

Getting Into a Graduate Program and Getting Started

Admission Requirements	Applicants are expected to meet the requirements for the specific program and the basic requirements of Faculty of Graduate Studies and Research
Regulations 1-4	FGSR admits only students who meet the language requirements outlined in the calendar (Regulation 1e)- exceptions require detailed extenuating circumstances
Admission Process	Students apply online at http://www.smu.ca/future-students/is-apply-online.html
	The Faculty of Graduate Studies and Research processes applications prior to sending them to Graduate Program Co-ordinators/Directors
	Graduate Program Co-ordinators/Directors make recommendations to Faculty of Graduate Studies and Research on admission and funding
	FGSR reviews recommendations, makes the final decision, and officially notifies applicants
Advanced Standing Reg. 4	A student may receive credit for courses done elsewhere prior to beginning their SMU graduate degree and these details should normally be in the letter of admission to the student. Regulation 4 provides details on the numbers of credits that may be given as Advanced Standing.
	Graduate Coordinator should notify Registrar of the Advanced Standing being given
Tuition	Information on tuition and other fees is available at http://www.smu.ca/academics/graduate-tuition-fees.html
Scholarships and Awards	Information on scholarships and awards is available at http://www.smu.ca/academics/fgsr-future-scholarships-and-awards.html
	Normally, only full-time students, within minimum Time for Completion and in good academic standing will receive financial awards (contact the Faculty of Graduate Studies and Research for details)
International Students	Information is available at http://www.smu.ca/academics/fgsr-future-international-student-info.html
"A" number	All applicants are assigned an A number at the time of application
	If admitted, students use their A number (on the acceptance letter) to log into Banner (for registration, course schedules, transcripts, and fee payment)
"S" number	The "S" number provides access to SMUport (residence portal, library, email)
Registration Regulations 5-14	Students in courses that charge a "program fee" (rather than charging per course) must register every term (including summer) for course work and/or FGSR 9000 until degree completion
	Students in thesis-based programs register in a "thesis course" once thesis research has begun
Late Registration	Students submit form to Associate Dean FGSR (Student Affairs) with signatures from instructor and Program Co-ordinator/Director http://www.smu.ca/webfiles/LateRegistrationRequestForm.pdf
Status Regulation 8	A full-time student in a course-based program must be registered in a specific number of courses
	A full-time student in a "program fee" program must be working "full time" on graduate work (see Regulation 8 for complete definition)

Contacts in the Faculty of Graduate Studies and Research (FGSR)

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Heather Taylor
Graduate Studies & Scholarship Liaison Officer
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Policies/Procedures in detail

<http://www.smu.ca/academics/fgsr-current-students.html>

Academic Calendar

<http://www.smu.ca/academics/academic-calendar.html>

For details on registration, residence and setting up students accounts see our

Getting Started Handbook

[http://www.smu.ca/webfiles/GraduateAdmissionsBrochure WEB_rsz.pdf](http://www.smu.ca/webfiles/GraduateAdmissionsBrochure_WEB_rsz.pdf)

Progressing Through a Graduate Program at SMU

Good Standing	Except under exceptional circumstances, students who receive a grade of F in any course will be withdrawn; receiving two F grades results in an automatic withdrawal
	Students are required to maintain a cumulative grade point average of 3.0
Regulation 30c	FGSR produces a report each term of students who are not in good standing and consults on how to proceed with each Program Co-ordinator/Director
Annual Reports Regulation 28	Students in thesis programs must report annually on their progress in their program
	Students should consult with Graduate Co-ordinator/Directors on specific process for their program
Course Withdrawal	Students may withdraw from courses according to dates listed in each annual Academic Calendar; Students should consult with Graduate Co-ordinator/Director about any course changes
	Retroactive withdrawals may be approved after these dates under exceptional circumstances
	Requests for retroactive withdrawals must come from the student to the Associate Dean FGSR (Student Affairs) with approval from the Program Co-ordinator/Director
	Fees are not automatically refunded with a retroactive withdrawal
Leave of Absence Regulation 21	Leaves are available to deal with exceptional personal circumstances
	Request for leaves should be received prior to the leave being required, or, in emergencies, as soon as possible
	Requests for retroactive leaves will be approved only in exceptional circumstances where students were unable to apply in a timely manner
	Students must complete a Leave of Absence form
Grades	At the end of a leave, students must submit a reactivation request that must be approved by the Graduate Co-ordinator/Director
	Grades in all graduate courses must be submitted by professors within one week of the last day of classes or 5 days after a final examination (see Regulation 25)
	IP grades may be used for thesis courses or in exceptional circumstances when a student has completed most of the course work and has very little left to complete (see Regulation 23)
	IP grades may stand for 12 months after the last day of classes in term the course was taught—after this time they become F (See Regulation 23)
Directed Studies	Changes in grades, including changes from IP to a letter grade, must come from the instructor to the Associate Dean FGSR (Student Affairs) and be approved by the Program Co-ordinator/Director.
	Directed Studies course form, with syllabus, should be sent to the Associate Dean FGSR (Student Affairs)
Research Ethics	All research involving human participants must be reviewed by the Research Ethics Board (contact ethics@smu.ca)
Research Involving Hazards	All research involving hazards, including lab work and international travel, must be reviewed by the Associate Dean FGSR (Student Affairs)
	Students should submit a Graduate Research Hazards Assessment form
Courses from another university	With permission of the Graduate Co-ordinator/Director and the Associate Dean FGSR (Student Affairs) students may enrol in courses at other institutions
	Student should submit a Letter of Permission to FGSR for approval
	Tuition credit for these courses may be available for program fee based programs upon successful completion of the course (contact Heather Taylor for details)

Contacts

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Completing a Graduate Programs at SMU

Minimum Time for Completion	Each program has a minimum Time for Completion—students normally do not complete the program in less time than outlined in the Academic Calendar (see Table in Regulation 19), if they do they must pay the full tuition associated with the minimum Time for Completion
	Upon reaching the minimum Time for Completion, all program fee students automatically default to part time program continuation status unless they make a specific request to be full time using the form on FGSR website (see Regulation 8)
Maximum Time for Completion	Each program has a maximum Time for Completion (see Table in Regulation 19) and students must complete their program within that time
	Program Co-ordinator/Directors should monitor students' Time for Completion and notify students approaching the end of the Time for Completion
Regulation 19	If a student enters the program as a full time student, the Time for Completion is based on full-time status regardless of whether they change to part time status while completing their degree
Program Withdrawal	Students should send a written request directly to the Faculty of Graduate Studies and Research with a copy to the Graduate Co-ordinator/Director (include A-number and effective date for withdrawal)
Extension Regulation 20	Extensions to the maximum Time for Completion may be granted under exceptional circumstances
	To request an extension, students must complete the appropriate form and have the extension recommended by the Graduate Co-ordinator/Director and supervisor (where relevant) http://www.smu.ca/academics/fgsr-current-forms.html
	FGSR provides the final approval of extension requests
Graduation Regulation 16, 17, 34	Students must apply to graduate through the Service Centre http://www.smu.ca/service-centre/forms.html/applicationtograduate
	Students should consult the Calendar of Events in the Academic Calendar for deadlines for graduation application
	For thesis students, all revisions must be completed, signatures obtained and copies of thesis completed and submitted to FGSR prior to the deadlines available on FGSR website Detailed information about the process for arranging thesis defence is available at http://www.smu.ca/academics/fgsr-current-policies-and-procedures.html

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Forms and Policies/Procedures in detail

<http://www.smu.ca/academics/fgsr-current-students.html>