

**SIMON FRASER UNIVERSITY**

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**Graduate Studies Guide**

*For the*

**Department of Sociology & Anthropology**

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**2016-2017**

Revised September 7, 2016







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**Sociology and Anthropology Graduate Program**  
**Department Information**

<b>Title</b>	<b>Name</b>	<b>E-Mail</b>	<b>Office</b>	<b>Phone #</b>
<b>Graduate Program Committee Members</b>				



## Office and Lab Space Use

*S/A Grad Computer Lab– AQ 5076*

*S/A Teaching Computer Lab – AQ 5040 (when class not in session)*

The Ellen Gee Room – AQ 5067 can be used after hours for study use or meetings. Please schedule with Graduate Program Assistant via email [gradseca@sfu.ca](mailto:gradseca@sfu.ca) or in person, at AQ 5054.

To access these rooms after hours please use codes. Codes will be distributed by e-mail at the beginning of the term, or see the Graduate Program Assistant for current codes.

PhD Assigned Shared Offices– AQ 5088, 5089, 5090. These rooms are equipped with telephones, but not with computers. For access, please see the Graduate Program Assistant in AQ 5054. Lockable study rooms in the W.A.C. Bennett Library are available for masters or doctoral students writing their theses under the following conditions:

- the student has completed all degree requirements except the thesis;
- the student will be registered full-time;
- and the student will not be employed at the university (other than as a TA/TM or research assistant).

To use these rooms, submit an Application for *Library Study Room* (see Appendix ‘C’) and a *Library Study Room Use Agreement* form (see Appendix ‘D’) to the Dean of Graduate Studies ([gradstdy@sfu.ca](mailto:gradstdy@sfu.ca)), **six weeks prior to the start of the semester.**

TA Offices – AQ 6150A

See Graduate Program Assistant for access to these offices and key requisitions.



# SOCIOLOGY AND ANTHROPOLOGY GRADUATE STUDIES GUIDE

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## **INTRODUCTION**

This guide describes the graduate program in the Department of Sociology and Anthropology and is designed to acquaint graduate students with the policies and procedures of the department as well as provide some important governance information and links to the SFU community. It includes guidelines for the pursuit of students' degrees, and it details the general expectations that students and faculty alike should have of each other for the timely completion of degrees.

All students are urged to activate their SFU email accounts as soon as possible so that they may receive e-mail messages concerning the department and graduate student issues, as the SFU email is the primary email that the department uses for correspondence.

## **1. GRADUATE GENERAL REGULATIONS: DEAN OF GRADUATE STUDIES**

All students and faculty should read the '*Graduate General Regulations*' produced by the office of the Dean of Graduate Studies (DGS). This is available at: <https://www.sfu.ca/dean-gradstudies/current.html>.

As these regulations are subject to change at any time, the department strongly recommends that students refer to the web version regularly. This document provides comprehensive information about Graduate Studies at Simon Fraser University -- in terms of general structure, degree requirements and regulations, guidelines for supervisor-graduate student relations, procedures and requirements for going on leave and funding available to graduate students.

This guide is not a substitute for the '*Graduate General Regulations*' but is intended to supplement the description of the university program with a description of the departmental program and the degree requirements and expectations within the Sociology and Anthropology Department.

## **2. DESCRIPTION OF THE MA PROGRAM**

### **2.1 Admission to the MA Program**

Admission to the program is dependent, first, on the achievement of a satisfactory level of work in a prior degree and, second, on the ability, interest and availability of at least one faculty member to supervise the proposed topic of research.

### **2.2 MA Program Information**

The MA program is designed to be completed within six consecutive terms (fall, spring, and summer), or two full years of study. Required courses are normally completed within the first two terms of MA program enrolment. Students are required to complete a minimum 30 credit hours to successfully complete the program.

Students may be required to complete additional coursework beyond that specified below at the discretion of their supervisory committees.

Required courses are normally completed within the first two terms of the MA program enrolment and must be completed no later than the end of the third semester of enrolment



**PLEASE NOTE:**

Effective September 1, 2016 (fall term) DGS has created new regulations which govern the overall time for program completion, extensions, reactivation, and readmission. This new policy applies to all students who first enrolled as of fall 2016, and subsequent future terms.

Students who have entered the program prior to fall 2016, please contact the Graduate Program Assistant.

**TIMELINE FOR MA SOCIOLOGY PROGRAM**

<b>Fall Semester 1</b>	<b>Spring Semester 2</b>	<b>Summer Semester 3</b>	<b>Fall Semester 4</b>	<b>Spring Semester 5</b>	<b>Summer Semester 6</b>
SA 840 Graduate Seminar	SA 856 Qualitative Sociological Research Methods	SA 898 <i>Thesis prep</i>	SA 898 <i>Thesis Fieldwork</i>	SA 898 <i>Analysis &amp; Write-up Thesis</i>	SA 898 <i>Write-up &amp; Defend MA Thesis (Max 75 pages)</i>
SA 850 Selected Topics in Social Theory	Elective 2	<i>Prospectus Presentation to supervisory committee by June 1</i>			
Elective 1	<i>Prospectus should be completed this term.</i>	<i>REB Application (if required)</i>			

*Graduate Plan of Study form,  
Supervisory Committee form-  
Due Dec 1*

*Annual Self*

Our goal in requiring this timeline is to facilitate *timely completion* of the degree. Timely completion requires a realistic combination of commitment, capacity, and responsibility on the part of both the students and the supervising faculty. Supervisory committees and students should meet at least twice during each semester (once at the beginning and once at the end) to monitor their programs and to encourage course completion and development. ***These meetings may take place by conference call, Skype, or e-mail, as long as the goal of close collaboration and communication is achieved to the satisfaction of supervising faculty and students.***

The Graduate Program Committee *strongly* suggests that students and their supervisory committees discuss mutual expectations regarding deadlines and respective

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Appendix 'J'), with the names of the thesis Examining Committee, including the curriculum vitae of the External Examiner, thesis title and abstract, date, time and place, to the Graduate Program Assistant to reach the Dean of Graduate Studies *at least four weeks prior to the examination date.*

**Please note: You are required to submit digital copies of the thesis at least two weeks before the defense date, and a bound hard copy (must have at least one for**

### **3. DESCRIPTION OF THE PHD PROGRAM**

#### **3.1 Admission to the PhD Program**

Admission to the program is dependent, first, on the achievement of a satisfactory level of work in a prior degree as evidenced by transcripts, letters of reference, and proof of completion of BA or MA, as appropriate, and, second, on the ability, interest and availability of two department members, one of whom must be appointed in the field of study (Sociology *or* Anthropology), to supervise the proposed topic of research.

#### **3.2 PhD Program Information**

PhD programs in Sociology and Anthropology offer students a comprehensive foundation in social theory in each discipline, substantive courses in areas of research interest, and rigorous training in research methodologies, a particular strength of the Department of Sociology and Anthropology at SFU. The programs are designed to facilitate and support completion of the PhD within 5 academic years (15 semesters).

Years 1 and 2 (semesters 1–6) are devoted to completion of coursework, qualifying examinations, and dissertation prospectus development and defense. Years 3 to 5 (semesters 7–15) are spent conducting research and completing the dissertation. Graduates will be well prepared to pursue academic careers, and/or to take professional positions in public, private and non-profit sectors.

#### **3.3 Formation of the Supervisory Committee**

Students must submit an *Approval of Supervisory Committee* Form (see Appendix ‘A’) and a *Graduate Plan of Study* (see Appendix ‘B’) to the graduate program assistant by March 1 of the first year; for more information please see Section 4.

1.12.1 Time Limit for Program Completion (Retrieved from: <https://www.sfu.ca/dean-gradstudies/current.html>).

Students are expected to complete their graded courses during their first two years of enrolment. PhD students should aim to complete their qualifying examination and defend the dissertation prospectus by the end of their fourth semester in the program, and no later than their sixth semester.

Our goal for stipulating these timelines in this program of study is to facilitate a *timely completion*. Timely completion requires a realistic combination of commitment, capacity, and responsibility on the part of both students and supervising faculty. Supervisory committees and students should meet at least twice during each semester (once at the beginning and once at the end) to monitor their programs and to encourage dissertation development. ***These meetings may take place by individual telephone communications, conference calls, video-conferencing, or on e-mail, as long as the goal of close collaboration and communication is achieved to the satisfaction of supervising faculty and students.***

The Graduate Program Committee *strongly* suggests that students and their supervisory committees discuss mutual expectations regarding deadlines and respective responsibilities, frankly and concretely, at the earliest possible opportunity. The Graduate Program Committee *requires* that these agreements be set out in writing and signed by all parties. Please complete a Graduate Plan of Study (Appendix 'B') and refer to Section 4 for more detailed information.

**PLEASE NOTE:**

Effective September 1, 2016 (fall term) DGS has created new regulations which govern the overall time for program completion, extensions, reactivation, and readmission. This new policy applies to all students who first enrolled as of fall 2016, and subsequent future terms.

Students who have entered the program prior to fall 2016, please contact the Graduate Program Assistant.



**TIMELINE FOR PhD SOCIOLOGY COURSEWORK, QUALIFYING EXAMINATIONS  
AND THESIS PROSPECTUS COMPLETION**

Fall Semester 1	Spring Semester 2	Summer Semester 3	Fall Semester 4	Spring Semester 5	Summer Semester 6	Fall Semester 7
SA 840 Graduate Seminar	Elective 2	SA 897 PhD Qualifying Examination	SA 897 PhD Qualifying Examination	SA 899 PhD Dissertation	SA 899 PhD Dissertation	SA 899 PhD Dissertation
Elective 1	QE Prep					
<i>Graduate Plan of Study form- Due Dec 1</i>	<i>Supervisory Committee form- Due March 1 Annual Self Review- March TBD</i>	<i>QE Course Outline- Due 2 weeks after start of term</i>	<i>4 page research statement &amp; bibliography- Due before start of term</i>	<i>Annual Self Review- Due March TBD</i>		

**TIMELINE FOR PhD ANTHROPOLOGY COURSEWORK,  
QUALIFYING EXAMINATIONS AND THESIS PROSPECTUS COMPLETION**

Fall Semester 1                      Spring

### 3.6 PhD Courses

Students must complete a minimum of 5 courses (26 units):

- 2 courses, graded
- 1 professional development Graduate Seminar, Sat/Unsat (Satisfactory or Unsatisfactory)
- one PhD Qualifying Examination course that extends over two semesters, Sat/Unsat (Satisfactory or Unsatisfactory)
- PhD Thesis, IP/CO (In Progress or Complete)

#### Required Courses (3 in total)

##### PhD Sociology:

SA 840-2 (Graduate Seminar, Semester 1), Sat/Unsat (Satisfactory or Unsatisfactory)

SA 897-6 (PhD Qualifying Examination), Sat/Unsat (Satisfactory or Unsatisfactory)

SA 899-10 (PhD Thesis), IP/CO (In Progress or Complete)

##### Elective courses (2 in total):

The additional graded elective course may be chosen from the following courses, subject to availability, and by permission of the instructor, or may be chosen from graduate courses in other departments, including those offered at other BC universities, as per the Western Deans' Agreement, subject to approval by the supervisory committee and the Graduate Program Committee. See Appendix 'F' for the *Western Deans' Agreement* process (retrieved at: <http://wcdgs.ca/western-deans-agreement.html>) and Appendix 'G' for the *Western Deans Agreement* form (retrieved from: <http://www.sfu.ca/dean-gradstudies/current/forms.html>). Please note the WDA paperwork must be submitted to the Dean of Graduate Studies Office **at least 6 weeks before the course begins**. Please check the DGS Calendar for specific dates: [https://www.sfu.ca/dean-gradstudies/current/important\\_dates/guidelines.html](https://www.sfu.ca/dean-gradstudies/current/important_dates/guidelines.html)

LAS/SA 815-4 (Theories of Latin American Development), graded

LAS/SA 835-4 (Social and Political Change in Latin America), graded

SA 850-5 (Selected Topics in Social Theory), graded

SA 856-5 (Qualitative Sociological Research Methods), graded

SA 853-5 (Readings in Sociology I), graded

SA 854-5 (Readings in Sociology II), graded

SA 855-5 (Advanced Quantitative Methods in Sociology), graded

SA 870-5 (Theories in Anthropology), graded

SA 875-5 (Ethnographic Methodology: Social/Cultural Anthropology), graded

SA 886-5 (Selected Problems in Social Analysis), graded

SA 887-5 (Special Topics in Sociology/Anthropology), graded

##### PhD Anthropology:

SA 840-2 (Graduate Seminar, Semester 1), Sat/Unsat (Satisfactory or Unsatisfactory)

SA 897-6 (PhD Qualifying Examination), Sat/Unsat (Satisfactory or Unsatisfactory)

**Elective courses (2 in total):**

The additional graded elective course may be chosen from the following courses, subject to availability, and by permission of the instructor, or may be chosen from graduate courses in other departments, including those offered at other BC universities, as per the

### **3.8 PhD Qualifying Examination**

Doctoral students will be required to complete a two-part examination on theory and methodology broadly related to their *proposed dissertation topic*. The course objective of SA 897 (PhD Qualifying Examination) is to provide a framework and process for students and supervisors to facilitate students' satisfactory preparation for qualifying examinations; and to complete qualifying examinations required for admission to doctoral candidate standing. A broad critical knowledge of the relevant literature by the student should be seen as sufficient preparation to undertake the qualifying examination.

All PhD courses, including required courses and electives must be completed before the student may enroll in SA 897 (PhD Qualifying Examination).

SA 897 (PhD Qualifying Examination) must be successfully completed before a PhD dissertation prospectus may be defended.

## **QUALIFYING EXAMINATION PREPARATION, PHASE TWO**

Fall semester, year 2 of PhD program:

The student must prepare a 4 page QE Course Outline that reflects the work to be completed in Phase Two, the research statement and proposed examination bibliography of approximately 40-70 titles for the qualifying exams. This QE Course Outline must be submitted to the Graduate Program Committee, via the graduate program assistant, for re-enrolment in SA 897 (PhD Qualifying Examination), before the end of the 2<sup>nd</sup> week of the semester. The supervisory committee members may then request additions to the bibliography. A final bibliography, agreed upon by student and supervisory committee members, should be completed by the end of the first month of the second semester of enrolment in SA 897 (PhD Qualifying Examination).

The External Committee member for qualifying examinations (a member of SA or other SFU department) should be invited by the senior supervisor and participation confirmed by October 15 for Fall completion of the QE.

Any changes to the examining committee after it has been confirmed must be approved by the GPC through a written request to the GPC Chair. This request should include a rationale for changing the composition of the examination committee.

The External committee member may add titles (books and articles) to the bibliography proposed by the student as agreed to by the student's supervisory committee, up to a maximum total of 600 additional pages, and must provide this by November 1 for Fall completion of the QE so the student has ample time to read and digest new material before the examination. The remaining supervisory committee members may not add any additional titles to a student's bibliography after the External member has joined the supervisory committee.

The student will submit a revised research statement and bibliography to the Examining Committee by November 15 for Fall completion of the QE.

Students who intend to complete the QE in the Fall semester should plan on undertaking the written exam in early (or)-er

The student should produce 1 or 2 essays (determined by the Examining Committee) totaling 40 to 50 pages, exclusive of bibliography, appendices and tables. Examination essays should use a recognized citation style.

The student's obligations regarding employment and family responsibilities should be taken into account in determining the timing of the examination.

The student will email the essays to the Graduate Program Assistant and the QE examining committee **10 full days later**. The student is also required to submit a hard copy of the exam to the Graduate Program Assistant as soon as possible.

The examination committee will confer and agree (majority decision required) on an evaluation **within 10 days** of receipt of the exam: (1) pass; (2) require oral defense before determining pass or fail evaluation; or (3) fail. The senior supervisor will inform the GPC Chair of the outcome of the evaluation. The GPC Chair will inform the student of the outcome of the exam.

In the event of a "fail" evaluation, the examination committee must provide the student and the Graduate Program Committee with written reasons for their decision.

Should a student fail the first examination they may retake the exam only ONCE. In this event, the preparation process will be renegotiated and the revised QE Course Outline submitted.

## **RECOMMENDED TIMELINE**

### ***Phase 1, Spring Semester, Year 1***

- Complete the Q.E. Outline with their senior supervisor and submit it to the graduate program assistant.
- At the end of the semester, the supervisor submits a brief progress report to the graduate program assistant, indicating whether the goals set out in the Q.E. Outline have been achieved or renegotiated.

### ***Phase 2, Summer Semester, Year 2***

- Prior to enrolling, the student should prepare a 4 page (double-spaced) research statement and bibliography, in negotiation with supervisor, and submit a copy to the graduate program assistant.
- At the end of the semester, the supervisor submits a brief progress report to the graduate program assistant, indicating whether the goals set out in the Q.E. Outline have been achieved or renegotiated.

### ***Phase 2, Fall Semester, Year 2***

- Prior to enrolling, the student should re-submit the research statement and bibliography *with any revisions* to the graduate program assistant.
- **By September 31:** A finalized bibliography should be made including the supervisory committee's additions.
- **By October 15:** The Senior Supervisor arranges for an External Committee

member (from SA or another SFU department) and confirms their participation with the graduate program assistant.

- **By November 1:** The External Committee member may add titles to the bibliography for a maximum total of 600 additional pages.
- **By November 15:** The student submits a finalized research statement and bibliography to their supervisory committee and the graduate program assistant.
- **Mid-late November:** The Senior Supervisor informs the graduate program assistant of the Q.E. start date and provides them with the Q.E. questions for distribution via email on the start date.
- **Early – Mid December:** The student writes the Q.E.
- **Late December – Early January:** Upon a “pass” evaluation of the Q.E., the student will be informed by t(uen)] Td

committee, together with the Internal/External member who will be a faculty member



Students, who propose to undertake either the qualifying examination or the dissertation prospectus defense should, in the first instance, consult with their supervisory committee.  
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review the student's progress in the graduate program. This meeting should be held no later than the date specified in the email from the Graduate Program Assistant (Usually mid-to-late April).

Following this meeting the senior supervisor will append to the graduate student's completed self-review form the *Supervisory Committee Report* indicating whether the supervisory committee deems the student's progress to be satisfactory or unsatisfactory. Copies of the combined report (the graduate student's self-review and the senior supervisor's meeting report) will be forwarded to the GPC by the end of April or early May.

The GPC will subsequently review these reports and assess each student's progress as one of the following: VG –Very Good, S – Satisfactory, SC – Satisfactory with Concerns, or U – Unsatisfactory. This evaluation is submitted to the Dean of Graduate Studies' Office and becomes part of the student's academic record. The student will receive the GPC's final assessment and recommendations, and the Supervisory Committee Report via email from the Graduate Program Assistant by the end of May.

Students who receive an evaluation U, or fail to submit their report will be required to meet, *in camera*, with the supervisory committee and the GPC. Following that meeting, the GPC will make a determination as to their evaluation of the annual progress. In this case the determination will be either satisfactory with concerns (SC) or unsatisfactory (U). If an unsatisfactory determination of their evaluation, and a decision as to whether the student will be required to withdraw from SFU or be allowed to continue will take place. Unless the unsatisfactory determination is based on CGPA, normally a detailed plan of action through which the student may improve their performance so that it may be deemed satisfactory will be developed. The timeframe for this action plan is between 4 and 6 months and its goals and assessment criteria are detailed and specific, including when an interim progress evaluation will be performed. If the decision is to allow the student to continue, whether the student was given a satisfactory with concerns or an unsatisfactory review, the detailed action plan must be communicated to the student and her/his supervisor normally within 7 days of the *in camera* meeting.

## **6. GRADUATE PROGRAM INFORMATION**

### **a) Graduate Seminar**

All full-time graduate students must attend and actively participate in the graduate seminar during their first program term.

### **b)**



## **11. GRADUATE STUDENT RESOURCES**

The Graduate Research Commons in the Library offers many services to our graduate students free of charge. Students are encouraged to use these services in order to help facilitate their progress in their graduate program.

**Writing Services Offered by the Library Research Commons** (<http://www.lib.sfu.ca/research-commons/services/writing-services>)

**Read-Ahead Service:** Students are invited to request a Read Ahead to get intensive writing support that may include one-on-one in-person or electronic consultations with a Graduate Facilitator or the Writing Services Coordinator. Graduate Facilitators and the Writing Services Coordinator comment on student writing (but do not edit student work) and suggest resources and ways of making progress.

**Writing Consultations:** Students can book in person one-on-one consultations with a Graduate

## **12. FINANCIAL SUPPORT**

With respect to financial support, it has been department practice to treat all students as equitably as possible, and all students are eligible to apply for support as long as they meet the terms of reference for the award. Apply online at: <https://gradawards.sfu.ca/>

### **Teaching Assistantships (TA)/Tutor Marking Positions (TM)**

Several TA/TM positions (for both MA and PhD students) are available in the fall and spring semesters, but very few are available for the summer semesters.

(Please request the document 'Information for Teaching Assistants' from the departmental assistant or graduate program assistant. Additional TA/TM postings can be found on the Dean of Graduate Studies website - <https://www.sfu.ca/dean-gradstudies/job-postings.html>)

### **Graduate Fellowships (GFs)**

Each year the department is allotted a number of GFs proportional to the number of graduate students in the department. These are one-semester grants from the Dean of Graduate Studies Office that are awarded to students who have applied, who qualify, and who have been ranked by the department based on status in the program, availability of other funding, and merit. The department adjudicates the applications based on the terms of reference provided by the Dean's office. As a departmental practice MA students are only eligible to receive one GF and PhD students are eligible to receive two throughout their academic career.

### **Research Fellowships**

Research Fellowships are sometimes available, but they are usually tied to individual faculty grants or other sources of funds in the University. The department normally plays little role in their allocation.

### **Scholarships, Loans and Bursaries**

There are a wide variety of scholarships, loans and bursaries available to graduate students. Students should consult with Financial Assistance and Student Services for information on these various programs. Details are available at <http://www.sfu.ca/students/financialaid/grad-sabws/bursaries.html>

### **Travel and Minor Research Awards (TMRA)**

There is a small budget available, funded by the Dean of Graduate Studies and allocated to the SA department, to assist graduate students who need financial assistance for attending conferences to present a paper or other minor research travel and/or purchases. There are, on average, two calls for applications during the academic year. For application guidelines go to <https://www.sfu.ca/dean-gradstudies/awards/travel-and-research-awards/girta-tor.html>

### **Private Awards**

There are many private awards available which are adjudicated independently. Please review the list on the DGS website. For more information on scholarships and awards, please refer the following webpage on the Dean of Graduate Studies website: <https://www.sfu.ca/dean-gradstudies/awards.html>



### **Dr. Hilal Ozcetin Conference and Research Travel Graduate Funding**

The Purpose of the Dr. Hilal Ozcetin Conference and Research Travel Graduate Funding is to support the travel component of the scholarly activity of graduate students related to their research. This funding is for reimbursement for travel only. It is processed as an expense claim (see the terms of reference on Appendix 'N').

## **13. THE WORKING ENVIRONMENT OF THE DEPARTMENT OF SOCIOLOGY & ANTHROPOLOGY**

Faculty and students should strive to be tolerant of conflicting points of view and changing perspectives. This is not to say that open and honest discussion of differences should be limited; on the contrary, frank debate of all issues pertinent to subject matters related to the disciplines is to be encouraged. In other words, no point of view is beyond criticism; indeed, constructive criticism made in a reasoned manner is an essential part of teaching and learning. Debate is to be encouraged in the spirit of academic freedom, but such freedom entails mutual respect, cooperation and understanding as the basis for interaction among members of the University. When debates and discussions become the avenue for exclusion or denigration they violate this spirit.

The University has a policy on academic freedom, which implicitly extends to all who teach and study here, and a policy on harassment, which extends to all who work or study on campus. These two policies are mutually supportive, and they should combine to provide both learning and working environment for students, faculty and staff that is free from harassment and discrimination. Such is the goal of the Department of Sociology and Anthropology.

## **14. LEAVES/ WITHDRAWALS**

*See the Dean of Graduate Studies*

normally be considered after the end of the normal registration period (the end of the second week of classes) unless there are extenuating circumstances that warrant it. *Students will not be placed on-leave retroactively.*

**DGS SUMMARY TABLE - Leave of Absence** (at [https://www.sfu.ca/dean-gradstudies/current/registration\\_status/leaves\\_withdrawals.html](https://www.sfu.ca/dean-gradstudies/current/registration_status/leaves_withdrawals.html))

Category	Reason	Characteristics	Limit
<b>Personal Leave</b>	Any reason other than those defined below	<ul style="list-style-type: none"> <li>• no fee</li> <li>• <b>counts towards time limit</b></li> <li>• departmental approval</li> <li>• SFU scholarships/awards are interrupted during leave; duration of the award will not be changed</li> </ul>	Maximum 3 terms

<b>Academic Break</b> (or scheduled break)	<ul style="list-style-type: none"> <li>• Course availability (no courses offered for program within that term)</li> <li>• scheduled break within a program (i.e. summer term)</li> </ul>	<ul style="list-style-type: none"> <li>• no fee</li> <li>• <b>does not count towards time limit</b></li> <li>• departmental approval</li> <li>• SFU scholarships/award7s</li> </ul>	
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15.

**APPENDICES**  
**'A' through 'N'**

