

COLLEGE OF GRADUATE AND POSTDOCTORAL STUDIES
NEWSLETTER

CGPS Operational Bulletin - Issue 29

Graduate and Postdoctoral Studies

The logo features the word "IMAGINE" in large, bold, yellow capital letters. Below it, the text "COLLEGE OF GRADUATE & POSTDOCTORAL STUDIES" is written in smaller, black capital letters, followed by a small black shield icon.

COLLEGE OF GRADUATE & POSTDOCTORAL STUDIES

Operational Bulletin April 2023 Issue 29

Important graduate studies information for programs and units

POLICY CHANGES

Communication and Implementation of Changes to Time in Program & Time Extensions Policy (CGPS Policy 4.3)

Individual emails were sent to all PGD and Master's students late last week (and forwarded to units) regarding the changes that will come into effect May 1.

Updated **Notification of 1st Extension to Time in Graduate Program**

([https://jira.usask.ca/servicedesk/customer/portal/7/create/458?](https://jira.usask.ca/servicedesk/customer/portal/7/create/458?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin)

[utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin](https://jira.usask.ca/servicedesk/customer/portal/7/create/458?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin)) and **Request of 2nd (or additional) Extension to Time in**

Graduate Program

([https://jira.usask.ca/servicedesk/customer/portal/7/create/459?](https://jira.usask.ca/servicedesk/customer/portal/7/create/459?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin)

[utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin](https://jira.usask.ca/servicedesk/customer/portal/7/create/459?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin)) forms are also live in the CGPS Service Desk now.

If you have any specific questions about extension notifications or requests, please reach out to your CGPS Program Advisor.

Changes to Leaves of Absence Policy (CGPS Policy 13.1)

CGPS Council approved changes to *Policy 13.1. – Leaves of Absence* at its March 23 meeting. They will be **effective May 1, 2023** and will apply to all graduate students.

Summary of Policy Changes:

Key features of the approved changes include:

- Changed 'Compassionate and Medical Leaves' category to 'Personal or Health Leaves' and enabling a broader range of rationales under this category more relevant to shifting standards of student accommodation, life courses and health.
- Adjusted 'Maternity/Parental Leaves' language and explanation for clarity.
- Changed 'Co-op Program Leaves and Graduate Studies in Industry' category to 'Professional Leaves', taking a broader view of when, in what ways, and for how long students may benefit from integrating professional experiences into their graduate programs of study.
- Changed 'Leaves to Pursue Undergraduate Studies' category to 'Leaves to Pursue an Additional Program of Study', taking a broader view of the ways in which students may benefit from integrating the pursuit of more than one program of study over a reasonable period of time.
- Instead of requiring approval by programs and CGPS for all leave of absence categories, in most cases in the revised policy (except for leaves to pursue an additional program of study) the program would be the sole approver for leaves up to one-year in duration. Beyond a year, CGPS would continue to play an oversight/approval role.
- Added a statement on 'short term absences'.
- Added more advisory content to the General Considerations section, regarding financial, student services and facilities, maintenance of status, and immigration.

The new/revised **Leaves of Absence policy**

([https://cgps.usask.ca/policy-and-procedure/leaves-](https://cgps.usask.ca/policy-and-procedure/leaves-accommodations/Accommodations-and-Supports.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin#131LEAVESOFABSENCE)

accommodations/Accommodations-and-Supports.php?

utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_s

bulletin#131LEAVESOFABSENCE) in its approved form is in the CGPS

policy and procedures manual now if you'd like to see the full version.

The procedure for applying for a Leave of Absence remains unchanged, using the JIRA ticket system, though some of the language and fields in the JIRA ticket will be updated to reflect the policy changes as of May 1, 2023.

Admission Recommendations and Requests for Exemptions to Policy

Just a reminder to units who are asking for an exemption to admission policy on behalf of an incoming student (ie: request to waive English language proficiency, year-year degree requirement, etc.). Requests for policy exemptions should be submitted in the CGPS Service Desk using the **Policy Exemption Request form**

(https://jira.usask.ca/servicedesk/customer/portal/7/create/437?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_s_bulletin) prior to making a recommendation in RMS.

IMPORTANT INFO

Spring 2023 Convocation Timelines

Please note the following convocation-related dates and deadlines for the Spring 2023 convocation cycle:

- **March 31** – deadline for students to apply to graduate
- **April 10** – college and program staff will gain access to Banner convocation screens
- **May 3** – last day to add graduates to the convocation list in advance of the CGPS Council Meeting on May 11
- **May 16 at 4:30pm** –college staff lose access to Banner convocation screens
- **May 17 and 18** – colleges will receive lists of graduates to confirm all information is correct
- **May 19** – colleges submit final lists back to the Convocation Office

A reminder that SIS training materials, including those related to convocation screens are now located **here**

(https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fusaskca1.sharepoint.com%2Fsites%2Fstudent_information)

Please note that you will not be able to enter italics in thesis/dissertation titles in Banner 9. If you are working with a thesis/dissertation title that includes italics, please reach out to your CGPS Program Advisor.

Waiver of Guaranteed Minimum Funding for PhD Program form now live

All students entering PhD programs that offer CGPS 75th Anniversary Scholarships are offered a guaranteed minimum funding package of \$20,000 per year for up to four years. However, individual students may

refuse or opt-out of the terms of the funding guarantee, subject to approval by the Dean CGPS, prior to starting their program or at any point in the program. Refusing the minimum funding guarantee will forfeit the guarantee for all subsequent years. For example, students that are employed full-time may not want to be a teaching, research, or student assistant, service that is required as part of some funding packages. To opt-out, student can complete the waiver form available in the **CGPS Service Desk** (https://jira.usask.ca/servicedesk/customer/portal/7/create/457?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_s_bulletin).

Microsoft Teams for Grad Students

MS Teams, currently available to faculty and staff, will now be available to graduate students through an opt-in process via their PAWS MyProfile **starting on May 1, 2023**. MS Teams is considered as an all-in-one collaborative solution for teamwork; from scheduling meetings, starting spontaneous chats, and easy syncing with Outlook and OneDrive. **MS Teams, group collaboration, and messaging info** (https://servicecatalogue.usask.ca/it/group-collaboration-and-messaging.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_s_bulletin). Info for graduate students on how to opt-in will be distributed soon.

The CGPS Operational Bulletin is sent to Graduate Administrators,
Graduate Chairs and Associate Deans Grad