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HOW TO APPLY FOR ADMISSION

All enquiries relating to admission to the University should be directed to -

The Registrar
Admission Office
Simon Fraser University
Burnaby 2, B. C.

1. Application for Admission should be made on the forms provided by the Registrar.
2. All applicants should submit:
 - a) the application form *completed*
 - b) a complete official record of all secondary school and further academic work - attempted as well as completed.

Mature student applicants and exceptional student applicants only should submit in addition:

- d) two letters of reference from close acquaintances competent to assess the applicant's ability to proceed with university studies.
 - e) a letter explaining the grounds for requesting special consideration.
- i) No application will be considered until all relevant documents have been received.
 - ii) Any falsification, or deliberate omission of information relating to the application for admission, is cause for outright rejection of the application, or expulsion of the student at any time if he has been admitted and registered.
 - iii) Photostat copies of high school records are acceptable. Transcripts of University or College academic records must be sent directly to Simon Fraser by the University or College concerned. If originals are submitted by the applicant, the University cannot guarantee their safety, but will endeavor to return them in due course upon request. Documents supplied direct to the University by third parties cannot be returned.

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3. Deadlines for Submission of Application with Supporting Documents for Admission

From Grade Xii and Xiii B. C. applicants

- 14 days before the first day of lectures of the semester applied for.

From any applicant fro the Professional Development Program in the Faculty of education

- 60 days before the first day of lectures of the semester applied for.

From all other applicants

- 30 days before the first day of lectures of the semester applied for.

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ADMISSION REQUIREMENTS

The following admission requirements have been established as a guide to applicants and the Admissions Committee. Possession of these minimum requirements does not establish the right of an applicant to be admitted. The University reserves the right to reject or accept an application.

A. Applicants from British Columbia

1. Admission from Grade 12

Regular Entry may be given to graduates of the British Columbia Secondary School System (University Entrance Program) who:

- a) are fully recommended by an accredited secondary school,
- or
- b) obtain an average of 60% or better in a full set of Grade 12 examinations conducted by the British Columbia Department of Education. The minimum full set of examinations will include English 40, and terminal examinations in three major subjects. Where more than three majors have been completed, the average will be based on the highest three marks. In the case of a science major the mark used will be the average of the highest two "91" science marks.

or

- c) obtain an average of 60% or better in a full set of Grade XII courses comprising some courses in which the student is recommended and others in which the student is required to write the Department of Education examinations (see 1 (b)). In determining the average, the letter grade used by the Department of Education for courses in which recommendation is granted is interpreted as follows:

A - 86%	C (+) - 67%
B - 73%	C - 60%

2. Admission from Grade XIII

Regular entry will be given to students who have completed the University Entrance Program and who have in addition completed:

- a) a full program of at least five grade XIII subjects in a British Columbia Secondary School. These five subjects need not necessarily be passed in one examination period,
- or
- b) a program of at least three Grade XIII subjects passed in a single examination period.

Such students will be eligible for advance credit and perhaps advance standing (see page 000). Students who offer Senior Matriculation subjects but who do not qualify for regular entry under (a) or (b) may apply for special entry.

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3. Admission from Grade XI

Students in Grade XI who are highly recommended by their teachers and who have demonstrated their ability and have shown mature intellectual development to such an extent that they would profit from admission to the University without first securing Grade XII standing, may be admitted. Such students will be required to have exceptional academic records.

Requests for the regulations for entrance under section 3 should be addressed to the Registrar, and should be accompanied by a statement of the student's previous education and reasons for requesting entry, as well as a letter of recommendation from a teacher.

4. Admission from Regional Colleges (B.C.)

A student who chooses courses at a Regional College that are appropriate to his academic objective at university and who obtains adequate standing in them, will be accepted for further studies at the University under the same conditions that apply to a student who has taken all his post-secondary studies at the University.

B. Mature Students

A student who was unable to complete a University Entrance Program in High School and who, after working for a number of years, realizes the need for additional education, may apply for admission to the University as a mature student. Such a student normally will be admitted only if he is more than 25 years of age. His program will be adjusted according to the courses taken in High School. A student applying for admission as a mature student should include with his Application for Admission form:

- a) a transcript of his High School record.
- b) a statement of the reasons why he wishes to proceed to a University degree.
- c) two letters of reference from close acquaintances competent to assess his chances of success at University.
- d) an indication of the program he wishes to pursue.
- e) some evidence of his ability to engage in academic studies at the present time. The best evidence is the result of an evening class, a matriculation or correspondence course taken in the year preceding the application.

A mature student may be required to appear for a personal interview, and/or to write special entrance examinations administered by the University.

Each application will be considered on its own merits.

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C. Applicants from other Provinces in Canada

Admission normally will not be granted to a student who is not eligible for admission to the Universities in his own province. Students from provinces where it is customary for students to complete Senior Matriculation before entering University will be required to do so before being eligible for consideration by the Admissions Committee at Simon Fraser University.

Advanced credit is not routinely to be given for any secondary school courses from another province. However, students may be given advanced credit or standing in certain cases if the department in question feels that this is justified.

D. Applicants from outside Canada

Applicants from outside Canada must satisfy the Admissions Committee that their qualifications are equivalent to those of Canadian applicants.

E. Applicants for Advanced Undergraduate Standing

An applicant who has completed work at another university or college may be given credit for subjects previously passed provided they are equivalent to courses offered in the University curriculum, passed with sufficiently high standing, and are appropriate to the program elected by the applicant.

Transfer students will not be eligible to receive more than 90 semester hours of advanced credit.

F. Applicants for the Professional Development Program

Applicants for the Professional Development Program must meet the approval of the Faculty of Education as well as the University Admissions Committee.

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REGISTRATION

Under the trimester system students must register for each semester.

1. New Students

After the Application for Admission form and the relevant documents have been assessed, the applicant will be advised of his eligibility for admission. If eligible, he will receive full instructions on the procedure to be followed to complete his registration. In outline, the procedure is as follows:

- a) The registrant receives a schedule showing the courses and times offered. He completes a course selection form listing the courses in which he wishes to register for the semester, being careful to avoid timetable conflicts.
- b) The registrant receives a number of medical forms. He must complete the personal record portion of the form and then arrange for a medical examination by a physician, the full cost of which is borne by the registrant. The examining physician, after completing the confidential portion of the form, returns it to the Registrar in the envelope supplied.

2. In-course students

A student currently registered at the University will be asked to select courses for the next semester some time during the last few weeks of the current semester. Complete details of the course selection procedure will be supplied to the student at the appropriate time.

Some students who complete a course selection form during the current semester may be required to change their selection as a result of the standing obtained in the semester examinations. These changes may be made on registration day of the next semester the student attends.

Students who propose to enter the Professional Development Program for teachers, should submit an application to the Faculty of Education at least 60 days before the first day of lectures of the semester applied for.

3. Changes in Programs

Once a student has registered he may not change his program, add courses, or drop a course, without permission of the Registrar. Such changes must be recorded on the official change notices obtainable in the Office of the Registrar. No substitution of courses in programs will be permitted after the first five days of lectures. Permission to drop courses normally will be granted up to the end of the ninth week of lectures.

A student will be expected to write the examinations in all courses for which he is registered on the date shown in the Academic Calendar for the semester as the last date to drop courses. It is the student's responsibility to see that the Registrar's office has the proper information regarding courses in which the student is registered. Except in cases of illness, ^{or for compassionate reasons,} a failure to write constitutes a failure in the course. A student may receive credit only for the courses in which he registered.

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4. Registration Cards

A student registration card in the form of a punched card will be issued and will be required when borrowing books from the Library and for other on-campus identification purposes. In the event this card is lost, destroyed or damaged, a replacement card can be obtained from the Registrar's Office upon payment of one dollar.

5. Normally, once a student enrolls in a degree program at the university he is expected to complete his degree program at the university. Credit will be given for work done at other universities when such work has been duly authorized by the head of the department in which the student is taking a major or honor program, and the registrar.