



8888 University Drive, Burnaby, BC  
Canada V5A 1S6

TEL: 778.782.4636  
FAX: 778.782.5876

avpcio@sfu.ca  
www.sfu.ca/vpacademic

MEMORANDUM

---

ATTENTION	Senate	DATE	May 7, 2010
FROM	Rolf Mathewes, Acting Chair	PAGES	1/1
RE:	Senate Committee on Undergraduate Studies Changes to the Eligibility Criteria for Undergraduate Exchanges (SCUS 10-25)		

---

**For information:**

Acting under delegated authority at its meeting of May 6, 2010, SCUS approved the following curriculum revisions:

1. That Senate approve the changes to the eligibility criteria for undergraduate exchanges.

Senators wishing to consult a more detailed report of curriculum revisions may do so on the Web at [http://www.sfu.ca/senate/Senate\\_agenda.html](http://www.sfu.ca/senate/Senate_agenda.html) following the posting of the agenda. If you are unable to access the information, please call 778-782-3168 or email [mlg7@sfu.ca](mailto:mlg7@sfu.ca).



SCUS 10-25

MEMO

SFU International

MBC 1200  
8888 University Drive  
Burnaby BC V5A 1S6  
Canada

Tel: +1.778.782.4232  
Fax: +1.778.782.5880  
sfu\_international@sfu.ca  
www.sfu.ca/international

<b>ATTENTION Senate Committee on Undergraduate Studies (SCUS)</b>	
FROM Kate Jennings, SFU International	
RE Proposed Changes to Eligibility Criteria for Undergraduate Exchanges - For Approval	
DATE April 28, 2010	TIME 10:55:00 AM

Dear Colleagues,

Under the delegated authority of the Senate Committee on International Activities (SCIA) SFU International is responsible for the administration of SFU's undergraduate and graduate exchange programs, in consultation with the appropriate SFU authorities and exchange partner institutions.

Attached for approval by SCUS are proposed changes to the eligibility criteria for undergraduate exchanges and proposed changes to the SFU Calendar text related to undergraduate exchanges.

If approved, the changes to the eligibility criteria would be implemented for applicants to the January 15, 2011 deadline. Changes to the SFU Calendar text would take effect as soon as possible.

Best regards,

Kate Jennings  
Coordinator, International Mobility - Exchanges

SFU Exchange Program  
Undergraduate Eligibility Requirements  
Proposed Changes  
April 26, 2010

SFU International proposes changes to the eligibility requirements for undergraduate students to participate in the exchange program at SFU. If approved, we plan for the proposed changes to take effect for the January 15, 2011 exchange application deadline.

As outlined in the SFU Calendar, the current undergraduate exchange eligibility criteria are:

Participants on all exchanges must meet certain academic and residency requirements. All domestic and international exchange participants must

- have completed 36 units (prior to application) with a minimum of 12 units completed at Simon Fraser University prior to application
- have been approved in a program specialization (for example, a major or minor)
- have achieved a minimum 2.67 grade point average in the last two terms (minimum 24 units) or higher as required by partner institutions
- be registered as a Simon Fraser University student at the time of application

The residency requirement for completing a credential at Simon Fraser University may include up to 15 exchange units.

The proposed changes include:

- 1) Undergraduate GPA Requirements
- 2) Undergraduate Second Degree Student Requirements
- 3) Registration/Enrolment Status
- 4) Visiting, Non-degree, Diploma, Certificate Students
- 5) Residency requirements
- 6) Edits to Text to Clarify Criteria

**1) Undergraduate GPA requirements**

At present, the GPA eligibility criterion is

*"have achieved a minimum 2.67 grade point average in the last two terms (minimum 24 units) or higher as required by partner institutions".*

This GPA calculation is referred to as the Exchange GPA or EGPA.

The proposed change to this eligibility criterion is

*"have achieved a minimum 2.67 cumulative grade point average (CGPA) or higher as required by partner institutions"*

The change is proposed for the following reasons:

-the EGPA calculation is not equitable for all applicants. Those undertaking 24 or more units in 2 terms have the EGPA calculated based on the total GPA for the 2 terms, whether it is 24 units or more. Those spreading the 24 units over more than 2 terms have the EGPA calculated by pulling the highest course GPAs from the previous term(s) until the minimum of 24 units is reached. There is

also no limit on the number of terms over which the credit can be taken. There is also the possibility that the course GPA may have to be taken from the grades received at another institution, if they have not yet completed 24 units at SFU;

-some partners have a minimum CGPA requirement. This is posted as an additional requirement for those particular institutions. For those partners that do not have a published minimum CGPA requirement, most normally *expect* a minimum equivalent CGPA standing to a B-. As a specific *CGPA* is not currently an eligibility criterion for SFU students this can lead to significant difficulty in finding placements for students who may meet our *EGPA* requirement but have a low CGPA (below 2.67);

-for exchange placements with institutions that are competitive, the *EGPA* can disadvantage students with strong CGPAs. With the current criterion, except where a partner requires a particular CGPA, we would select a stronger *EGPA* above a stronger CGPA;

-Students, and some advisors, are confused about the *EGPA* criterion and how it is calculated; and finally

-the manual calculation required to determine the *EGPA* is a significant inefficiency, which is not sustainable with growing numbers of outbound exchange applicants.

## **2) Undergraduate Second Degree Student Requirements**

At present, there are no published criteria with respect to second/subsequent degree students participating in SFU exchange programs.

SFU International is starting to see an increase in the number of exchange applicants who are second/subsequent degree students at SFU. At present, such applicants are reviewed on an ad-hoc basis.

We propose that the following note be added to the total unit requirement, for second/subsequent degree students:

*\*Undergraduate students undertaking second/subsequent undergraduate degrees must have completed a minimum total of 12 units at SFU at the time of application.*

In addition, we request clarification on the following undergraduate residency requirement:

*The residency requirement for completing a credential at Simon Fraser University may include up to 15 exchange units.*

Does this apply to second/subsequent degree students?

## **3) Registration/Enrolment Status; and**

## **4) Visiting, Non-degree, Diploma, Certificate Students**

At present, the registration criterion is

*"be registered as a Simon Fraser University student at the time of application"*

In addition, at present, there are no published eligibility criteria with respect to visiting, non-degree, diploma or certificate students participating in SFU exchange programs.

The proposed change to the relevant eligibility criterion is

*be enrolled as a Simon Fraser University undergraduate degree student\*\**

With the additional note of

*\*\*undergraduate visiting, non-degree, diploma, and certificate students are not normally eligible for the SFU Exchange Program.*

We have run into a few critical incidents involving applicants in recent years, as well as requirements of many of our partner institutions, that have led to the proposed changes. The desire is to clarify that a student must be *enrolled* at SFU at the time of application, as opposed to registered, as well as to clarify that undergraduate students must normally be enrolled in an *undergraduate degree program* in order to be eligible.

#### 5) Residency Requirements

Currently, the text that references Residency Requirements for exchanges indicates:

Participants on all exchanges must meet certain academic and residency requirements....

The residency requirement for completing a credential at Simon Fraser University may include up to 15 exchange units.

The proposed change to the text is to both move the text into one paragraph, following the eligibility criteria, and for it to read as follows:

Participants in the SFU Exchange Program must meet certain academic and residency requirements. SFU Exchange participants may apply for a maximum equivalent of 30 exchange units toward their SFU degree. In some cases a maximum of 15 exchange units may apply to the residency requirements for completing a credential at Simon Fraser University.

The edits are suggested for a number of reasons, including:

- the current placement of the first line above the eligibility criteria may not be appropriate as the criteria is for applicants, the policies are for participants.
- the only policy referenced in the current text is the residency requirement, which could suggest that is the only policy of note, which is of course not the case.
- students do not understand what is meant by “residency requirement” and have indicated that they thought it meant that they could only apply for 15 exchange units, which is not accurate. Participants can apply for the maximum of 30 exchange units.
- the limit to the 15 units, is only relevant to those students who already have a significant number of transfer credit.
- finally, in practice not all Faculties limit the number of exchange units that can be used toward the residence requirements.