



GRADUATE STUDENT HANDBOOK

Policies & Procedures



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Section 1 | Graduate Program Welcome

It is a privilege to be in the position of Graduate Director and welcome new and returning students to the School of Criminology. As a former MA and PhD student, I take great pride in the program here at SFU. I look forward to being part of the process of building the reputation of our graduate program and serving our students, staff, and faculty. As the new Graduate Director and member of the Graduate Programs Committee, we have three main short-term goals: (1) Revitalize the School's Brown Bag seminar series, (2) Expand the availability and diversity of graduate courses, and (3) Improve graduate student funding through faculty grants.

I hope these short-term goals lead to long-term benefits for students' social networks, professional development, research skills, scholarly output, and opportunities for conference travel.

Like most things in life, you get out of an activity what you put into it. I strongly encourage students to become involved with the Criminology graduate caucus, the Graduate Student Society, or one of the many clubs and initiatives at SFU. Connect with the Indigenous Student Centre, Out on Campus, or the Women's Centre.

Finally, I would like to say hello to those of you who are visiting this page because you are thinking of applying for graduate studies here. We are very proud of our School and are pleased that you are considering us for your next academic stage. The application process for the School is very competitive, and if you are successful, you will be joining a vibrant community of scholars and researchers. As a starting point, I strongly recommend that you reach out to faculty members to inquire about their research and availability to supervise prospective students. If you have any questions, our wonderful Graduate Program Assistant, Christie Carlson (crimgrad@sfu.ca), can provide guidance.

Best wishes,

Evan



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.

Linda Jensen | Undergraduate and ALS Assistant
crimugrd@sfu.ca | SWH 10130 | 778.782.7478
Responsible for general undergraduate program issues. Linda provides TA desk copies of textbooks for undergraduate courses.

Vivian Chen | General Office/Reception
crimgo@sfu.ca | SWH 10156 | 778.782.3213
Responsible for room bookings, including office hour bookings for TA/TM and Sessional Instructors, as well as general office assistance.

Graduate Student's Association (Caucus)
Elections are held each September for Graduate Caucus positions. See more information on the [Criminology Graduate Students Association webpage](#).

TSSU Representatives
Hannah Rose MacCallum | Vienna Lam
hannah_maccallum@sfu.ca | vienna.lam@sfu.ca
As Shop Stewards, Hannah Rose and Vienna can help you: navigate payroll and pay stub questions, understand how Base Units (BU) translate to funds, learn about benefits such as tuition deferment, other paid opportunities.

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 ensure all administrative issues are managed during your program. The GS includes several forms that may be useful, including forms for developing a working agreement with your supervisor.

Students should contact their supervisor, GPA, or Associate Director, Graduate Programs, for most administrative matters. See *Appendix | Graduate Program Roles & Responsibilities* at the end of this document for more information.

Most matters can be resolved at the unit level, or through the unit level in coordination with GS, and all students are encouraged to bring concerns to the unit level representatives prior to contacting GS themselves.

Should a situation arise in which a student wishes to contact GS directly, they may do so through the [GS help ticket system](#).

It is essential that all students familiarize themselves with the [Graduate General Regulations \(GGR\)](#). The GGR govern all policy and procedures concerning graduate students and programs from admission, enrolment, grading, supervision, program requirements, progress, defences (also called examinations), time limits, appeals, and PhD funding. The supervisor, GPA, and Associate Director, Graduate Programs, will interpret and apply the GGR for all administrative inquiries, and consult GS when application of the GGR in specific circumstances is unclear.

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. A supervisor should be identified and form submitted by the end of the spring term in the first year.
 - If a supervisor cannot be identified by the student, the Associate Director, Graduate Program will assist the student in selection.
- Incoming PhD students should have an identified supervisor prior to starting the program. Supervisor form should be submitted by the end of the first spring term in the program.
- In their role as supervisor, duties include:
 - Primary advisor and meets regularly with the student to discuss goals and progress, including research, coursework, professional development, teaching and financial needs.
 - Forms supervisory committee in consultation with the student.
 - Ensures Graduate Progress Reports are completed annually (end of summer term).
- A supervisor who is planning to be off campus for more than 3 months shall arrange for proper supervision of the student during this absence.

MA Committee

- Consists of at least two faculty members from the School of Criminology.

PhD Committee

- Consists of at least three members, two of whom must be faculty members in the School of Criminology.

If an MA or PhD committee includes faculty members who are spouses (including common law spouses), an extra committee member must be appointed.

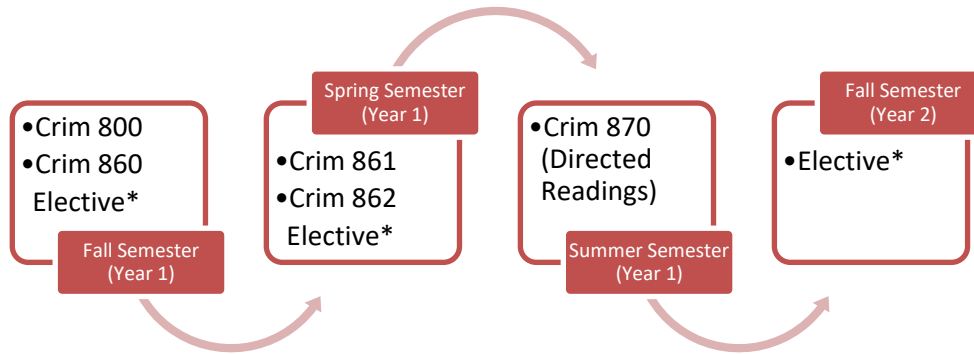
Section 5 | Program Requirements

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 program requirements which are most beneficial to their progress.

MA Program Requirements

Completion of 36 units, including a minimum of 18 units of course work as specified below:

- CRIM 800 | 860 | 861 | 862 **and** at least 6 units from additional graduate course offerings in the School of Criminology.
- Crim 800 and Crim 860 are typically offered in the Fall semester and Crim 861 and 862 are typically offered in the Spring semester. An *example* of one trajectory to completing required coursework is shown below:



* Indicates optional. Only need to complete one in-person elective (two if not doing a directed reading)

Students should discuss their planned course trajectory with their supervisor

- CRIM 898 (MA Thesis): Students enroll in CRIM 898 in any term they are not enrolled in a coursework course or CRIM 870 Directed Readings. Enrollment in CRIM 898 indicates work is being done on research/writing towards the thesis, and maintains [continuity of enrollment](#).
 - MA thesis will typically be 50-100 pages in length, including bibliography and footnotes but exclusive of appendices.

PhD Program Requirements

Minimum of 45 units, including 21 units of course work, comprehensive exam and thesis: Prerequisite courses: CRIM 800 | 860 | 861 | 862. Students admitted to the program without these courses (or equivalent) will be required to complete those courses in addition to PhD degree requirements.

- Courses completed as part of another degree (ie MA) cannot be used to meet PhD requirements.
- CRIM 801 **and two of** 863 | 864 | 865 **and** at least 12 units from additional graduate course offerings. A maximum of 6 units may be completed in another department or university with supervisory and GPC approval.

- 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 and to receive feedback from peers and faculty.
- CRIM 899 (PhD Thesis): Students enroll in CRIM 899 in any term they are not enrolled in a coursework course, CRIM 870 Directed Readings, CRIM 897 Comprehensive Exam, or CRIM 890 PhD Thesis Prospectus. Enrollment in CRIM 899 indicates work is being done on research/writing towards the thesis, and maintains [continuity of enrollment](#).
 - PhD thesis will range in length, depending on the topic and research. Please discuss this with your supervisor.

MA & PhD Program Electives

[CRIM 870 Directed Readings](#) and courses taken in other SFU academic units or outside institutions must be discussed with the students' supervisor and receive the approval of the Associate Director, Graduate Programs before the start of the term. Students are responsible for all required forms for enrollment.

CRIM 870 Directed Readings (DR)

GPA enrolls students

- Self-guided study with a supervising faculty.
- MA students can take 1 DR; PhD students can take 2 DRs.
 - PhD students: each DR must be with a different faculty member.
- DR form plus comprehensive reading list/bibliography must be submitted to the GPA no later than 3 weeks prior to the start of the desired enrollment term.
- Following submission of the DR enrollment form, the Associate Director, Graduate Programs will review and approve the enrollment, and the GPA will process the enrollment.



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.

Section 6 | Enrollment

Graduate students are required to [maintain continuity of enrollment](#) unless they have been granted a [leave of absence](#) (LOA) from their program. Enrollment begins approximately two months before the start of each term and should be completed by the Friday preceding the start of classes. Students who are not enrolled or on an approved LOA by the end of the 6th week of classes within a term will be discontinued from their program.

Time Limit

- Generally expected that the MA program should be completed within 6 terms (2 years); University regulations allow MA students up to 9 terms (3 years) to finalize their degrees, excluding any leave of absences or extensions (discussed below).
- Generally expected that the PhD program will be completed within 12 terms (4 years); University regulations allow PhD students up to 18 terms (6 years) to finalize their degree, excluding any leave of absences or extensions (discussed below).

Leave of Absence (LOA)

- During a LOA, graduate students are not enrolled and normally should not use any of the University's facilities or resources.
- A retroactive LOA will not be allowed unless there are documented extenuating circumstances.
- Awards/Scholarships established by SFU will be interrupted at the onset of the LOA and will resume at the end of the LOA, provided the student resumes enrollment.
- Leave categories are described on the second page of the [Graduate Studies LOA form](#). Students should read the table carefully, discuss their options with their supervisor, and prepare any documentation required for their chosen LOA.

Program Extension

- Students may apply for an extension to the program time limit if additional time to complete the degree requirements is needed.
- A single extension may be for one, two or three terms. Students may be granted more than one extension with academic unit approval.
- Extensions for both MA and PhD programs may not exceed the time limit plus 6 terms of extended time.
- Extension applications **must** be submitted prior to the start of the term the program time limit will expire.

Section 7 | Grades

All students should review and become familiar with the [Graduate General Regulations regarding Graduate Grading Systems and Policies](#).

[Graduate General Regulation 1.5.4](#) requires graduate students maintain a CGPA of at least 3.0 to continue in their program. Note that to remain eligible for most scholarships and awards, students must have a CGPA of at least 3.50.

Grade/Coursework Deferral

- Coursework and subsequent grade can be deferred under extenuating circumstances and with permission of the instructor and approval of the Associate Director, Graduate Programs.
 - A DE grade will be applied with instructor and Associate Director, Graduate Programs approval.
 - DE grades **lapse to an N** (incomplete) grade at the end of the first month of the following term. An N grade carries 0 points and negatively impacts CGPA.
 - Any graduate student with an N grade on their record will be ineligible for scholarship and award funding.
 - In exceptional circumstances, a DE may be extended to the end of the following term, with instructor and Associate Director, Graduate Programs approval.

Failure to complete coursework by the DE deadline (including a DE extension) will result in an N grade. Students facing an N grade should consider applying for [Withdrawal under Extenuating Circumstances](#) (WE). The WE process requires an application and supporting documentation.

Section 8 | Student Progress

[Graduate Progress Report GGR 1.8.1](#) requires at least once per year the student and supervisor submit a Graduate Progress Report. This report is completed via GoSFU. The GPR runs annually in the Summer term. Students can expect to be completing the GPR in May through June each year.

[Academic Progress Report](#) is an interactive course mapping tool designed to help current graduate students understand their degree and program requirements. Students should review their APR several times per year to ensure that they are making expected progress on their coursework. Any exceptions to the APR must be approved by the Associate Director, Graduate Programs and processed through the GPA.

Section 9 | Defence & Program Completion

The MA student or PhD candidate defending their thesis shall give an oral account of the research on which the thesis is based and defend the thesis. The student/candidate must be prepared to answer questions on the field of research in which they are working and on related fields.

A student/candidate has not completed their graduate program until their thesis has been accepted by the library.

MA Checklist

- The GPA must be consulted no less than **6 weeks prior to the exam date**. *While the GS deadline is 4 weeks prior to the exam date, additional time is required for the GPA to process unit-specific items.*
 - The student must submit to the GPA all of their ethics approvals and renewals (if applicable) plus their defence-ready thesis in PDF format.
 - Contact the GPA as early as possible in the term of defence to discuss deadlines.

PhD Checklist

- The GPA must be consulted no less than **8 weeks prior to the exam date**. *While the GS deadline is 6 weeks prior to the exam date, additional time is required for the GPA to process unit-specific items.*
 - The student must submit to the GPA all of their ethics approvals and renewals (if applicable) plus their defence-ready thesis in PDF format.
 - Contact the GPA as early as possible in the term of defence to discuss deadlines.

[GS provides a general outline](#) for degree completion, defence, and graduation. Students should review this general information well in advance of their planned defence term, and contact the unit GPA for unit-specific guidelines and timelines in their planned defence term.

Section 10 | Funding

Students receive a welcome letter from The School of Criminology that outlines how they can expect to receive funding throughout their program. Funding is usually received via TA/TM appointments and Graduate Fellowships. Research Assistantships are available from select faculty members and students are encouraged to seek out RA opportunities. In addition, a variety of scholarships and awards are available throughout the year and announced by the GPA; see more on the [Graduate Studies Internal + Donor Funded Awards page](#).

To hold an award or scholarship, students must meet all eligibility requirements of the award, be enrolled in the payment term, and have a satisfactory GPR and a minimum 3.50 CGPA. Students in their first term and those on any LOA cannot hold an award in those terms.

School Awards

- **Graduate Fellowships (GFs):** MA students receive a total of \$7,000 in Graduate Fellowships, awarded in values of \$3500 in each of their Year 1 Summer and Year 2 Summer terms. PhD students receive a total of \$14,000 in Graduate Fellowships, awarded in values of \$3500 in each of their Year 1 through Year 4 Summer terms.
 - GF payments are initiated by the CRIM GPA for payment in the Summer term.
 - Students must remain eligible for GS to process the GF payment:
 - Have a minimum 3.50 CGPA in the processing term (usually the Spring term).
 - Be enrolled for the payment term (usually the Summer term).
 - Satisfactory progress as indicated in the annual Graduate Progress Report.

Note: if there is reason to believe that enrollment during the payment term will be interrupted, the student must advise the GPA as early as possible to make alternate payment term arrangements. This will be discussed only in exceptional circumstances.
- **Travel and Research Awards (TARA):** the School is provided with a limited budget to provide funding to students for travel and/or research expenses through the [TARA award](#). Availability and value of TARA is dependent upon the budget provided and the number and value of applications received for each competition.
 - TARA competitions are generally run in each term, with the payment processed for the following term.
 - Students must apply by the stated deadline via the [Graduate Awards Application system \(GA3\)](#).
 - Recipients of TARA must meet the criteria above (minimum CGPA, satisfactory progress, and enrollment in payment term).
 - Units recommend students for TARA; however, GS is the final adjudicator of the award. As such, the GPA is unable to confirm award/value, and students are advised via email from the GA3 system when final decisions are made by GS.
- **Donor Awards:** a variety of [donor-funded awards](#) may be available in each academic year. Donor award availability is announced by GS to units, and units open donor award competitions based on recommendations from GS, which can vary.

- As with the GF and TARA, students must meet the general eligibility criteria above (minimum CGPA, satisfactory progress, and enrollment in payment term) *in addition to* the specific criteria outlined in each award Terms of Reference.
- Donor awards are reviewed at the unit level, and units make recommendations for donor award recipients to GS.
- As with the TARA, the GPA is unable to confirm award/value, and students are advised via email from the GA3 system when final decisions are made by GS.

Tri-Agency Awards (SSHRC)

All eligible students are encouraged to apply for [Tri-Agency awards](#). Students should speak to their supervisors **no later than early September** if they intend to apply for Tri-Council funding.

TA/TM Appointments

- Graduate students apply for TA/TM appointments each term.
- Positions are based on funding and enrollment.
- TAs and TMs are expected to attend **all** scheduled class meetings, including a final exam and to complete grading.
- Students must consider personal and academic commitments alongside the undergraduate course timetable to carefully avoid scheduling conflicts.
- Applicants who are not Canadian citizens or Permanent Residents of Canada must have a valid study/work permit, a Canadian bank account and a valid Canadian SIN in order to be appointed.



Section 11 | Resources

Systems

SFU Mail | <https://outlook.office.com>

goSFU | go.sfu.ca

myInfo | <https://www.sfu.ca/human-resources/forms-resources/myinfo.html>

GA3 | <https://gradawards.sfu.ca/>

Policies & Procedures

CRIM Forms | <https://www.sfu.ca/criminology/graduate/forms.html>

GS Forms | <https://www.sfu.ca/gradstudies/graduate-students/forms.html>

Graduate General Regulations | <http://www.sfu.ca/students/calendar/fees-and-regulations/grad-regulation.html>

Tuition & Ancillary Fees | <https://www.sfu.ca/students/calendar/fees-and-regulations/tuition-fees/graduate.html>

Medical Insurance | <https://www.sfu.ca/medical-insurance.html>

International Services for Students | <https://www.sfu.ca/students/iss.html>

Student Information

Graduate Student Society | <https://sfugradsociety.ca/>

SFU Graduate Student Handbook | <https://www.sfu.ca/gradstudies/graduate-students/your-role/student-responsibilities/grad-student-handbook.html>

TSSU: Collective Agreement | <https://www.tssu.ca/>

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 studies committees.

Students contact the Associate Director, Graduate Programs for:

- Help with approaches for conflict resolution.
- Concerns or complaints.

Graduate Program Committee (GPC)

Summary of Responsibilities

- Develops Criminology graduate program policy and curriculum.
- Participates in the recruitment of students and ranking applications for admission.
- Participates in the recommendation of recipients for scholarships, fellowships, awards.
- Supports the Associate Director, Graduate Programs in the administration of the Graduate Programs.

Supervisor

Summary of Responsibilities:

- Meets regularly with the student to discuss goals and progress, including research, coursework, professional development, teaching and financial needs, and selection of a Supervisory Committee.
- Recommends the Supervisory Committee to the Associate Director, Graduate Programs.
- Submits the annual progress report to the Associate Director, Graduate Programs.
- During an extended absence, arranges for proper supervision of the student and informs the Associate Director, Graduate Programs.

Further information can be found on the Graduate Studies [Supervision](#) and [Student Responsibilities](#) pages.

Students contact the Supervisor with questions about:

- Guidance on an academic path.
- Whether to seek a TA or RA appointment.
- Achieving balance in coursework, research, and teaching.



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 and the deadlines for course registration.
- SFU and School awards and how to access the scholarship application system (GA3).