

# SIMON FRASER UNIVERSITY

S. 404

## MEMORANDUM

To..... MR. H. M. EVANS

REGISTRAR

Subject..... CREDIT FOR WORK AT OTHER  
INSTITUTIONS

From..... DR. D. MEAKIN

DIRECTOR OF ADMISSIONS

Date..... JULY 10, 1970

At its meeting on July 9, 1970, the Senate Committee on Undergraduate Admissions and Standings approved the attached policy statement regarding Simon Fraser University students who wish to take work elsewhere for credit towards their Simon Fraser degree. The Committee would like to recommend its acceptance by Senate. The statement is written in the form of a Calendar entry, with footnotes explaining the rationale for the various suggestions. The footnotes will not appear in the Calendar entry.

The policy represents a liberalization of the present policy (1970-71 Calendar, Page 52) which states that students will normally not be permitted to take work elsewhere after initial enrolment at Simon Fraser University. There have previously been no guidelines to cover the amount or type of transfer credit that would be permitted in those cases where exception to the regulation was allowed.

It is suggested that implementation date be September 1, 1970.

## TRANSIENT WORK AT OTHER INSTITUTIONS

Simon Fraser University students who wish to take academic work at other institutions for credit towards their Simon Fraser degree must obtain permission IN ADVANCE from their Department Chairman (if a major has been declared) and the Dean of their Faculty<sup>1)</sup>. A form for this purpose is available from the Office of the Dean or the Office of the Registrar.

Transfer credit will not be granted for work at a two-year institution<sup>2)</sup> after a student has been registered at Simon Fraser University<sup>2)</sup>. Transient work by<sup>3)</sup> students on probation or required to withdraw status is not permitted<sup>3)</sup>.

Total transfer credit, including transient work, may not exceed 60 semester hours and may not<sup>4)</sup> include more than 15 semester hours credit as upper division work<sup>4)</sup>. No more than 30 semester hours of transfer credit<sup>5)</sup> is permitted after initial registration at Simon Fraser University<sup>5)</sup>. The last 30 semester hours of<sup>6)</sup> a student's degree programme must be taken at Simon Fraser University<sup>6)</sup>.

Within these limits, credit may be transferred for all courses passed with a grade of C or better, and which are acceptable under this University's transfer policies. Transfer work is not included in the cumulative grade point average.

### NOTES

- 1) This will ensure that a Department is aware that a student is taking work elsewhere, and will ensure that a student is given adequate counselling in terms of transferability and acceptability of courses.
- 2) Change from SFU to College and back to SFU involves 2 changes in two years. Programme planning becomes very difficult under these conditions. Since the Colleges generally do not have specialized programmes unavailable at SFU, such changes are unnecessary. Where the request for a change involves extenuating circumstances requiring geographical relocation, this can be treated as a specialized case.
- 3) Probation or Required to Withdraw students are likely to have had at least three semesters at SFU and are therefore going to be entering an equivalent level at a two year College. Students in this category will not normally be accepted at any four year institution.
- 4) The 60 semester hour limit has already been approved by Senate. Normally this would be the first 60 hours. Calendar regulations prohibit more than 15 hours at the upper division during the first 60 hours. In addition, it is essentially the upper division requirements that determine the character of the SFU degree. The bulk of these should be taken at SFU.

- 5) This gives a student opportunity to take up to one year away from SFU. This should be adequate to take special programmes.
- 6) The last 30 semester hours are probably the most important. They should be taken at SFU.