



School of Criminology
Graduate Programs

GRADUATE STUDENT HANDBOOK

Policies & Procedures

Amended: August 2024



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Section 2 | School Contacts

For more detailed information about graduate program roles and responsibilities, please refer to Appendix | Graduate Program Roles & Responsibilities.

Dr. Evan McCuish | Associate Director, Graduate Programs | Associate Professor
evan_mccuish@sfu.ca | SWH 10215 | 778.782.7849
Responsible for the Graduate Program (MA and PhD) and for advising graduate students.

Supervisor
Responsible for advising graduate students. Students without an assigned an assigned supervisor should contact Dr. Evan McCuish, Associate Director, Graduate Programs.

Christie Carlson | Graduate Program Assistant (GPA)
crimgrad@sfu.ca | SWH 10128 | 778.782.4762
Responsible for graduate program processes and records.

Meghan Haley | Coordinator, Research Grants & Projects
crim_finance@sfu.ca | SWH 10122 | 778.782.5271
Responsible for TA/TM/RA appointment processes and payroll.

Tracey Anbinder | Manager, Academic & Administrative Services
crimmgr@sfu.ca | SWH 10136 | 778.782.3527
Responsible for SI/TA appointment processes and staff supervision.

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Section 3 | Essential Administrative Resources

Graduate Studies (GS) is the central administrative body overseeing all graduate programs and graduate students at SFU. Your academic unit staff (your GPA in particular) works with GS on your behalf to en



Section 4 | Supervisor & Committee Members

Students should consult the Graduate General Regulations for all matters pertaining to graduate supervision, under [article 1.6 Supervision](#).

Supervisor

- Incoming MA students should aim to identify a supervisor as soon as possible. As



Section 5 | Program Requirements

All students should consult the [SFU academic calendar](#) according to their term of admission (“admit term”) for their program requirements. Students are responsible for understanding and abiding by the program requirements in the academic calendar according to their admit term; should program requirements change during the duration of a student’s program, the student may request to use the



- CRIM 897 (Comprehensive Exam) enrollment is permitted only after all coursework is completed. Students must complete the [Comprehensive Examination Registration form](#) with their supervisor and submit to the GPA for processing and enrollment.
 - Covers two areas: methods and theory, specific to the student's area of research interest. Length will vary depending on the question, area of research, and expectations discussed with the comprehensive exam committee. Comprehensive exams are often between 50-75 pages.

Spring enrollment Submit to GPA by December 15
Summer enrollment Submit to GPA by April 15
Fall enrollment Submit to GPA by August 15

- Thesis Prospectus (Colloquium): Completed after the comprehensive exam. Students must complete the [PhD Prospectus Approval and Colloquium Date form](#) with their supervisor and submit to the GPA for processing and enrollment.
 - Each candidate is required to develop a prospectus for a dissertation based on original research.
 - The thesis prospectus is typically completed in the semester after completion of the comprehensive exam.
 - A colloquium is scheduled in coordination with the prospectus committee and GPA. This is not a defence of exam but an opportunity to share research in a public forum while it is in early state of preparation.



Courses in other Academic Units

- Students interested in pursuing a course outside of CRIM should discuss with their supervisor.
- Graduate Studies requires a [Registration/Change of Registration form](#) to be completed in full prior to enrollment. Note this form requires multiple signatures and should be completed well in advance of the start of the term.

Western Dean's Agreement

- Selected institutions part of the [Western Dean's Agreement](#) permit the enrollment of graduate students in graduate courses outside of their home institution.
 - Students pay tuition and fees at their home institution, but receive a waiver for tuition/fees at the institution offering the course.
 - Enrollment in a WDA is a lengthy process. Students interested in the WDA must abide by the [strict deadlines imposed by Graduate Studies](#). Graduate Studies will not accept late WDA applications.



School of Criminology
Graduate Programs

Section 9 | Defence & Program Completion



Section 10 | Funding

Students receive a welcome letter from The School of Criminology that outlines how they can expect to receive funding throughout their pu cmFund72q52 (i)243 (n)0.8 (g)-0.9 (-)5.5 (i)243 sg uu received ment72q45 sga tnd72q



Support Services

Health & Counselling: <https://www.sfu.ca/students/health/>

- Black Student Resources | <https://www.sfu.ca/students/health/resources/black-students.html>
- Indigenous Student Resources | <https://www.sfu.ca/students/health/resources/Indigenous-Students.html>

Sexual Violence Support & Prevention Office: <https://www.sfu.ca/sexual-violence.html>

Office for Aboriginal Peoples: <http://www.sfu.ca/aboriginalpeoples.html> and Indigenous Student Centre: <https://www.sfu.ca/students/indigenous.html>

Human Rights Office: <http://www.sfu.ca/humanrights.html>

Office of the Ombudsman | <https://www.sfu.ca/ombudsperson.html>

Disability Accommodation: <https://www.sfu.ca/students/accessible-learning.html>



Appendix | Graduate Program Roles & Responsibilities

Associate Director, Graduate Programs

Summary of Responsibilities

- Oversees all aspects of Criminology graduate programs including Criminology graduate policies, curriculum, recruitment and admission, scholarships and awards, and student progress.
- Advises graduate students.
- Recommends recipients for scholarships, fellowships and awards.
- Reviews student annual progress reports.
- Acts as Supervisor for new students until a regular Supervisor is appointed.
- Chairs the Graduate Program Committee and represents the School on FASS and Senate graduate

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Student

Summary of Responsibilities:

- Takes responsibility for understanding the policies, rules, regulations of SFU as [outlined by Graduate Studies](#) including those regarding student conduct, academic integrity and ethics.
- Takes responsibility for understanding the requirements of the Criminology graduate program per the [SFU Calendar](#) and the policies of the School per the Criminology website.
- Consults regularly with the Supervisor and agrees on expectations.

Further information can be found in the [GS student handbook](#).

Graduate Program Assistant

Summary of Responsibilities:

- Maintains all administrative records for Criminology graduate programs including graduate student files, website updates, and minutes of GPC meetings.
- Provides administrative support for graduate student processes including admission, enrollment, scholarships and awards, supervisory committees, annual reviews, and defenses.
- Provides administrative support to the Associate Director, Graduate Studies and the GPC.
- Responds to requests for information from applicants, students, supervisors, GPC and Associate Director, Graduate Studies regarding graduate processes and regulations.

Students contact the GPA with questions about:

- The procedure for confirming a supervisor and supervisory committee.
- Enrollment 1.9 (c) - o a st