


OFFICE OF THE  
ASSOCIATE VICE PRESIDENT ACADEMIC AND ASSOCIATE PROVOST

MEMO

ATTENTION	Senate	
FROM	Bill Krane, Chair Senate Committee on Undergraduate Studies	
RE	Changes to the SFU Calendar language (SCUS 09-32)	
DATE	April 3, 2009	

**For information:**

Acting under delegated authority at its meeting of April 2, 2009, SCUS approved the following curriculum revisions:

1. Changes to the SFU Calendar language

- (i) Changes to the sections in the SFU calendar to clarify language regarding
- repeat courses
  - examinations
  - grades tables
  - explanations of grades and notations

Relevant information attached

### **Repeated SFU Courses (new section)**

Where a student repeats a course, the course(s) with the lower grade will be recorded on official records as an excluded course. If the same grade or grade equivalent value is earned for a repeated course, the course completed most recently is included in the term GPA and cumulative GPA, and the former course is excluded in the term GPA and cumulative GPA. Excluded courses remain on the official record, but are excluded in the calculation of the cumulative GPA. A student's academic standing for previous semesters does not change even though the GPA changes.

When a course is repeated and the unit value has decreased, the student must, in consultation with the department, make up the missing unit component before being credited with the full original units.

### **Limits on Repeat Courses**

The number of courses which a student may repeat in a degree program is limited to a total of five. The number of times a student may repeat a course is once. Courses completed at Simon Fraser University for which a student has already received transfer credit from another institution will count within the current limit of five repeats.

Students can only repeat Special Topics courses, which they have failed, when the topic is deemed to be the same as the one for which the student has already received credit. Normally Special Topics courses can be repeated because the course content changes with each offering.

### **Repeated SFU Course Transfer Units**

Students may not receive transfer units for a course which is a repeat of a course taken and passed at Simon Fraser University. At SFU, 'D' and above is a passing grade.

If a student enrolls for a repeat course, and completes the course with a passing grade, the transfer units will remain on the academic record as a repeat, with a zero unit or unit value. If the course is completed with a failing grade the transfer units will remain on the academic record. A department may permit units to count for both a transfer course and a Simon Fraser University course, if the course content is judged to be sufficiently different.

Current limits on course repeats, where one course is a Simon Fraser University course, will apply to repeated transfer courses. The implementation of this policy will not affect the method of calculating grade point averages. Current limits on course repeats, where both courses are transfer credit will not apply.

## Examinations

Final examinations will normally be held during the last two weeks of each term (Intersession and Summer Session exams are held in the last week of the session). Examination period dates are outlined in the *Academic Calendar of Events*, and in the *Undergraduate Schedule of Classes and Examinations* <http://students.sfu.ca/enrollment/schedule.html>

Students must check the exam schedule when planning course selections. Students are reminded that final examinations may be scheduled at any time during the examination period and that students should avoid making travel or employment arrangements for this period. Students are not normally allowed to enrol in courses with conflicting examination times. If you have a good reason to enroll in classes with conflicting exam times, you must request the permission of the departments offering those classes.

There are instances where students are faced with examination hardship. An examination hardship is defined as:

1. three or more end-of-term examinations scheduled within a 24-hour period.
2. an exam at one location (e.g. Burnaby) followed immediately by an exam at another location (e.g. Surrey).

For three or more exams, a student shall be given a new examination date (within the established examination period) for the second examination causing hardship by the respective instructor or department/faculty. For students having exams at more than one location advance arrangements will be made by the instructor or department/faculty to write both exams at a single location.

Students must notify the instructor(s) and the department no later than one month prior to the exam dates.

Each student is required to participate in work assigned during the term. The marks obtained for work during the term may be used to determine the final course standing. A passing grade in any exam does not ensure a passing grade for the course.

Students who miss exams because of illness or for compassionate reasons must communicate with their instructor. (See DE grade)

A student may not rewrite a final paper or examination unless he/she re-enrols for the course and fulfills course requirements as outlined by the instructor.

In-class final examinations are not to be held before the beginning of the official examination period.

Take-home examinations cannot be due until the commencement of the official examination period.

Instructors are required to submit grades within 96 hours after the exam via the on-line grade roster, to Records and Registration.

(Please refer to Exam Procedures

<http://students.sfu.ca/academicintegrity/resources/examprocedures.html>)

## Grading

The following three grading systems are used at Simon Fraser University.

### Standard Grade System

Letter grade	Definition	Numerical equivalent
A+	Excellent performance	4.33
A		4.00
A-		3.67
B+	Good performance	3.33
B		3.00
B-		2.67
C+	Satisfactory performance	2.33
C		2.00
C-	Marginal performance	1.67
D		1.00
F	Fail (Unsatisfactory performance )	0.00
FD	Fail (academic discipline)	0.00
N	Did not write final exam or otherwise complete course	0.00

### Competency Based Grades

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Letter grade	Definition	Numerical equivalent
P	Pass (Satisfactory performance or better)	no equivalent
F	Fail (Unsatisfactory performance)	0.00
FD	Fail (academic discipline)	0.00

## Practicum Grades

This grading system is based on satisfactory completion of the practicum.

Letter grade	Definition	Numerical equivalent
P	Pass (Satisfactory performance or better)	no equivalent
W	Withdrawn	no equivalent

## Student Record and Transcript Notations

Notations are placed on a student's record to indicate a status or standing and provide additional information to the student and the University. Notations do not impact a student's GPA.

Letter grade	Definition	Numerical equivalent
AE	Aegrotat standing, compassionate pass	no equivalent
AU	Audit	no equivalent
CC	Course challenge	no equivalent
CF	Course challenge fail	no equivalent
CN	Did not complete challenge	no equivalent
CR	Credit granted	no equivalent
FX	Formal exchange/double degree	no equivalent
IP	In progress	no equivalent
WD	Withdrawal	no equivalent
WE	Withdrawal under extenuating circumstances	no equivalent

## Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading system being used in the course.

Letter grade	Definition	Numerical equivalent
DE	Deferred grade	no equivalent
GN	Grade not reported	no equivalent
IP	In progress	no equivalent

Note: Temporary Grades revert to one of the standard, competency or notations as above.

## **Explanation of Standard Grades**

### **FD (Fail – Academic Discipline)**

The letter grade FD is given by the chair of a department when a student has committed academic dishonesty (see Policy S10.01 Appendix 3). The grade will stay on a student's transcript until two years following graduation at which time it will convert to an F.

### **N Grades (Incomplete)**

The letter grade N is given when a student has enrolled for a course, but did not write the final examination or otherwise failed to complete the required course work, and did not withdraw before the deadline date. An N is equivalent to a 0.00 for purposes of academic standing.

A student receiving grade N must re-enrol for the course and participate in the course again, completing courses requirements approved by the instructor, in order to achieve a different evaluation for the course.

## **Explanation of Competency Based Grades**

### **P Grades (Pass)**

The designation P will be given when a student successfully completes a course graded on a pass (P) or withdrawn (W) basis. The grade of Pass has no numerical equivalent and does not affect either the term GPA or CGPA.

### **W Grades (Withdrawn)**

The designation W will be given when a student is withdrawn after the course drop period for a course graded on a pass (P) or withdrawn (W) basis. The grade of W has no numerical equivalent and does not affect either the term GPA or CGPA.

## **Explanation of Student Record and Transcript Notations**

### **AE Grades (Aegrotat)**

Aegrotat standing (AE) may be awarded in an incomplete course on medical or compassionate grounds by the Registrar acting on the recommendation of the instructor or department chair. Written evidence must substantiate a request for such standing; given the course requirements have been substantially fulfilled. This evidence normally must be received by the Registrar or department within 96 hours of a scheduled final examination or within 96 hours of the last day of term lectures for which such standing is requested. Courses for which aegrotat standing is awarded are not included in the GPA calculation.

### **AU Notation (Audit)**

Audit is recorded when a student has approval from the department not to complete the course for credit. The last day to audit a course is the end of week one of the term. Audited courses will not count toward degree requirements.

### **CC Grades (Course Challenge Completed)**

A student who has been enrolled for a course challenge is subject to an assessment equivalent to the final examination for the course plus an interview which may include an oral and/or practical examination, all to be arranged and approved by the chair of the department concerned. Departments are free to hold course challenge examinations at any time after the start of the term. A performance equivalent to a grade of C or higher in the course is required for a successful course challenge.

The department concerned must submit a report to the Registrar on or before the last day for submission of regular grades in the course for that term indicating the final disposition for the course challenge in the term. There is no provision for extension or deferral. Results will be recorded by departments as

successful, unsuccessful or un-attempted. Successful results will appear on transcripts of academic record and statements of standing with the entry CC in the grade column and with units shown.

The grade of CC has no numerical equivalent and is not included in the calculation of grade point average. The grade of CC may not be applied in any way toward application for scholarships, bursaries or loans.

#### **CF Grades (Challenge Failed)**

The grade of CF is given for unsuccessful course challenge, when a student performs unsatisfactorily and fails a course challenge. The grade has no numerical equivalent and is not included in the calculation of grade point average.

#### **CN Grades (Challenge not completed)**

The grade of CN is given for un-attempted course challenge when a student is enrolled for a course challenge, but never attended the course and did not withdraw before the deadline date. The grade has no numerical equivalent and is not included in the calculation of grade point average.

#### **CR Grades (Credit granted)**

The credit granted notation is to recognize course work completed at another institution that is also being granted credit towards a SFU degree program. The grade of CR has no numerical equivalent and is not included in the GPA calculation. The CR grade may only be assigned by the Registrar's office and is typically used for double degree programs.

#### **FX Grades (Formal Exchange/Double Degree)**

FX is assigned for formal exchange and double degree courses only. The grade of FX has no numerical equivalent and is not included in the GPA calculation.

#### **WD Notation (Withdrawal)**

The notation WD identifies a course freely dropped by the student. The notation WD is not a grade and does not affect the GPA. Different time periods are in effect for intersession and summer session. For term specific dates, refer to the *Undergraduate Schedule of Classes and Examinations* <http://students.sfu.ca/>

#### **WE Notations (Withdrawal for Extenuating Circumstances)**

The notation WE identifies a course drop approved for extenuating circumstances normally during week 6 through to the end of week 12 of a term. The notation WE is not a grade and do not affect the GPA. Extenuating circumstances are defined as unusual circumstances beyond the student's control which make it impossible for the student to complete the course. Different time periods are in effect for intersession and summer session. (For term specific dates, refer to the *Undergraduate Schedule of Classes and Examinations* <http://students.sfu.ca/>)

### **Explanation of Temporary Grades**

#### **DE Grades (Deferred)**

A deferred grade is a temporary grade assigned at the end of term for incomplete course work. A deferred grade will revert to a letter grade or notation. The DE notation can be issued in two circumstances.

1. A student must request a DE within 24 hours after the final examination date or final course work is submitted on the basis of documented medical or compassionate grounds. Within four days the student must also submit a physician's certificate or other document substantiating the request for deferral. Failure to submit supporting documents may result in an "F" grade.
2. The course instructor decides to defer submitting a final mark pending completion of further work by a student(s).

All unchanged DE notations will be converted automatically to 'F' at the end of the first week in the following term. In exceptional cases, an extension may be granted by the instructor; this extension must be approved by the departmental chair and submitted in writing to the Registrar's office with a final

deferral date. Normally the maximum extension allowed is the end of the term following the original deferral. DE is a temporary grade that will revert to a letter grade or notation.

### **GN Notation (Grade not Reported)**

The notation GN may be used if circumstances beyond the Instructor's or University's control make it impossible for course grades to be assigned for the entire class. The notation has no numerical equivalent and does not affect either the term grade point average (GPA) or cumulative grade point averages (CGPA). The dean of the faculty responsible for the course shall advise the Registrar, in writing, that the notation GN is required for a course until grades can be submitted. GN is a temporary grade that will revert to a letter grade or notation.

### **IP Grades (In Progress)**

A temporary grade assigned for incomplete practicum courses in the Faculty of Education. The grade of IP has no numerical equivalent and is not included in the GPA calculation. IP grades will convert to P or W.

### **Statement of Grades**

At the end of each term, grades for that term are made available to students on the student information system. Students not in good academic standing will be notified. Grade changes will be processed as soon as possible.

Information concerning grades is not released to unauthorized persons without written consent of the student.

### **Grade Point Averages**

The grade point average (GPA) is a method of expressing the student's performance as a numerical average. Each letter grade is assigned a numerical equivalent, which is then multiplied by the unit value assigned to the course to produce the grade point. Grades without a numerical equivalent are not included in the calculation of the grade point average.

Term grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of units completed in the term to the second decimal place

	<b>Letter Grade</b>	<b>Numeric Value</b>	<b>Units</b>	<b>Grade Point</b>
course 1	A	4.00	3	12.00
course 2	A+	4.33	3	12.99
course 3	B-	2.67	3	8.01
course 4	C	2.00	3	6.00
course 5	F	0.00	4	0.00
<b>Total</b>			<b>16</b>	<b>39.00</b>
<b>term grade point average: <math>39/16 = 2.44</math></b>				

Cumulative grade point average (CGPA) expresses performance as a numerical average for all terms completed and is closed in the term in which a degree or diploma is awarded by senate. A new CGPA begins when a student returns for further studies following the awarding of a degree or diploma.



The CGPA is calculated by dividing the total number of grade points earned to date by the total number of units undertaken to date to the second decimal place. The CGPA calculated for terms completed prior to the fall term 1979 includes repeated courses.

Upper division grade point average (UDGPA) is calculated by dividing the total number of grade points earned in upper division courses by the total number of units assigned for those courses, counting only the higher grade in courses that have been repeated.

### **Standing Required for Continuance**

Every student is expected to maintain an acceptable standard of scholarship. Specifically, a student must maintain a minimum CGPA of 2.00. A student who does not do so shall be considered to be performing unsatisfactorily in his/her studies. Standing required for continuation will be calculated after an attempt of 9 units at SFU.

### **Academic Alert**

A student whose term grade point average (GPA) falls below 2.00, but who is not placed on any of the academic standings given below, should seek guidance at Academic Advising and Student Success.

### **Academic Probation**

A student who has attempted at least nine units and has a CGPA of less than 2.00 shall be placed on academic probation (OAP). A student on academic probation may not enrol in a course overload. A student on OAP standing may not receive a 'letter of permission' to attend another university or college.

A student on academic probation shall be evaluated at the end of each term. If at the end of the term

- the term GPA and the CGPA are each 2.00 or higher, the student shall be in good academic standing
- the term GPA is 2.00 or higher, but the CGPA is less than 2.00, the student shall continue on academic probation (CAP)
- the term GPA is less than 2.00, but the CGPA is 2.00 or higher, the student shall continue on academic probation (CAP). (This could occur if a student repeats a course.)
- both the term GPA and the CGPA are less than 2.00, the student shall be required to withdraw (RTW) from the university or, if previously required to withdraw (RTW), shall be placed on extended withdrawal (PW)

### **Required to Withdraw**

A student may be required to withdraw (RTW) after one or more terms on academic probation (see 'outcomes for a student on academic probation' below). A student on RTW standing may not receive a 'letter or permission' to attend another university of college.

### **Extended Withdrawal**

A student may be placed on extended withdrawal (PW) after she/he is required to withdraw (RTW), is readmitted and subsequently is on academic probation for one or more terms (see *Outcomes for a Student on Academic Probation* below). A student on extended withdrawal (PW) standing may not receive a 'letter of permission' to attend another university or college.

### **Options for Required to Withdraw Students**

- Apply for entry to the Student Success Program and an extension to the academic probation period (refer to 'Extended Academic Probation for First Time RTW Students' section below)

- Apply for readmission based on subsequent completion of transferable courses from another institution (refer to 'Readmission after Required to Withdraw' section below)

Note: Students who choose to attend another institution subsequent to being Required to Withdraw for purposes of applying for readmission are not eligible for entry to the Student Success Program

### Extended Academic Probation for First Time RTW Students

A student who is required to withdraw for the first time may be eligible for entry to the Student Success Program, a two-term academic success program focusing on academic and learning skill development with concurrent enrollment in credit courses. Students cannot exceed nine units (unless special permission is received in advance from the Program), and may not receive a 'letter of permission' to attend another post-secondary institution while in the Program. Entry requirements are set out by the Program and details are available through the Student Success Program Office. Acceptance and participation in the Program provides students an extended academic probation period. A student can only attempt the Program once in their academic career; normally, withdrawal and/or unsuccessful completion of the Program constitutes one attempt.

### Evaluation and Continuance Requirements during Extended Academic Probation

To participate and continue in the Program, students are required to fulfill all required components of the Program in each of the two terms. Evaluation of a student's progress occurs throughout the duration of the Program and at the end of each term. Students deemed not to be meeting the requirements at any time during the Program, academic and/or non-academic, will be withdrawn from the Program, dropped from enrolled courses, and will be Required to Withdraw from the University.

### Outcomes for a Student on Extended Academic Probation

#### End of Term One

- the SGPA and the CGPA are each 2.00 or higher, the student shall be in good academic standing
- the SGPA is 2.00 or higher, but the CGPA is less than 2.00, the student shall continue on academic probation
- the SGPA is less than 2.00, but the CGPA is 2.00 or higher, the student shall continue on academic probation. (This could occur if a student repeats a course.)
- both the SGPA and the CGPA are less than 2.00, the student shall be required to withdraw (RTW) from the university unless student has satisfactory participation in the Program.

#### End of Term Two

Evaluation of academic standing reverts to the academic standing and continuance policy that applies to students not on extended academic probation.

### **Grade Point Averages Needed for Graduation**

Grade point averages (GPAs) used for graduation are the minimum GPAs that must be achieved to satisfy the requirements for a degree or other credential. The graduation GPA must be obtained both on the overall course work (CGPA) as well as on the upper division subset of that work (UDGPA).

In addition, program GPAs are the minimum GPAs that must be obtained to satisfy the requirements of an honors, major, extended minor or minor program. In each case, the program GPA must be obtained both on the overall course work (CGPA) as well as on the upper division subset of that work (UDGPA) in the program area.

The graduation and program GPAs specified below are University minimum requirements; individual faculties and departments may, with senate approval, have higher requirements.

In the event of repeated courses, only the higher grade is used in these GPA calculations.

Overall minimum requirements for all courses (CGPA) <i>and</i> for all upper division courses (UDGPA) completed at Simon Fraser University	
joint honors degree*	3.00
honors degree*	3.00
general degrees	2.00
certificates	2.00
post baccalaureate diplomas	2.50
Program Plan minimum requirements for all courses <i>and</i> for all upper division courses completed in the program area	
joint honors*	3.00
honors*	3.00
joint majors	2.00
major	2.00
extended minors	2.00
minors	2.00
*students who have obtained a GPA of 3.5 or greater in both the graduation and program categories specified above will receive the designation of Joint Honors or Honors (First Class).	

### Convocation

Convocation is held in June and October annually. Students who fulfill their degree requirements during the fall or spring terms attend the June ceremony. Graduates of the summer term attend the October ceremony.

Application for Graduation/Granting of Degree, Certificate or Diploma

Each candidate for a degree, certificate, or diploma must formally apply for graduation.

Notification of Award by Senate

Following Senate approval each student who has been awarded a degree, certificate or diploma will receive a letter of confirmation from the Registrar.

For information on how to apply to graduate and for specific deadlines or ceremony dates, please visit <http://students.sfu.ca/convocation>

# Student Enrolment

UNDERGRADUATE

Enrolment is the process of formally assigning and recording a student's enrolment in a course(s). Enrolment is open only to those who have been admitted or readmitted to Simon Fraser University, or who are eligible for reactivation. An exception is that special audit students need not be formally admitted before enrolment (see page 244).

Under the trimester system a student must enrol for any combination of terms or sessions during an academic year. Students have access to the enrolment system based on the number of units completed and in progress, and on the student's cumulative grade point average. Students are assigned an appointment date and time when access is activated.

**Note:** The enrolment procedure for designated off-campus programs and distance education courses is the same as for on-campus courses. Specific program details are available in brochures published each term. See "Continuing Studies" on page 244.

Information about how to enrol and details about the day, time, place and instructor for courses is provided in the *Undergraduate Schedule of Classes and Examinations* and on the web at <http://sis.sfu.ca>. The University reserves the right to change arrangements without notice although it will endeavor to inform students who are affected by such changes.

## Library/Identification Card

A student library/identity card is provided to enrolled or enrolled students. This card is required when borrowing books from the Library and for other on-campus identification purposes. In the event that this card is lost, destroyed or damaged, a replacement card may be obtained from Student Services upon payment of a fee.

## Academic Advising and Student Success

3200 Maggie Benston Student Services Centre,  
778.782.4356 Tel, 778.782.4969 Fax,  
<http://students.sfu.ca>, Monday to Thursday 9 am – 6 pm, Friday 10 am – 4:30 pm

This office provides advice for newly admitted and continuing first and second year students who have not declared a specialization (a major, minor, double major, joint major or an honors program [see page 6]). Academic advisors assist with course selection and program planning in any of the six faculties (applied sciences, arts and social sciences, business administration, education, health sciences, and science). Special advisors will assist students in academic difficulty to provide assistance about policies related to academic standing and continuance, course withdrawals, readmission after being required to withdraw due to poor academic performance, and retroactive withdrawals applications.

## Definitions

The following are the most commonly used terms that new students may find confusing.

### Students

Simon Fraser University does not classify students as either full time or part time although there are varying course load requirements for many types of financial aid (see "Financial Aid and Awards" on page 41).

### Continuing Students

Students who enrolled for one or more of the last three terms and who are eligible to continue will be advised of enrolment procedures and deadlines well in advance of each term.

### Former Students

Under certain conditions, former students submit formal application for readmission in order to continue academic studies at the University (see "Admission and Readmission" on page 17).

### New Students

After the application for admission has been assessed, the applicant will be advised of admission. If admitted, the student receives instruction on the procedure to enrol for courses.

### Qualifying Student

See "1.3.6 Admission as a Qualifying Student" on page 252.

### Regular Student

A regular student is one proceeding to a degree, diploma or certificate in any faculty. A regular student may already hold one or more bachelor's degrees.

### Special Audit Student

Students who do not apply for University admission under the general admission regulations but who wish to audit credit courses may be given entry as special audit students. Special application procedures apply; see "Special Audit Student" on page 244.

### Special Student

A student already holding a first degree may, as a special student, enrol in undergraduate courses only. Credit for these courses may not be applied toward completion of any certificate, diploma, undergraduate or graduate credential at Simon Fraser University. First time applicants wishing to enrol as special students and students holding a first degree who have previously attended Simon Fraser University should see "Admission and Readmission" on page 17.

### Visiting and Exchange Students

A visiting student is a bona fide student of another accredited institution who is permitted to complete credit courses only toward a degree, certificate or diploma at the home institution. Applicants who wish to become visiting students must meet all admission requirements and must submit a letter of permission from the registrar of the home institution. A visiting student wishing to become a regular Simon Fraser University student must reapply and meet admission requirements in effect at that time.

### Academic Year

**Trimester**  
Simon Fraser University offers three full terms or semesters within the twelve month calendar year.

#### Term

The calendar year is divided into three academic terms of 16 weeks each. Each term has its own enrolment and final examinations. All academic courses in this Calendar are one term long or fall into one of the shorter sessions, such as intersession or summer session. Students may enter at the beginning of any term and attend one, two or three terms in a year. By attending continuously, it is possible for a student who entered from BC high school grade 12 (or equivalent) in the fall 2008 term to graduate with a bachelor's degree at the end of the spring 2011 term.

The following illustrates an academic year.

fall term: September – December  
spring term: January – April  
summer term: May – August

intersession: May – June  
summer session: July – August

To increase the accessibility of the summer program (May-August) to teachers and others, the summer term is enriched by two, two-month sessions called intersession (May-June) and summer session (July-August). These programs are offered in addition to the regular four month summer term.

### Term Codes

The PeopleSoft student administration system used at Simon Fraser University uses numeric codes for terms. Students will often encounter these codes when using <https://sis.sfu.ca>, the on-line student services portal. Here are the term codes for the upcoming year:

- 1087 = fall 2008
- 1091 = spring 2009
- 1094 = summer 2009

The codes can be interpreted as follows:

- 1 represents the 21st century
- 08 = year
- the final digit is the term: 1 for spring, 4 for summer and 7 for fall.

### Levels

Undergraduates in Canada are traditionally classified as first year (freshman), second year (sophomore), third year (junior), or fourth year (senior) students. Since 'year' does not apply to the trimester system, the student's progression is expressed in levels. 'Level' refers to the status of a student's program. Each level normally equals one term's work with a full course load; a typical four year bachelor's degree program consists of eight levels. The first four (i.e., the first 60 units) are lower divisions. Levels 5 and above are upper divisions. The term 'level' is not used for graduate programs. Usually students in levels 1 and 2 complete 100 series courses; those in levels 3 and 4 complete 200 series courses; those beyond level 4 complete 300 and 400 series courses.

#### Four Year General Degree Program

Level	Units	Description
1	15	first year or freshman
2	15	
3	15	
4	15	second year or sophomore
5	15	
6	15	third year or junior
7	15	
8	15	fourth year or senior
Total 120 units		

#### Four Year Honors Degree Program

Level	Units	Description
1	15	first year or freshman
2	15	
3	15	
4	15	second year or sophomore
5	18	
6	18	third year or junior
7	18	
8	18	fourth year or senior
Total 132 units		

## Courses

### Subject

A subject (or 'discipline') is a body of knowledge with arbitrary boundary lines, e.g. philosophy, chemistry or psychology. For convenience, professors of a subject are usually grouped together in a department.

### Prerequisite

A prerequisite is a requirement needed to enrol in a course.

### Corequisite

A corequisite is a course to be completed at the same time as another course.

### Division

Division relates to undergraduate courses: those numbered 001 to 299 inclusive are lower division courses; those numbered 300 to 499 are upper division courses. Graduate courses are numbered in the 500 to 999 series. In certain instances, upper division courses may be completed in the lower levels and lower division courses in the upper levels. Refer to specific regulations pertaining to requirements for degrees, certificates or diplomas.

### Course Numbering

Each subject is divided into courses usually offered in term length units. Each course is identified by a subject name followed by a course number, the number of units, and course title, e.g. ENGL 103-3 Introduction to Drama. The first course number digit represents the division of the course; the fourth digit indicates the units. For example, ENGL 103-3 is a first division course offering three units.

### Lectures, Tutorials and Laboratories

Although there are variations among departments, instruction in lower division courses combines a large lecture section with small tutorial groups. The large lecture enables as many students as possible to hear the very best teachers. The small tutorial groups provide more personal instruction and an opportunity for discussion of readings and lecture material. A typical course consists of two lectures and one tutorial a week. Notable exceptions are the sciences and languages, where a laboratory may be involved.

### Credit Courses

These courses carry units and count toward the total required for a degree, certificate or diploma, subject to the regulations governing the credential.

### Credit Hours

See "Units" below.

### Units

Units, formerly known as credits, are assigned to each course; most have three units. A normal course load for full attendance in a term is 15 units. Requirements for credentials (e.g., degrees, diplomas and certificates) are partially expressed as units.

The unit weight is shown for each course as follows.

subject: Mathematics (MATH)

course number: 232

units: 3

### Credit-Free Courses

These courses carry no credit and do not count toward a degree, certificate or diploma. At times, they are termed 'non-credit courses.'

### Additive Credit

In courses deemed to have additive credit, the units do not count towards the total units required for a degree.

### Distance Education Courses

Many courses are available as distance education courses. The majority of these are print-based. Some may also have audio and/or video support. Increasingly, educational technologies (e.g. computer conferencing) are being incorporated as courses are developed and revised. The program parallels the campus term system of the University, with the same

16 week period for course completion. For more information, see "Centre for Online and Distance Education" on page 245.

## Obligation to Declare Majors, Minors or Other Areas of Specialization

Students are expected to obtain formal approval to enter an area of specialization by the time they have earned 60 units. 'Specialization' is a term used to cover programs such as majors, minors, double majors, honors, minors, extended minors, etc., and 'department' refers to the faculty or department or school or unit responsible for a program. There are some other programs (e.g., post baccalaureate diplomas, certificates) which may have some additional instruction regarding procedure since the students in these programs fall outside the usual flow of units.

### Undeclared

This category will be used for any student who, prior to the successful completion of the 61st unit, has not recorded an intended specialization. Academic advising for undeclared students is available from Academic Advising and Student Success.

### Approved

This category identifies the specialization of a student who has been formally approved by the department or signing authority for that specialization and may be granted at the discretion of a department or signing authority. This must be done by the 61st unit.

Academic advising for approved students is the responsibility of the department offering the approved specialization(s).

## Course Loads

The following maximum course loads apply to all students, but certain students may be granted permission by their respective faculties to enrol in course overloads (see below).

### Regular Session

The maximum course load for all students who are not enrolled for summer session courses only, or intersession courses only and who are not entering their graduating term is as follows:

*Applied Sciences, Arts and Social Sciences, Business Administration or Science* – 18 units

*Engineering Science* – 22 units (permission of the director is required for course loads below 15 units).

*Education* – 20 units

### Intersession or Summer Session Only

Students enrolling for the intersession or summer session only, may not enrol in programs having a total value in excess of nine units, except where course combinations may require enrolment in a program of 10 units; however, no student will be permitted to undertake a program of more than 10 units of work.

### Summer Term, Intersession, Summer Session Combinations

The normal course load limits apply to students who enrol in combinations of the above. For purposes of course load values only, in the regular summer term the course load value corresponds to the units allocated for the course. In the intersession or summer session, the course load value is twice the unit credit shown for the course. (This arises because in the shorter session classes must meet twice as often or for longer periods to equal the time of the regular term.)

Therefore in calculating course load value, note the following example.

Course	Units		Course Load Credit
ARCH 371-5 (if completed in summer term)	5	equals	5
ARCH 372-5 (if completed in eight week intersession or summer session)	5	equals	10
<b>Total Course Load</b>	<b>10</b>	<b>equals</b>	<b>15</b>

## Course Overloads

No student who is on academic probation may enrol in a course overload.

In the Faculty of Applied Sciences, approved majors who wish to enrol in an overload require permission of the director of their school. Other Faculty of Applied Sciences students require permission of the dean of the faculty. In the School of Engineering Science, permission of the director is required for course overloads exceeding 22 units.

In the Faculties of Arts and Social Sciences, Business Administration, and Education only, a student who requires an overload to fulfil graduation requirements in the term for which he/she is enrolling may be allowed, with the dean's permission, to enrol in an overload.

In the Faculty of Science, a student entering the graduating term who requires specific courses to fulfil graduation requirements in the term for which the student is enrolling, may be permitted to enrol in courses totalling up to 21 units, provided either the cumulative grade point average or the most recent term grade point average is 3.0 or higher.

A limited number of overloads may be approved by the dean of the faculty in which the student is enrolled on an individual basis during the course change period.

## Limits on Duplication of Courses

The number of courses which a student may repeat in a degree program is limited to five. Courses completed at Simon Fraser University for which a student has already received transfer credit from another institution will count within the current limit of five repeats. This limit may be extended by the dean of the faculty.

Students who intend to enrol in their sixth or subsequent repeat course should seek advice from their major department or Academic Advising before submitting their requests for extension of the limit to their respective dean.

No individual course may be repeated more than once except with the permission of the department offering the course. Students wishing to enrol in a course for the third or subsequent time should consult an advisor in the department.

Students can only duplicate Special Topics courses when the topic is deemed to be the same as the one for which the student has already received credit.

## Repeated Transfer Credit

Students may not receive transfer credit for a course which is a repeat of a course passed at Simon Fraser University.

If a student enrolls for a repeat course, and completes the course with a passing grade, the transfer credit will remain on the academic record as a repeat, with a zero credit or unit value. If the course is completed

with a failing grade, or is dropped, the transfer credit will remain on the academic record. A department may permit credit to count for both a transfer course and a Simon Fraser University course, if the course content is judged to be sufficiently different.

Current limits on course repeats, where one course is a Simon Fraser University course, will apply to repeated transfer courses. The implementation of this policy will not affect the method of calculating grade point averages. See "Credit for the Term" on page 34.

## Courses at Other Institutions/Letters of Permission

Simon Fraser University students who wish to complete academic work at other institutions for undergraduate degree, diploma or certificate credit at this University must obtain permission in advance from their department chair (if a major has been declared) and the Faculty dean. Students in a non-seeking degree program who wish to complete academic work at other institutions for credit must first obtain program approval into an undergraduate degree, diploma or certificate program from the appropriate department and faculty. The appropriate form may be obtained from Student Services. When approval has been granted, Student Services will issue a Letter of Permission to the institution which the student plans to attend, if required by that institution. A student on academic probation or RTW (required to withdraw) may not receive a letter of permission to attend another university.

Except as noted below, total transfer and course challenge units may not exceed 60 units and not more than 15 transfer units may be used toward upper division requirements. Each diploma and certificate program has its own specific limit, and students should consult the appropriate Calendar section for such restrictions. Within these limits and limits on course repeats and duplicate transfer credit, credit may be transferred for all courses passed with a C grade (2.0 numeric equivalent) for institutions reporting on a letter grade basis, or 60% for institutions reporting on a percentage grading basis, or higher, and which are acceptable under the University's transfer policies. Transfer credit is not used in the calculation of the cumulative grade point average. See "Admission and Readmission" on page 17 for transfer credit information.

For information concerning maximum transfer credit pertaining to EDUC 401/402, 405, see "Transfer Credit" on page 206.

For students working toward a bachelor of general studies degree, special regulations provide more units of transfer credit from a degree granting institution recognized by Simon Fraser University. Please see "Transfer Credit Regulations" on page 135.

Students who are pursuing a bachelor of applied science degree in engineering science should see "School of Engineering Science" on page 120.

Students participating in formal exchange programs may receive exchange credit for courses completed at the host university with a passing grade.

See "SFU International" on page 483 for more information.

## Course Challenge

Course challenge is a method by which a student may obtain credit for course material learned elsewhere (i.e. outside Simon Fraser University). A maximum of 60 units may be obtained by the combined mechanism of course challenge and transfer credit.

A student must be eligible to enrol in order to enrol for course challenge.

- course challenge is not permitted for a course for which credit has already been obtained at Simon Fraser University or through transfer credit. A student may not enrol in one term for both regular enrolment and course challenge in the same course at the same time, but must select one or the other, and may not change that decision in that term later than ten days following the commencement of University classes
- a student is not entitled to enrol for course challenge if he/she has recorded two challenges as either unsuccessful or unattempted
- a student is not permitted to challenge a course(s) he/she has previously failed at Simon Fraser University
- course challenge is not included in the grade point average
- units through course challenge do not count towards term units or units for government student assistance programs (e.g., Canada Student Loan, BC Student Loan, etc.) or Simon Fraser University administered financial assistance programs including scholarships, bursaries, awards and loans
- a department may elect to offer or not to offer the opportunity for course challenge

Please note the following with regard to course challenges in the Department of French and in the Latin American Studies Program.

With approval, a student may enrol and pay fees for challenge in a specified sequence of courses in a given language. If the student satisfactorily completes a course in the given language at an advanced level of the sequence, the department may indicate 'successful' in the preceding course(s) of the sequence in which the student is enrolled for challenge. If the student does not satisfactorily complete the course at the advanced level, then formal challenge assessment of the preceding level(s) should be undertaken to avoid two challenges without success based solely on the advanced assessment.

## Enrolment for Course Challenge

Any eligible student who wishes to enrol for course challenge must obtain an official course challenge enrolment form from Student Services or the academic department, seek approval of the appropriate department chair to enrol for course challenge in that department, and return the completed form to Student Services or the academic department by the tenth day following commencement of classes. Normally, a student may not complete enrolment for course challenge after the end of the tenth day of classes. During the first ten days of classes, a student may change enrolment in course challenge from one course to another or to regular enrolment in courses, but may not withdraw from course challenge without substitution of regular course enrolment. After the tenth day of classes, no further course challenge changes will be permitted.

## Course Audit

A student who has satisfied the admission requirements of the University may attend a specific course(s) as an auditor upon completion of the necessary enrolment procedures, which include written approval of the department concerned.

Audit will be recorded as 'AU' on a student transcript if the student fulfills the requirements agreed to by the student and the instructor at the time of enrolment. Minimally, these requirements should comprise regular attendance at class meetings, completion of readings and participation in class activities. Audited courses will not count towards degree requirements.

During the normal course change period a student may change enrolment in course audit from one

course to another, or to regular enrolment in the course, or from regular enrolment to course audit. Normally, no further enrolment in course audit will be permitted after the extended course change period has ended. For information on fees assessed for course audit, see "General Regulations" on page 36.

**Note:** Course audit and special audit are for different categories of students. Those interested in gaining entry as special audit students should see "Special Audit Student" on page 30.

## Program/Course Changes and Withdrawal

### Program Changes

Any program changes require departmental approval on the program approval form available from the major department or on the Student Services website at <http://students.sfu.ca/forms>.

### Course Changes

You are urged to read the tuition refund policy and penalties for dropping courses very carefully to avoid, or minimize, financial penalty for dropping courses in which you enrol. Details of the policy, and deadlines, appear in the *Undergraduate Fees* section of the Calendar and, also in the *Undergraduate Schedule of Classes and Examinations* (<http://sis.sfu.ca>). *Failure to attend classes does not constitute withdrawal from a course.* Courses that are not formally dropped will be given a failing grade; payment for the course's tuition fee is required.

### Term Course Changes

The *Undergraduate Schedule of Classes and Examinations* (<http://sis.sfu.ca>) that is published in pdf format each term contains detailed instruction on the procedures, and term specific deadline dates to be followed, to change courses during the enrolment process and after the start of classes. The deadline dates may vary for the intersession and summer session.

### Summer Session and Intersession Course Changes

For course change information in the intersession and summer session, refer to the summer term *Undergraduate Schedule of Classes and Examinations* (<http://sis.sfu.ca>).

### Normal Course Change Period

*Regular Term – Class Days 1-5*  
Courses may be added or dropped or tutorial times changed using the enrolment system without prior approval of the department offering the course. Courses that are dropped will not receive a notation on the student's academic record.

Changes to courses registered for course challenge or for course audit must be approved by the department offering the course. During this time period a student may change enrolment in course challenge from one course to another, or to regular enrolment in the course.

Enrolment for course audit, course challenge and course changes must be done in person at the department offering the course.

### Extended Course Change Period

*Regular Term – Class Days 6-15*  
After the fifth day of classes to the 15th day of classes, courses may be added only with special permission of the chair and instructor concerned. No courses can be added or changed to audit status after this time. Courses may be dropped without notation on the student's academic record. However, if a student drops all courses for the term, the withdrawal will be noted on the academic record. A student may not withdraw from course challenge without

substitution of a regular course enrolment. During the first ten days of classes, he/she may change enrolment in course challenge from one course to another, or to regular enrolment in the course. Permission of the department is required.

#### Course Drop Period

*Regular Term – Class Days 16-25*

No courses can be added or changed to audit status after the fifteenth day of classes.

After the 15th to the 25th day of classes, courses may be dropped by the student via the web at <http://sis.sfu.ca>. Courses dropped within this period will be automatically recorded with a WD notation on the student's academic record. Students can apply to drop courses for extenuating circumstances at this time and if approved, the notation will be WE rather than WD.

During the sixth to twelfth week of classes a course or courses may be dropped only in extenuating circumstances. If approved, there will be a notation WE on the student's academic record for specific courses dropped. Applications must be made to Student Services. Requests arising after the twelfth week, or requests relating to courses completed in a previous term, are referred to as 'retroactive' and follow the same procedures as above but may take longer to adjudicate.

**Note:** Extenuating circumstances are defined as unusual circumstances beyond the student's control which make it impossible for the student to complete the course. If a course drop is being considered after the 12th week of classes, it is recommended that students seek advice from Academic Advising or their department advisor.

#### Withdrawals from the University

Students wishing to withdraw from all courses in a term must follow the same schedule as outlined above in Term Course Changes. Specific term dates can be found in (<http://sis.sfu.ca>).

Official records will be updated to record the date on which withdrawal from the term was effected. The date of withdrawal for students who withdraw after the fifth day of classes will be recorded on the student's academic record.

#### Examinations

Final examinations will normally be held during the last two weeks of each term. Examination period dates are outlined in the *Academic Calendar of Events*, and in the *Undergraduate Schedule of Classes and Examinations* (<http://students.sfu.ca/enrollment/schedule.html>). Students must check the exam schedule when planning course selections. Students are reminded that final examinations may be scheduled at any time during the examination period and that students should avoid making travel or employment arrangements for this period. The student is not allowed to enrol in courses with conflicting examination times.

Each student is expected to participate in work assigned during the term. The marks obtained for work during the term may be used to determine the final course standing. A passing grade in any exam does not ensure a passing grade for the course.

Students who miss exams because of illness or for compassionate reasons must obtain a physician's certificate or other supporting documents to obtain consideration in the course. Such documents must be filed with the department chair or registrar within four days of the date on which the examination was to have been written. The appropriate form is available at <http://students.sfu.ca/forms>.

A student may not rewrite (or write, in the case of receiving an N grade) a paper unless he/she re-enrols

for the course and participates in the course as required by the instructor.

In-class final examinations are not to be held before the beginning of the official examination period. Take-home examinations cannot be due until the commencement of the official examination period.

#### Grades

Scale		
The student is awarded a final grade at the end of the term for each credit course. Each grade will appear on the student's record as a letter grade and numerical equivalent as follows.		
Letter grade	Definition	Numerical equivalent
A+	Excellent performance	4.33
A		4.00
A-		3.67
B+	Good performance	3.33
B		3.00
B-		2.67
C+	Satisfactory performance	2.33
C		2.00
C-		Marginal performance
D	1.00	
F	Unsatisfactory performance (fail)	
P	Satisfactory performance or better (pass, ungraded)	no equivalent
CC	Course challenge	no equivalent
CN	Did not complete challenge	no equivalent
CF	Course challenge fail	no equivalent
AE	Aegrotat standing, compassionate pass	no equivalent
DE	Deferred grade	no equivalent
FX	Formal exchange	no equivalent
GN	Grade not reported	no equivalent
N	Did not write final exam or otherwise complete course	0.00
W	Withdrawn	no equivalent
AU	Audit	no equivalent
CR	Credit without grade	no equivalent
WD	Withdrawal	no equivalent
WE	Withdrawal under extenuating circumstances	no equivalent
IP	In progress	no equivalent
<b>Note:</b> Credit is granted for A+, A, A-, B+, B, B-, C+, C-, C-, P, D, CC, AE, CR. No credit is granted for F, N, DE, W, AU, WD, WE, FX, IP, CF, CN		

#### Scale Changes

In the first two terms (65-3, 66-1), A- and C+ grades were awarded; these grades were discontinued with the third (66-2) term, as was the T (standing granted) grade. A- and C+ were re-established with the 67-3 term, discontinued in 79-2 term and re-established in 79-3.

Prior to fall term 1979, numerical equivalents assigned to grades differed from those given above as follows: A+ and A- = 4.00; B+ and B- = 3.00; C+ and C- = 2.00.

#### Explanation of Grades/Notations

##### AE Grades

Aegrotat standing (AE) in an incomplete course may be awarded on medical or compassionate grounds by the registrar acting on the recommendation of the instructor or department chair concerned when

written evidence is submitted to substantiate a request for such standing, and when the course requirements for credit have been substantially fulfilled. This evidence normally must be received by the registrar or department within 96 hours of a scheduled final examination or within 96 hours of the last day of term lectures for which such standing is requested. Courses for which aegrotat standing is awarded are not included in the GPA calculation.

##### AU Notation

Audit will be recorded as AU on a student transcript if the student fulfils the requirements agreed by the student and the department at the time of enrolment. Minimally, these requirements should comprise regular attendance at class meetings, completion of readings and participation in class activities. Audited courses will not count toward degree requirements. At the end of term, unsuccessful or unattempted results will not appear on transcripts of academic record or statements of standing but will be held by the Office of the Registrar in internal records.

##### CC Grades

A student who has been enrolled for a course challenge is subject to an assessment equivalent to the final examination for the course plus an interview which may include an oral and/or practical examination all to be arranged and approved by the chair of the department concerned. Departments are free to hold course challenge examinations at any time during the term after the formal period of enrolment for course challenge. A performance equivalent to a grade of C or higher in the course is required for a successful course challenge.

The department concerned must submit a report to the registrar on or before the last day for submission of regular grades in the course for that term indicating the final disposition for the course challenge in the term. There is no provision for extension or deferral. Results will be recorded by departments as successful, unsuccessful or unattempted. Successful results will appear on transcripts of academic record and statements of standing with the entry CC in the grade column and with credit shown.

The grade of CC has no numerical equivalent and is not included in the calculation of grade point average. The grade of CC may not be applied in any way toward application for scholarships, bursaries or loans.

##### CF Grades

The grade of CF is given when a student performs unsatisfactorily and fails a course challenge. The grade has no numerical equivalent and is not included in the calculation of grade point average.

##### CN Grades

The grade of CN is given when a student is enrolled for a course challenge, but did not write the final examination or otherwise failed to complete the course work and did not withdraw before the deadline date. The grade has no numerical equivalent and is not included in the calculation of grade point average.

##### CR Grades

The grade of CR has no numerical equivalent and is not included in the GPA calculation. The CR grade may be assigned in certain special cases.

##### DE Grades

The DE notation will be given when a physician's certificate or other document substantiating a request for deferment on medical or compassionate grounds is received by the registrar or the chair of the department concerned within four days of the date from which the final examination was to have been written, or when the course instructor wishes to defer submitting a final mark pending completion of further work by the student. The DE notation must be submitted by the instructor with a recommended length of deferral and approved by the chair. All

unchanged DE notations will be converted automatically to F after the fifth day of classes of the term immediately following the one in which the notation was awarded. In exceptional cases, an extension may be granted by the department chair upon petition by the student.

#### FX Grades

The grade of FX has no numerical equivalent and is not included in the GPA calculation. FX is assigned for formal exchange courses only.

#### GN Notation

The notation GN (grade not reported) may be used if circumstances beyond the University's control make it impossible for course grades to be assigned. The notation has no numerical equivalent and does not affect either the term grade point average (GPA) or cumulative grade point averages (CGPA). The dean of the faculty responsible for the course shall advise the registrar, in writing, that the notation GN is approved for a course or for a particular group of students in a course.

#### IP Grades

The grade of IP has no numerical equivalent and is not included in the GPA calculation. IP is assigned in certain Education courses.

#### N Grades

The letter grade N is given when a student has enrolled for a course, but did not write the final examination or otherwise failed to complete the course work, and did not withdraw before the deadline date. An N is considered an F for purposes of scholastic standing.

A student receiving grade N must re-enrol for the course and participate in the course again, as required by the instructor, in order to achieve a different evaluation for the course.

#### P and W Grades

The grades of P and W have no numerical equivalent and do not affect either the SGPA or CGPA. The designation W will be given when a student withdraws (or is withdrawn) after the course drop period for a course graded on a pass (P) or withdrawn (W) basis.

#### WD and WE Notations

The notations WD and WE are not grades and do not affect either the GPA or CGPA. The notation WD identifies a course freely dropped by the student. The notation WE identifies a course drop approved for extenuating circumstances normally during week 6 through to the end of week 12 of a term. Extenuating circumstances are defined as unusual circumstances beyond the student's control which make it impossible for the student to complete the course. Different time periods are in effect for intercession and summer session. (For more complete details refer to "Course Drop Period" on page 33.) For term specific dates, refer to the *Undergraduate Schedule of Classes and Examinations* (<http://students.sfu.ca>).

### Credit for the Term

All credit earned for the term will be granted, regardless of the grade point average (GPA) for the term. Credit may be granted for a specific course/topic once only. Where a student repeats a course, the course(s) with the lower grade will be recorded on official records as an excluded course. If the same grade or grade equivalent value is earned for a repeated course, the course completed most recently is included in the term GPA and cumulative GPA, and the former course is excluded in the term GPA and cumulative GPA. Excluded courses remain on the official record, and are excluded in the calculation of the cumulative GPA. See "Repeated Transfer Credit" on page 31.

### Statement of Grades

At the end of each term, grades for that term are made available to enrolled students in good financial standing on the enrolment system. Notifications of grades and academic standing will be mailed to students not in good academic standing. Errors in grades will be corrected as soon as possible.

Information concerning final grades is not released to unauthorized persons without written consent of the student.

### Grade Point Averages

The term grade point average (GPA) is a method of expressing the student's performance for the term as a numerical average. Each letter grade (except grades/notations P, W, CC, CN, CF, AU, AE, CR, FX, GN, DE, WD, WE and IP) is assigned a numerical equivalent, which is then multiplied by the unit value assigned to the course to produce the grade point. Grades without a numerical equivalent are not included in the calculation of the grade point average.

Term grade point average is computed by dividing the total number of grade points earned by the total number of units completed in the term to the second decimal place (excepting those units assigned to course with a final grade/notation of P, W, CC, CN, CF, AU, AE, CR, FX, DE, WD, WE or IP).

	Letter Grade	Numeric Value	Units	Grade Point
course 1	A	4.00	3	12.00
course 2	A+	4.33	3	12.99
course 3	B-	2.67	3	8.01
course 4	C	2.00	3	6.00
course 5	F	0.00	4	0.00
Total			16	39.00
Term grade point average				2.44

The cumulative grade point average (CGPA) expresses performance as a numerical average for all terms completed and is closed in the term in which a degree or diploma is awarded by senate. A new CGPA begins when a student returns for further studies following the awarding of a degree or diploma.

The CGPA is calculated by dividing the total number of grade points earned to date by the total number of units undertaken to date to the second decimal place, with the exception of those courses assigned a final grade/notation of P, W, CC, CN, CF, AU, AE, CR, FX, DE, WD, WE, or IP. The CGPA calculated for terms completed prior to the fall term 1979 includes repeated courses.

Repeat courses repeated in fall 1979 or thereafter and which have been assigned a final grade lower than the grade previously assigned are excluded from the CGPA calculation for the term in which the course was repeated as well as any subsequent term completed. If, however, a higher grade is achieved in the course when repeated, the repeat course(s) with the lower grade(s) will be excluded from the CGPA.

If the same grade is earned for the repeated course, the course completed most recently will be included.

The upper division grade point average is calculated by dividing the total number of grade points earned in upper division courses by the total number of units assigned for those courses, counting only the higher grade in courses that have been repeated.

### Standing Required for Continuance

Every student is expected to maintain an acceptable standard of scholarship. Specifically, a student must maintain a minimum CGPA of 2.00. A student who

does not do so shall be considered to be performing unsatisfactorily in his/her studies.

- upon first admission to Simon Fraser University, a student shall be placed in good academic standing
- academic performance shall be evaluated on Simon Fraser University courses that have assigned grades ('assigned grade' include grades A+ through to D, F, and N, but exclude P, W, CR, AE, CC, CN, CF, DE, GN, FX, IP and AU)

### Academic Alert

A student whose term grade point average (GPA) falls below 2.00, but who is not placed on any of the academic standings given below, should seek guidance at Academic Advising and Student Success.

### Academic Probation

A student who has attempted at least nine units and has a CGPA of less than 2.00 shall be placed on academic probation (OAP). A student on academic probation may not enrol in a course overload. A student on OAP standing may not receive a 'letter of permission' to attend another university or college.

### Required to Withdraw

A student may be required to withdraw (RTW) after one or more terms on academic probation (see 'outcomes for a student on academic probation' below). A student on RTW standing may not receive a 'letter of permission' to attend another university of college.

### Extended Withdrawal

A student may be placed on extended withdrawal (PW) after she/he is required to withdraw (RTW), is readmitted and subsequently is on academic probation for one or more terms (see *Outcomes for a Student on Academic Probation* below). A student on PW (extended withdrawal) standing may not receive a 'letter of permission' to attend another university or college.

### Outcomes for a Student on Academic Probation

A student on academic probation shall be evaluated at the end of each term. If at the end of the term

- the SGPA and the CGPA are each 2.00 or higher, the student shall be in good academic standing
- the SGPA is 2.00 or higher, but the CGPA is less than 2.00, the student shall continue on academic probation
- the SGPA is less than 2.00, but the CGPA is 2.00 or higher, the student shall continue on academic probation. (This could occur if a student repeats a course.)
- both the SGPA and the CGPA are less than 2.00, the student shall be required to withdraw (RTW) from the university or, if previously required to withdraw (RTW), shall be placed on extended withdrawal (PW)

### Grade Point Averages Needed for Graduation

Grade point averages (GPAs) used for graduation are the minimum GPAs that must be achieved to satisfy the requirements for a degree or other credential. The graduation GPA must be obtained both on the overall course work (CGPA) as well as on the upper division subset of that work (UDGPA).

In addition, program GPAs are the minimum GPAs that must be obtained to satisfy the requirements of an honors, major, extended minor or minor program. In each case, the program GPA must be obtained both on the overall course work (CGPA) as well as on



the upper division subset of that work (UDGPA) in the program area.

The graduation and program GPAs specified below are University minimum requirements; individual faculties and departments may, with senate approval, have higher requirements.

In the event of repeated courses, only the higher grade is used in these GPA calculations.

### Convocation

Convocation is held in June and October annually. Students who fulfil their degree requirements during the fall or spring terms may attend the June ceremony. Graduates of the summer term convocate in October. For specific dates and information, visit <http://students.sfu.ca/convocation>

### Application for Graduation/Granting of Degree, Certificate or Diploma

Each candidate for a degree, certificate, or diploma must formally apply for graduation. Details about how to initiate the graduation process are available online at <http://students.sfu.ca/convocation> including deadlines to apply for, or to cancel, applications to graduate.

All courses (GPA) and all general studies courses (UDGPA) are included at SFU in thesenate awards.	
joint honors degree*	3.00
honors degree*	3.00
general degrees	2.00
certificates	2.00
post baccalaureate diplomas	2.50
Program GPAs	
joint honors*	3.00
honors*	3.00
joint majors	2.00
major	2.00
extended minors	2.00
minors	2.00

### Notification of Award by Senate

Following senate approval, each student who has been awarded a degree, certificate or diploma will receive a letter of confirmation from the registrar.

UNDERGRADUATE