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MEMORANDUM

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ATTENTION	Senate	DATE	October 15, 2010
FROM	Rolf Mathewes, Acting Chair Senate Committee on Undergraduate Studies	PAGES	1/1

RE: Closure of Student Record (SCUS 10-44)

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**For information:**

Acting under delegated authority at its meeting of October 14, 2010, SCUS approved the following:

- a) When Senate awards an undergraduate student's credential, the student record is normally considered closed for purposes of grade changes and degree standing, to be effective Summer 2011. The exceptions to this would be when there is an appeal pending that had been started prior to the awarding of the credential, or an administrative error on the part of the university.

**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 [shelley\\_gair@sfu.ca](mailto:shelley_gair@sfu.ca).**



MEMO

Registrar & Student Enrollment

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<b>TO : SCUS</b>	
<b>FROM : Kate Ross, Registrar &amp; Sr. Director, Student Enrollment</b>	
<b>RE : Closure of Student Record REVISED</b>	
<b>DATE : August 18, 2010</b>	<b>TIME 12:53 PM</b>

### Background

Students often will request changes to their grades and/or degree standing after their degree is awarded either as a grade appeal or for extenuating circumstances. Often this is an attempt to clean up their record for purposes of employment or further education. SFU currently does not have a policy that addresses this issue. Decisions are made at the level of the dean's office and are not consistent across faculties.

### Rationale

To have a university-wide policy that is clear for students and administration.

### Motion:

“that SCUS approve that when Senate awards an undergraduate student's credential, the student record is normally considered closed for purposes of grade changes and degree standing. The exceptions to this would be when there is an appeal pending that had been started prior to the awarding of the credential, or an administrative error on the part of the university.”