



OFFICE OF THE ASSOCIATE VICE-PRESIDENT, ACADEMIC

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www.sfu.ca/vpacademic**MEMORANDUM**

ATTENTION	Senate	DATE	July 4, 2014
FROM	Gordon Myers, Chair	PAGES	1/1
	Senate Committee on		
	Undergraduate Studies		
RE:	International Services for Students (ISS) (SCUS 14-24)		

A handwritten signature in black ink, appearing to read 'Gordon Myers', written over the 'RE:' line of the memorandum.

For information:

Acting under delegated authority at its meeting of July 3, 2014 SCUS approved the following eligibility criteria revision effective Summer 2015.

1. Criteria changes to the SFU Exchange Program – Outbound Undergraduate Students

MEMO

International Services for Students

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ATTENTION: Jo Hinchcliffe, SCUS

TEL/FAX

Re SFU Exchange Program - Outbound Undergraduate Students
Proposed Edits to Eligibility Criteria

From: Lindsay Neilson, Director, Int'l Services for Students (ISS)

DATE May 26, 2014

TIME 11:22 AM

International Services for Students (ISS) proposes two changes to the current undergraduate exchange program eligibility requirements. If approved, we request the proposed changes to take effect for the January 25, 2015 exchange application deadline.

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

Eligibility for Undergraduate Exchanges

Canadian citizens, permanent residents, and visa students enrolled in undergraduate degree programs at SFU may apply to participate in the SFU Exchange Program.

At the time of application, all undergraduate exchange applicants must

- *have completed a minimum total of 36 units* with a minimum of 12 units completed at Simon Fraser University*
- *have been approved in a program specialization (for example, a major or minor)*
- *have achieved a minimum 2.67 cumulative grade point average (CGPA) or higher as required by partner institutions*
- *be enrolled as a Simon Fraser University undergraduate degree student***

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

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

ISS proposes the following two changes to the above eligibility criteria:

1) Replace the requirement

- *have been approved in a program specialization (for example, a major or minor)*

With the following:

- *have been approved in a program specialization (for example, a major or minor) or have an intended program specialization*

The principle behind this requirement is to ensure that students are aware of their degree requirements when applying for exchange so that they may select courses at their host institution that will work toward their degree requirements. However, the timeline on which a student declares a program may not align with the timeline to apply for an exchange program. Because of the rigorous application process for the exchange program – which requires students to discuss program requirements and other issues with their current and intended program advisors – it is possible to meet this principle without being formally declared in a program. As such, we wish to revise this requirement so as not to needlessly exclude students from applying to the exchange program.

2) We wish to add language that will allow students who are slightly below the stated requirements and meet certain conditions to demonstrate how they may still be suitable candidates for the exchange program. In order to be considered they would need to meet with one of our advisors and submit a formal appeal form.

The appeal process and form will be confirmed over the Summer 2014 term. It will most likely allow for appeals from students who meet one of the following two criteria (both to be better defined and confirmed):

- have a CGPA of below 2.67 but have achieved a GPA of 2.67 or higher over the past 2 terms or 24 units
- have extenuating circumstances that have affected previous academic performance and are unlikely to affect future academic performance

We propose for the following language to be added to the undergraduate exchange eligibility criteria:

The undergraduate exchange eligibility criteria are intended to select student participants who will be likely to succeed academically in the exchange program. If students have unique circumstances and wish to appeal the exchange eligibility requirements they may contact International Services for Students for information on the formal appeal process.

Thank you for considering this request.
ISS looks forward to hearing from you regarding this.

Lindsay Neilson
Director, ISS

**SFU Exchange Program
Outbound Undergraduate Students
Proposed Edits to Eligibility Criteria
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<http://www.sfu.ca/students/calendar/2014/fall/fees-and-regulations/learning-opportunities/international.html#exchange>

1. CHANGE from:

Eligibility for Undergraduate Exchanges

Canadian citizens, permanent residents and visa students enrolled in undergraduate degree programs at Simon Fraser University may apply to participate in the exchange program. At the time of application, all undergraduate exchange applicants must

- have completed a minimum total of 36 units* with a minimum of 12 units completed at Simon Fraser University
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*undergraduate students undertaking second/subsequent undergraduate degrees must have completed a minimum total of 12 units at Simon Fraser University at the time of application

†undergraduate visiting, non-degree, diploma and certificate students are not normally eligible for the exchange program

Acceptance into the Simon Fraser University Exchange Program is based on the general eligibility requirements. However, selection for an exchange to a specific partner institution(s) is competitive. Selection is based on the general eligibility requirements for exchange as well as academic performance, motivation, academic references, and any additional requirements of the specific partner institution(s).

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

For a list of exchange destinations, application details and deadlines, please visit the International Services for Students website at <http://students.sfu.ca/studyabroad>.

TO:

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Canadian citizens, permanent residents and visa students enrolled in undergraduate degree programs at Simon Fraser University may apply to participate in the exchange program. At the time of application, all undergraduate exchange applicants must

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