



FILL IN THIS FORM DIGITALLY, SAVE A COPY TO YOUR COMPUTER, AND PRINT A COPY FOR SUBMISSION.

READ THIS INFORMATION BEFORE COMPLETING THE FORM

The Committee to Review University Admissions (CRUA) considers cases in which an individual feels aggrieved by the decision of the Enrollment Services to apply a particular admission, readmission or transfer credit policy in his or her specific case when special circumstances are present. An applicant, student or former student who wishes to appeal a decision of Enrollment Services must submit the appeal in writing, specifying the special circumstances to be considered. Appellants may also appear in person before the Committee. Students who have questions regarding the processing of their application for admission or readmission or regarding the assessment of transfer credit should first contact Admissions at 778.782.6930, or in writing to: Admission, Student Services, Simon Fraser University, Burnaby, British Columbia V5A 1S6, Canada.

GROUND FORS FOR APPEAL

Special circumstances are limited to documented, significant physical or psychological distress, or documented serious mis-advice or improper administration by authorized University personnel, with evidence that the appellant's studies were adversely affected. The Committee will assess cases based on the evidence submitted, both written and oral; the academic record of the appellant; and probable actions of a hypothetical "reasonable person" who might encounter circumstances similar to those encountered by the appellant. CRUA normally expects students who have encountered difficulties at a previous postsecondary institution to first seek remedy with that previous school. Appeals based on dissatisfaction with University policy, or disagreements concerning the evaluation of admissibility such as grade point average calculation and questions concerning English proficiency or failure to meet published deadlines, will not constitute special circumstances.

Name _____ Student # _____

Address _____ City _____ Province _____

Postal Code _____ Telephone _____ Email _____ @sfu.ca

Admission/readmission appeal Transfer credit appeal

Appeal for what term? Indicate one ONLY: Spring Summer Fall Year _____

Applicants must discuss the reasons for the denial of their admission/readmission/transfer credit with an Admissions Advisor prior to pursuing an appeal.

Advisor's name: _____

PROCEDURES

If you have been denied admission, readmission or transfer credit to SFU, have spoken to an Admissions Advisor, and have special circumstances:

- 1 Complete this form.
- 2 Attach a short letter addressing the reason for appeal and outlining the special circumstances of your case.
- 3 Attach all relevant supporting documentation.
- 4 Submit this form and documentation to the Assistant Registrar, Senate and Academic Services, Student Services.

Do you wish to be present at the hearing? NO YES Do you wish to appoint a representative? NO YES: name _____

Do you give authorization for your representative to access your student record as it pertains to the decision? NO YES

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996 c.468 s.27[4a]) and is needed to support your appeal for admission/readmission/transfer credit. If you have any questions about the collection and use of this information, contact the Assistant Registrar, Senate and Academic Services, Student Services, 778.782.5350.

Student signature _____ Date _____

CRUA DECISION	<input type="checkbox"/> ALLOW	<input type="checkbox"/> DENY	<input type="checkbox"/> DEFER	DATE _____
NOTES	_____			

