

The following Motions and Documents were considered by the GFC Academic Standards Committee at its Thursday, April 16, 2020 meeting:

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Agenda Title: **Items Deemed Minor/Editorial**

**A. Transfer Credit Approvals for April 2020, Office of the Registrar**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the transfer credit approvals for April 2020.

FINAL Item 4

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Agenda Title: **Proposed Changes to Existing Regulations for Part-Time Registration, Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, new and amended language regarding Part-Time Registration Status, as submitted by the Faculty of Graduate Studies and Research, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2021-2022 Calendar.

FINAL Item 5

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FINAL Item No. 4

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Items Deemed Minor/Editorial</b>
	<b>4A. Transfer Credit Approvals for April 2020, Office of the Registrar</b>

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Melissa Padfield, Vice-Provost and Registrar
Presenter(s)	Tammy Hopper, Vice-Provost (Programs) and Chair, GFC Academic Standards Committee

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	See individual item for detail on proposed changes submitted by Faculties and the Office of the Registrar.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	The Office of the Provost and Vice-President (Academic) has determined that the proposed changes are editorial in nature.  ASC's Terms of Reference provide that "‘Routine and/or Editorial’ - refers to proposals which do not involve or affect other Faculties or units and do not form part of a proposal for a new program. Editorial or routine changes include any and all changes to the wording of faculty or program specific admissions or academic standing regulations."
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<b><u>Those who are actively participating:</u></b>
	<ul style="list-style-type: none"> <li>• Vice-Provost (Programs) and Chair, GFC Academic Standards Committee</li> <li>• Faculty Councils</li> <li>• Representatives of the Office of the Registrar</li> </ul>
	<b><u>Those who have been consulted:</u></b>
	<ul style="list-style-type: none"> <li>•</li> </ul>
	<b><u>Those who have been informed:</u></b>
	<ul style="list-style-type: none"> <li>•</li> </ul>
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> <li>• See individual item for Faculty approval information</li> <li>• GFC ASC April 16, 2020</li> </ul>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.
Alignment with Institutional	Please note below the specific institutional risk(s) this proposal is

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Risk Indicator	addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy GFC Academic Standards Committee (ASC) Terms of Reference	

1. A - 2020-04-Approvals

*Prepared by:* Heather Richholt, Assistant Secretary to GFC, heather.richholt@ualberta.ca

Sending Institution	Sending Institution Courses	UofA Courses	Transfer Agreement Footnotes
<b>College of the Rockies</b>	PHYS 202 (3)	AUPHY 260 (3)	
	PHYS 104 (3)	AUPHY 250 (3)	
	ASTR 100 (3)	AUPHY 1XX (3)	
<b>Grande Prairie Regional</b>	PE 2190 (3)	KIN 209 (3)	
	PA 1560 (3)	PAC 156 (3)	
<b>King's University</b>	KINS 375 (3)	KRLS 105 (3)	

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**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	<b>Proposed Changes to Existing Regulations for Part-Time Registration, Faculty of Graduate Studies and Research</b>
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**Motion**

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, new and amended language regarding Part-Time Registration Status, as submitted by the Faculty of Graduate Studies and Research, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2021-2022 Calendar.</p>
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Brooke Milne, Vice-Provost and Dean, FGSR
Presenter(s)	Janice Causgrove Dunn, Associate Dean, FGSR

**Details**

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to provide new and more specific language relating to requests for part-time registration in thesis-based graduate programs. The proposed language clarifies the circumstances under which a student can request part-time status, the procedures to follow, and the adjustments to time to completion.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Students may sometimes experience changes in life circumstances (e.g. employment, family, health) that affect their ability to devote their time and energy full-time to the completion of their graduate program. One way to support students in these situations is to provide an option to switch to part-time status so that they can continue to progress towards completion while balancing the demands of other matters in their lives.</p> <p>Having this option available will help to reduce stress on students who know they cannot work full-time on their programs but whose completion “clock” continues to move forward. The option to switch to part-time status will also help reduce the practice where students voluntarily withdraw from their programs to preserve their time to completion.</p> <p>Consultation with the student's supervisor is required as is approval by the department.</p> <p><b>We are asking for immediate implementation (Spring term, 2020) as this will be a tool to provide relief to graduate students who may need to drop to part time in order to work or take care of family members due to the current COVID-19 crisis.</b></p> <p>The policy wording also notes the potential issues of being registered part-time, most notably that students will be ineligible for most forms of funding. Further, it provides direction for students who may have held scholarships and/or awards while registered full-time and how this may change should they move to part-time. An explanation is also provided about eligibility to hold GTAs and/or RTAs as part-time students.</p> <p>In terms of international students entering under the new tuition framework, note that the guarantee would not be affected. The tuition guarantee for course-based students is based on the minimum total number of credits they are required to take, regardless of registration pattern. In thesis-based programs, the guarantee represents the maximum a student would have to pay</p>

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	each year. If an eligible international student had part time registration status, they would be assessed half the program fee by RO. At the time of convocation, FGSR would confirm that the student had met their minimum registration requirement.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<u><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>FGSR Policy Review Committee (sub-committee of FGSR Council), which includes GSA representation and the Office of the Student Ombuds</li> <li>Graduate Enrollment and Funding Advisory Committee (GEFAC)</li> <li>FGSR Council</li> </ul>
	<u><b>Those who have been consulted:</b></u> <ul style="list-style-type: none"> <li>FGSR Policy Review Committee for discussion January 8, 2020 and Feb 5, 2020</li> <li>GEFAC for discussion January, 30 2020</li> </ul>
	<u><b>Those who have been informed:</b></u> <ul style="list-style-type: none"> <li></li> </ul>
Approval Route (Governance) (including meeting dates)	FGSR Policy Review Committee March 4, 2020 FGSR Council by e-vote March 30, 2020 GFC Academic Standards Committee April 16, 2020

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<b>OBJECTIVE 21:</b> Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) GFC Academic Standards Committee (ASC) Terms of Reference	

Attachments (each to be numbered 1 - <>)

1. FGSR Part-Time Registration (page(s) 1 - <>)

Prepared by: Maria Chia, Graduate Governance and Policy Coordinator, mchia@ualberta.ca

**2021-2022 University of Alberta Proposed Calendar Graduate Program**
**Changes:**

Current text from 2020-2021 draft calendar	Proposed
<p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Registration</b></p> <p>[...]</p> <p><b>Registration Status</b>            A student's registration status is determined automatically by the total units of course weight (including a project or a thesis where appropriate) in which the student is registered for credit in a given term. Audited courses are not included in the calculation of registration status.</p> <p>Courses extra-to-degree are included in the calculation of registration status.</p> <p><del><b>Full-time Registration Requirement</b>            Students who are admitted to any thesis-based program and who initially register as full-time students in these programs must register full-time for the remainder of their program. This requirement is in effect for students who began September 2003 and thereafter.</del></p> <p><del>Departments need to notify FGSR when they admit thesis-based students on a part-time basis.</del></p>	<p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Registration</b></p> <p>[...]</p> <p><b>Registration Status</b>            A student's registration status is determined automatically by the total units of course weight (including a project or a thesis where appropriate) in which the student is registered for credit in a given term. Audited courses are not included in the calculation of registration status.</p> <p>Courses extra-to-degree are included in the calculation of registration status.</p> <p><u><b>Registration Status for Thesis-Based Students</b></u>  <u>Students in thesis-based programs will be admitted as full-time students. If a department wishes to admit a thesis-based student on a part-time basis, they must inform FGSR at the time of admission so that FGSR can code the student's registration and fee assessment, accordingly.</u></p> <p><u>In thesis-based programs, time spent in a laboratory or library engaged in research or writing a thesis/practicum, or engaged in research elsewhere, counts towards the registration status; appropriate registration in THES must be added/maintained.</u></p> <p><u><b>Changing from Full-Time to Part-Time Status</b></u>  <u>Under certain circumstances, students who have begun their programs may request a change from full-time status to part-time status (see criteria below). For those programs who do not permit part-time registration, students will be required to follow those regulations and thus are ineligible to apply for part-time status.</u></p>

To be eligible for a change to part-time status, students must demonstrate one of the following:

- an offer of full-time employment, or,
- medical/family/other circumstances that now prevent them from working on their program full-time.

A change to part-time status should be carefully considered by the student in consultation with their supervisor. If a change to part-time status is deemed appropriate, the student and supervisor will submit the request using the Part-Time Status form to the Department for approval.

Requests for change to part-time status must be submitted to FGSR by the registration deadline of that term so that FGSR can code the student's registration and fee assessment, accordingly.

Students may not change to part-time status more than once within their program. Once a student changes to part-time status, they may return to full-time status once, but cannot subsequently revert back to part-time.

Students may not change to part-time status for financial reasons.

Requests for retroactive part-time status changes will not be accepted.

It is important to note that all students in thesis-based programs must satisfy the [Minimum Registration Requirements](#) of their program.

#### **International Students and Part-Time Status**

International Students may not be eligible to apply for part-time status under their study permit regulations; they should contact [International Student Services](#) for more information to determine their eligibility.

#### **Graduate Student Employment and Part-Time Status**

Part-time students are eligible to hold GTAs and GRAs, in accordance with the GSA collective agreement. Note, however, that students who have signed a [Letter of Appointment for a GTA and/or GRA](#) may not be eligible for part-time status. Students should contact their departments for further information.

#### **Maximum Time in Program While Registered Part-Time**



<p><b>Time Limit for Completion of Graduate Programs</b></p> <p>[...]</p>	<p><u>Understanding that a change to part-time status is meant to facilitate a change in a student’s life where they are no longer able to work on their program full-time, maximum allowances for program completion still apply,</u></p> <p><u>Time in program will be adjusted when a student changes to part-time status as follows:</u></p> <ul style="list-style-type: none"> <li>• <u>For every year (12 months) a Master’s student is registered as part-time, they will receive an additional four (4) months in time to complete their program;</u></li> <li>• <u>For every two (2) years (24 months) a PhD student is registered as part-time, they will receive an additional four (4) months to complete their program.</u></li> <li>• <u>Maximum allowable time to complete a thesis-based Master’s program part-time is six (6) years;</u></li> <li>• <u>Maximum allowable time to complete a PhD program part-time is eight (8) years.</u></li> </ul> <p><u>If a student is nearing the end of the maximum allowable time in program while registered part-time, they are required to submit an extension request to the Dean of FGSR following the same procedures used for full-time students.</u></p> <p><u>All extension requests are considered on a case-by-case basis and should include a clear explanation for the request and a detailed timeline explaining how the student will complete the remaining requirements of their program.</u></p> <p><b><u>Part-Time Status and Awards/Scholarships</u></b></p> <p><u>Part-time students are not eligible for most scholarships or awards administered by FGSR. For those students holding a scholarship and/or award while registered full-time, a change to part-time status may affect their eligibility to continue doing so. In these instances, students should consult Section 12 of the FGSR Scholarships &amp; Awards Manual for direction. Normally, the “Forgiveness Policy” (Section 12.5) would preclude a student from having to repay a portion of a scholarship and/or award that may be affected by a change to part-time status.</u></p> <p>[...]</p> <p><b>Time Limit for Completion of Graduate Programs</b></p> <p>[...]</p>
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Any time spent registered in Maintaining Registration (M REG 800) is counted in the time limit for completion. Any time spent as a qualifying graduate student is not counted in the time limit for completion. The time limit for completion of the degree will be extended by the duration of any Faculty of Graduate Studies and Research (FGSR)-approved leave of absence.

[...]

Any time spent registered in Maintaining Registration (M REG 800) is counted in the time limit for completion. Any time spent as a qualifying graduate student is not counted in the time limit for completion. The time limit for completion of the degree will be extended by the duration of any Faculty of Graduate Studies and Research (FGSR)-approved leave of absence.

The time limit for completion of a thesis-based degree will be extended if a student has been registered as part-time status at any point in their program. See Registration Status for further information.

[...]

Justification: This is meant to be a tool to support students in thesis-based programs who may be experiencing circumstances (e.g. employment, family, health) that affect their ability to devote their time and energy full-time to the completion of their program.

It provides an option to switch to part-time status so that they can continue to progress towards completion while balancing the demands of other matters in their lives; it is meant to reduce stress as well as the practice where students may need to voluntarily withdraw from their programs to preserve their time to completion.

Consultation with the student's supervisor is required as is approval by the department.

***We are asking for immediate implementation (Spring term, 2020) as this will be a tool to provide relief to graduate students who may need to drop to part time in order to work or take care of families due to the current covid19 situation.***

Approved by: FGSR Council e-vote March 30, 2020