~reference the Graduate Calendar~~ **refer to the Faculty of Graduate Studies Masters Regulations** for additional details.

Lakehead

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Date: November 20, 2013
To: Karen Roche
From: Philip Hicks, Dean
Subject: **FGS Report to Senate, November 2013**

The following recommendations were approved at the November 19, 2013 meeting of the Faculty of Graduate Studies Council (FGSC).

Graduate Program	Program Change	Recommendation
MSc (Management)	Admission Requirements (Attached)	FGSC recommends that Senate approve the calendar submission with minor changes
MA, History	History Graduate Calendar Changes (2-13-SOC-2310), re New Course, Special Topics	FGSC recommends that Senate approve the calendar submission
FGS	Masters Regulations, Time Extensions, additions re funding implications and process (Attached)	FGSC recommends that Senate refer the FGS regulation revision to appropriate committee
FGS	Doctoral Regulations, Time Extensions, additions re. funding implications and process (Attached)	FGSC recommends that Senate refer the FGS regulation revision to appropriate committee
FGS	Masters and Doctoral Regulations, Leave of Absence, additions re funding implications, registration restriction and statement re doctoral (Attached)	FGSC recommends that Senate refer the FGS regulation to appropriate committee

L. Hill

MSc (Management)

Current Entry

In addition to the general admission requirements for Master programs, the following minimum requirements also apply: four-year business degree or four-year degree in related field or three-year business degree plus five additional full-course equivalents (10 half-courses at the second-year level or higher in the field of study; a minimum of six must be in business at the third or fourth-year level, and not already used for any degree considered for admission into this program)

GMAT with recommended score of 500, or GRE General Exam with recommended combined score of 1000 (prior to August 2011) or

GRE revised General Test score of 300 (after August 2011)

Statement of Academic intent of 750-1000 words, to outline the nature of the academic and work history, and the academic goals

Graduates of the Faculty of Business Administration with an excellent academic record will be considered for a waiver of the GMAT/GRE requirement

MSc (Management)

Entry with Requested Changes

In addition to the general admission requirements for Master programs, the following minimum requirements also apply: four-year business degree or four-year degree in related field or three-year business degree plus five additional full-course equivalents (10 half-courses at the second-year level or higher in the field of study; a minimum of six must be in business at the third or fourth-year level, and not already used for any degree considered for admission into this program)

GMAT with recommended score of 500, or GRE General Exam with recommended combined score of 1000 (prior to August 2011) or

GRE revised General Test score of 300 (after August 2011)

A short outline description (approximately 500 words) of intended area of research investigation. The research outline description will help the admissions committee determine the availability of supervisors.

Graduates of the Faculty of Business Administration with an excellent academic record will be considered for a waiver of the GMAT/GRE requirement

FGS Regulations – Masters

Time Extension

A Time Extension in a graduate program will be granted for exceptional circumstances on a per term basis up to a three-term limit (four for doctoral students).

First Term Time Extension

Recommendations for the first term beyond the allowed Period of Study originate with the Supervisor for approval by the academic unit/program. It is the responsibility of the academic unit/program to send notice, including reasons for this approval, to the Faculty of Graduate Studies.

Second Term and Final Term Time Extensions

Recommendations for the second term and for the final term beyond the allowed Period of Study will be forwarded by the academic unit/program to the Faculty of Graduate Studies Council for consideration and final approval.

These requests will be considered on an individual basis by the Leave/Extension Committee, which will in turn make a recommendation to the Faculty of Graduate Studies Council. The decision to accept, vary, or reject a request lies solely at the discretion of the Faculty of Graduate Studies Council.

A graduate student who does not complete all requirements within one of the prescribed Periods of Study and does not receive an approved Time Extension is considered to have failed the program, unless the student applies for and is granted re-admission to the program.

A graduate student who does not successfully complete a graduate degree within the prescribed Period of Study and after all approved Time Extensions, must apply for re-admission to the Program and pay the application fee. The academic regulations and program requirements in effect at the time of re-entry to the Program shall apply.

A graduate student who is on a Time Extension is not eligible for funding.

FGS Regulations - LEAVE OF ABSENCE

A Leave of Absence from a graduate program may be requested for exceptional circumstances.

A Maternal/Paternal Leave of Absence will be granted to students who are either biological or adoptive parents, while they are caring for a newborn or newly adopted child of any age. These leaves will be approved up to a three-term limit per pregnancy or adoption. There is no maximum number of Maternal/Paternal leaves.

Requests for Leaves of Absence will be considered on an individual basis by the Leave/Extension Committee, which will in turn make a recommendation to the Faculty of Graduate Studies Council. The decision to accept, vary, or reject a request lies solely at the discretion of the Faculty of Graduate Studies Council, without right of appeal.

When a request for a Leave of Absence is granted, a “stop-the-clock” policy will prevail with respect to payment of tuition fees, period of study, and other affected graduate degree requirements.

Students cannot be registered in any term that is requested as a Leave of Absence.

The request must demonstrate that the situation which has arisen is temporary and will be bridged by the Leave. Adequate details supporting the request must be provided on the form. Requests will be returned to the academic unit if the information provided is insufficient.

A request for health reasons must be accompanied by a note from a licensed/registered health practitioner. A student returning from a health-related Leave of Absence must provide a note from a licensed/registered health practitioner, stating that the student is able to resume studies.

A request for a retroactive Leave will not normally be considered. The Leave of Absence Request must be submitted in or during the term prior to the Leave. Leaves of Absence are granted per term and therefore start and end at the beginning and end of a term.

A student is eligible for a maximum of three Leaves of Absence (four at the PhD level) in addition to an unlimited number of Maternal/Paternal leaves, provided that no single Maternal/Paternal Leave extends beyond three consecutive terms. If additional time away is required (more than the three-term limit, **four terms for PhD students**), the student is advised to withdraw from the program and apply for re-admission at a time more suitable for completion.

While on a Leave of Absence the student will not have access to University faculty, Laboratory nor other facilities. Library access will be restricted to that of the general public. **A graduate student who is on a Leave of Absence is not eligible for funding.**

After returning from a Leave of Absence, the student must be registered for at least the one term immediately following the Leave of Absence.

All personal information in requests for Leaves of Absence and in all related communications will be held in strict confidence and disclosed only to University faculty, staff and agents who need the information to carry out their duties, or as required by law.