

HOW TO USE THIS GUIDE

This guide is intended to assist undergraduate students, advisors and faculty in understanding the policies related to academic standing and continuance. It contains information relating to all undergraduate students, and some information specifically pertaining to students experiencing academic difficulty. Policies and regulations are published in the Simon Fraser University Calendar. If there are any discrepancies between this guide and the Calendar, the regulations given in the Calendar will apply.

ACADEMIC STANDING AND GRADE POINT AVERAGES

WHAT IS ACADEMIC STANDING?

Your academic achievement at SFU is reflected in a grade point average (GPA) calculation. More specifically, it is your cumulative grade point average (CGPA) that determines your academic standing. To remain in Good Academic Standing (GAS), you must maintain a CGPA of at least 2.00. This is equivalent to achieving, on average, a grade of C in all courses completed at SFU. The University will not award credentials (degrees, certificates and diplomas) to any student whose cumulative grade point average (and upper division grade point average in the case of a degree) is below this minimum. However, you should be aware that some programs may require a CGPA higher than 2.00 in order to be permitted to continue in that particular program.

After you have attempted 9 units at SFU, if your CGPA drops below 2.00, you will no longer be in Good Academic Standing; instead, you will be put On Academic Probation (OAP). If your CGPA continues to be unsatisfactory, you may be Required to Withdraw (RTW). See **ACADEMIC PROBATION AND REQUIRED TO WITHDRAW** in this guide for more specific information about these possibilities, as well as **SFU GRADING SCALE** (page 4) for numerical equivalents of all letter grades.

WHAT IS A TERM GPA?

The term grade point average (term GPA) describes your average academic performance for a specific term. Each letter grade is assigned its numerical equivalent (see **SFU GRADING SCALE**), which is then multiplied by the number of units assigned for each course. This gives the grade points for that course.

The term GPA is the total number of grade points earned in a specific term, divided by the total number of units taken in that term.

Example

| | Units | Letter Grade | Numerical Value | Grade Points |
|--------------|-----------|--------------|-----------------|--------------|
| PHYS | 100 - 3 | A | 4.00 | 12.00 |
| ENGL | 199 - 3 | A+ | 4.33 | 12.99 |
| MATH | 151 - 3 | B- | 2.67 | 8.01 |
| BISC | 101 - 4 | C | 2.00 | 8.00 |
| KIN | 110 - 3 | F | 0.00 | 0.00 |
| TOTAL | 16 | | | 41.00 |

Term GPA: 41.00 / 16 = 2.56

WHAT IS A CGPA (CUMULATIVE GPA)?

The cumulative grade point average (CGPA) describes your average academic performance for all terms completed at Simon Fraser University. Only courses attempted at SFU will be used in your CGPA calculation. The CGPA is the total number of grade points earned at SFU, divided by the total number of units taken at SFU since the beginning of your studies at the university.

WHAT IS A UDGPA (UPPER DIVISION GPA)?

The upper division grade point average (UDGPA) describes your average academic performance in upper division courses (numbered 300 to 499) attempted at Simon Fraser University. The UDGPA is the total number of grade points earned in upper division courses, divided by the total number of units assigned for those courses.

Example

| | Units | Letter Grade | Numerical Value | Grade Points |
|--------------|-----------|--------------|-----------------|--------------|
| ECON | 103 - 3 | A | 4.00 | 12.00 |
| ENGL | 199 - 3 | A+ | 4.33 | 12.99 |
| MATH | 100 - 3 | B- | 2.67 | 8.01 |
| ARCH | 301 - 3 | C | 2.00 | 6.00 |
| HIST | 105 - 3 | F | 0.00 | 0.00 |
| TOTAL | 15 | | | 39.00 |

Term GPA: 39.00 / 15 = 2.60

UDGPA: 6.00 / 3 = 2.00

CGPA: 39.00 / 15 = 2.60

CAN I REPEAT A COURSE TO IMPROVE MY GPA?

You may repeat an individual course only once, and you may repeat no more than five courses in total during your time at SFU. Only with special permission of your Department Chair or the Dean of your Faculty may you exceed these limits.

If you repeat a course, only the higher grade will be used to calculate your CGPA. Therefore, it is a good way to improve your GPA if you find yourself on academic probation. While the lower grade will still appear on your transcript, it will not be used in your term GPA, CGPA, or UDGPA calculations.

Example

| | Units | Letter Grade | Numerical Value | Grade Points |
|------------------------|-----------|--------------|-----------------|--------------|
| PHYS | 100 - 3 | A | 4.00 | 12.00 |
| ENGL | 199 - 3 | A+ | 4.33 | 12.99 |
| MATH | 151 - 3 | B- | 2.67 | 8.01 |
| BISC | 101 - 4 | C | 2.00 | 8.00 |
| KIN | 110 - 3 | F | 0.00 | 0.00 |
| (EXCM-Repeat Excluded) | | | | |
| TOTAL | 13 | | | 41.00 |

Term GPA: 41.00 / 13 = 3.15

CGPA: 41.00 / 13 = 3.15

Term 2 (Summer)

| | Units | Letter Grade | Numerical Value | Grade Points |
|------------------------|----------|--------------|-----------------|--------------|
| PHYS | 101 - 3 | C | 2.00 | 6.00 |
| KIN | 110 - 3 | B+ | 3.33 | 9.99 |
| (REIG-Repeat Included) | | | | |
| TOTAL | 6 | | | 15.99 |

Term GPA: 15.99 / 6 = 2.67

CGPA: 56.99 / 19 = 3.00

WHAT ARE DEFERRED GRADES?

There are two types of deferred grades: DE and GN. A deferred grade (DE) is given when you have made special arrangements with your instructor to complete outstanding work for the term by an arranged date. A DE is not a failing grade. It shows that no grade was available at the time your official grade statement was printed. The DE grade has no numerical equivalent.

If you have a DE grade, your CGPA and academic standing will be re-evaluated once the final grade is available. A deferred grade must be replaced by an assigned grade by the fifth day of classes of the next term or it will be converted to an "F". Extended Deferred Grades are allowed only under very special circumstances and only with the approval of the Instructor, the Department Chair, and the Registrar.

A GN notation is approved by the Dean of the appropriate Faculty when an instructor is unable to provide final grades before the deadline set by the Registrar. For instance, the instructor might be unable to grade final exams due to illness. Like the DE grade, a GN notation has no numerical equivalent and does not affect grade point averages or standing. Once the final grade has been issued, your CGPA and academic standing will be re-evaluated.

ACADEMIC PROBATION

HOW DO I KNOW IF I AM ON ACADEMIC PROBATION?

Your academic standing appears on your advising transcript, which is available on the Student Information System (<http://sis.sfu.ca>). When generating the transcript, make sure to sort your classes by term. Look at your most recent enrolled term at SFU-at the top of that term section will appear your current academic standing. If it reads "Standing: On Academic Probation" or "Standing: Continued on Academic Probation", you are on academic probation.

WHAT DOES "ACADEMIC PROBATION" MEAN?

If you have attempted at least 9 units in one or more terms at SFU and your CGPA is below 2.00, you will be placed On Academic Probation (OAP). Even if you pass every course, your academic standing may be

unsatisfactory. Sustained performance at the marginal pass level (C- or D) will lead to a CGPA below 2.00 and result in academic probation. Continued performance at the marginal level will lead to the University requiring you to withdraw.

Your academic performance is evaluated in two ways when you are OAP: the CGPA and the term GPA. The following example shows a student who is OAP after the first term, CAP (Continuing on Academic Probation) after the second, and RTW (Required to Withdraw) after the third.

Example

Term 1 (Spring)

| | Units | Letter Grade | Numerical Value | Grade Points |
|--------------|-----------|--------------|-----------------|--------------|
| BISC | 101 - 4 | C- | 1.67 | 6.68 |
| ENGL | 103 - 3 | C- | 1.67 | 5.01 |
| MATH | 154 - 3 | C+ | 2.33 | 6.99 |
| TOTAL | 10 | | | 18.68 |

Term GPA: 18.68 / 10 = 1.87

CGPA: 18.68 / 10 = 1.87

STANDING: OAP (On Academic Probation)

Term 2 (Summer)

| | Units | Letter Grade | Numerical Value | Grade Points |
|--------------|----------|--------------|-----------------|--------------|
| BISC | 102 - 4 | C | 2.00 | 8.00 |
| ENGL | 199 - 3 | C | 2.00 | 6.00 |
| TOTAL | 7 | | | 14.00 |

Term GPA: 14.00 / 7 = 2.00

CGPA: 32.68 / 17 = 1.92

STANDING: CAP (Continued on Academic Probation)

Term 3 (Fall)

| | Units | Letter Grade | Numerical Value | Grade Points |
|--------------|----------|--------------|-----------------|--------------|
| MATH 155 - | 3 | D | 1.00 | 3.00 |
| TOTAL | 3 | | | 3.00 |

Term GPA: 3.00 / 3 = 1.00

CGPA: 35.68 / 20 = 1.78

STANDING: RTW (Required to Withdraw)

HOW CAN I GET OFF OF ACADEMIC PROBATION?

Every student's record is evaluated at the end of each term. Your term GPA and your CGPA determine the outcome of this review as follows:

- Your term GPA is ≥ 2.00 and your CGPA ≥ 2.00 : You will be in Good Academic Standing (GAS).
- Your term GPA is ≥ 2.00 and your CGPA < 2.00 : You will be Continued on Academic Probation and your review will continue the next term (CAP).
- Your term GPA is < 2.00 and your CGPA ≥ 2.00 : You will be Continued on Academic Probation and your review will continue the next term (CAP).
- Your term GPA is < 2.00 and your CGPA < 2.00 : You will be Required to Withdraw (RTW).

Outcome 2 could occur if your performance is improving but your CGPA is rising too slowly to reach 2.00. Outcome 3 can sometimes occur if you have repeated a course. Only one grade of a repeated course is used in a CGPA calculation.

WHAT HAPPENS IF I FAIL A COURSE WHILE ON PROBATION?

Both your term GPA and your CGPA will be affected if you fail a course while on probation. If your term GPA is below 2.00, and your CGPA is below 2.00, then you

will be Required to Withdraw (RTW). Though failing a course will have a negative impact on your CGPA, it will not necessarily result in being RTW, as it is your term GPA and CGPA that determine your academic standing.

CAN I REPEAT A COURSE WHILE I AM ON PROBATION TO IMPROVE MY CGPA?

If you took a course when you were in good academic standing, and you did not do well in it, then you may repeat the course while you are on probation. When you repeat a course, SFU includes the better of the two grades when calculating your CGPA. If a course overload is specified by your faculty, you should not exceed it. If you are considering repeating courses, you should contact Academic Advising & Student Success and make an appointment to speak with a Special Advisor. See the contact information at the end of this document.

CAN I TAKE A COURSE AT ANOTHER POSTSECONDARY INSTITUTION WHILE I AM ON PROBATION?

In order for courses to be taken for credit at another postsecondary institution, a Letter of Permission must be approved. However, students who are not in Good Academic Standing (GAS) will not receive approval for a Letter of Permission. Thus, only courses taken at SFU can be taken to improve your academic standing.

HOW MANY TERMS CAN I BE ON PROBATION?

You may continue on probation (CAP) for as long as it takes for your status to change (either GAS or RTW), provided that either your term GPA or CGPA is always 2.00 or higher. If you are CAP, you will be reviewed every term. While you are CAP, you may repeat courses which you have failed or in which you have obtained low grades. Remember: in order to graduate, you will need a CGPA average of 2.00 or higher and an UDGPA of 2.00 or higher. So, if your probation status continues indefinitely, you cannot graduate.

Example

Term 1 (Fall)

| | Units | Letter Grade | Numerical Value | Grade Points |
|--------------|-----------|--------------|-----------------|--------------|
| BISC | 101 - 4 | D | 1.00 | 4.00 |
| ENGL | 103 - 3 | C- | 1.67 | 5.01 |
| MATH | 154 - 3 | C+ | 2.33 | 6.99 |
| TOTAL | 10 | | | 16.00 |

Term GPA: 16.00/10 = 1.60

CGPA: 16.00/10 = 1.60

STANDING: OAP

Term 2 (Spring)

| | Units | Letter Grade | Numerical Value | Grade Points |
|------------------------|----------|--------------|-----------------|--------------|
| BISC | 102 - 4 | C+ | 2.33 | 9.32 |
| ENGL | 199 - 3 | C | 2.00 | 6.00 |
| MATH | 155 - 3 | C | 0.00 | 0.00 |
| (EXCM repeat excluded) | | | | |
| TOTAL | 7 | | | 15.32 |

Term GPA: 15.32/7 = 2.19

CGPA: 31.32/17 = 1.84

STANDING: CAP

Term 3 (Summer)

| | Units | Letter Grade | Numerical Value | Grade Points |
|------------------------|----------|--------------|-----------------|--------------|
| PHYS | 101 3 | B | 3.00 | 9.00 |
| MATH | 155 3 | B | 3.00 | 9.00 |
| (REIG repeat included) | | | | |
| TOTAL | 6 | | | 18.00 |

Term GPA: 18.00/6 = 3.00

CGPA: 49.32/23 = 2.144 [BISC 101 + ENGL 103 + MATH 154 (Fall) + BISC 102 + ENGL 199 (Spring) + PHYS 101 + MATH 155 (Summer)]

STANDING: GAS

WHO CAN I SEE TO HELP ME WITH MY ACADEMIC DIFFICULTY?

There are several resources available to students who are experiencing academic difficulty.

The Student Learning Commons is a place to improve your study skills by using the online resources, attending workshops, and talking to a peer mentor. You will find assistance on everything from time management to exam preparation (<http://learningcommons.sfu.ca>).

You may also contact Academic Advising and Student Success if you wish to make an appointment with an advisor to discuss any aspect of this guide and/or how it relates to your particular situation. The advisors can help you understand your options if you are experiencing academic difficulty; they can also help you identify other services that may be available to you throughout the University.

REQUIRED TO WITHDRAW

WHAT DOES "REQUIRED TO WITHDRAW" MEAN?

You will be Required To Withdraw (RTW) at the end of a term if the following two conditions occur:

- you began the term On Academic Probation (or Continued on Academic Probation); AND
- you achieved a term GPA and CGPA of less than 2.00.

You will not normally be RTW unless you have first been placed On Academic Probation.

OPTIONS FOR REQUIRED TO WITHDRAW STUDENTS

Options for Required to Withdraw Students

- Apply for entry to the Back on Track, 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 Back on Track, 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 Back on Track, Student Success Program, a three-term academic success program focusing on academic and learning skill development. In term one, students participate in a preparation term and are not enrolled in any

credit courses. In terms two and three, students are concurrently enrolled 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 Programs Office as well as online at <http://students.sfu.ca/advising/studentsuccess>. 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 three 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 TWO

- 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
- the TERM GPA 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 TERM GPA 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 THREE

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

HOW CAN I RETURN TO SFU IF I AM REQUIRED TO WITHDRAW?

If you are RTW you may not enroll in classes. If you were already enrolled for the next term, your enrollment will be cancelled and any fees paid for that term will be returned to you. All students who are in academic difficulty or who have been RTW are urged to arrange an appointment with Academic Advising & Student Success. If you are readmitted, your Permanent Record will always show that you were RTW and you will be placed automatically On Academic Probation (OAP) when you return to SFU.

If you are Required To Withdraw, you should take the

opportunity to examine and resolve the academic and non-academic factors which might have affected your performance as a student.

If you are Required To Withdraw you must complete transferable courses at another recognized postsecondary institution to qualify for readmission. Readmission decisions are based on the units and CGPA achieved in transferable academic course work completed after you last enrolled at SFU.

Repeat attempts at courses which you passed with a grade of C or higher prior to leaving SFU will not count in unit or GPA calculations in readmission cases. You may not take courses at college that are lower than the level already completed at SFU for readmission (e.g., student has successfully completed at SFU MATH 157 and/or 158; student may not take MATH 100, MATH XXX or MATH 1XX for readmission).

You should consult the BC Transfer Guide to determine whether a course you plan to take elsewhere is equivalent to either a course you took at SFU or a course you took before you entered SFU. This Guide is available online at www.bctransferguide.ca.

Your application for readmission will be considered once your final grades are available. Courses in progress will not be evaluated. However, if you have already fulfilled the readmission criteria and are taking further courses outside SFU, you may be conditionally readmitted.

Questions regarding the readmission process should be addressed to Student Information System Help Desk at 778.782.6930.

WHAT ARE THE READMISSION REQUIREMENTS?

If you are Required To Withdraw you will be eligible for readmission on Academic Probation if you complete any of the following 5 combinations of further transferable academic course work:

1. 12-17 units with a minimum 3.50 GPA, or
2. 18-23 units with a minimum 3.00 GPA, or
3. 24-29 units with a minimum 2.75 GPA or with the acceptance GPA*, whichever is higher, or
4. 30 or more units with the acceptance GPA* or
5. a completed 2 year technical diploma with a 70% minimum average and at least 12 units of transferable course work with a minimum 2.75 GPA (the transferable work may be within the diploma program or supplementary to it).

* The acceptance GPA is the minimum GPA that BC College transfer students must achieve in order to enter Simon Fraser University that term. Because of enrollment limits, the acceptance GPA will fluctuate. If you complete an Associate degree, you must achieve this same acceptance GPA.

HOW CAN I RETURN TO SFU IF I AM REQUIRED TO WITHDRAW A SECOND TIME (PW)?

If you are on Extended Withdrawal (PW), you will be eligible for readmission on Academic Probation if you complete any of the following 5 combinations of further transferable academic course work:

1. 24-35 units with a minimum 3.50 GPA, or
2. 36-47 units with a minimum 3.00 GPA, or
3. 48-59 units with a minimum 2.75 GPA or with the acceptance GPA*, whichever is higher, or
4. 60 or more units with the acceptance GPA*, or
5. a completed 2 year technical diploma with a 70% minimum average and at least 24 units of transferable course work with a minimum 2.75 GPA (the transferable work may be within the diploma program or supplementary to it).

* The acceptance GPA is the minimum GPA that BC College transfer students must achieve in order to enter Simon Fraser University that term. Because of enrollment limits, the acceptance GPA will fluctuate.

WHERE CAN I TAKE COURSES THAT WILL HELP ME BE READMITTED TO SFU?

If you are involuntarily withdrawn from the University, and you wish to qualify for readmission, the following institutions might be suitable, depending upon your chosen program:

FOR TRANSFERABLE COURSES:

- a BC Community College (the BC Transfer Guide is available at www.bctransferguide.ca);
- a BC University College (the BC Transfer Guide is available at www.bctransferguide.ca);
- a community college in another Canadian province (information on course transferability is available from Admissions, Student Services, SFU);
- a university (information on accreditation status and course transferability is available from Admissions, Student Services, SFU).

Most universities will admit transfer students from other universities only if the students are in Good Academic Standing, so your chances of getting into another university are poor. However, Thompson Rivers University (TRU) has an "open admission" policy, so your standing at SFU need not limit your access to a broad range of transferable distance education (correspondence) courses. A list of transferable TRU courses can be found in the BC Transfer Guide.

FOR TECHNICAL PROGRAMS:

- a technical institution, such as the British Columbia Institute of Technology (BCIT).

CAN I TAKE A COURSE AT COLLEGE THAT I HAVE ALREADY ATTEMPTED AT SFU? WILL THIS IMPROVE MY SFU CGPA?

If you have been Required To Withdraw from SFU, you cannot repeat courses at another institution in which you originally received a grade of C or higher: if you do, these courses do not count toward the criteria for readmission to SFU.

Repeating courses you have already attempted at SFU will not improve your SFU CGPA. You are taking courses at another institution to re-establish your eligibility to return to SFU. Your college courses, as appropriate, may be transferred to SFU for credit, and

can be applied toward degree requirements. However, your college grades are only used to determine if you are eligible to return to SFU. The grades for your college courses are not SFU grades; thus, they will not be used in the SFU CGPA. Upon readmission your CGPA remains the same as it was when you left SFU.

INELIGIBLE TO RE-ENROLL

As of September 1, 2003, the INF, ING, and INW standings are no longer used in the evaluation of a student's academic performance. The following information is for students who attended SFU before that date and are in any one of the following standings.

I HAVE AN ING STANDING ON MY TRANSCRIPT. WHAT DOES IT MEAN, AND WHAT DO I HAVE TO DO TO RETURN TO SFU?

You are Ineligible to Re-enroll (ING) when your CGPA was below 1.00 for 2 consecutive terms of enrollment, regardless of how many units you have completed. You will be eligible for readmission to Simon Fraser University on Academic Probation under the same conditions as for students who are Required To Withdraw.

I HAVE AN INF STANDING ON MY TRANSCRIPT. WHAT DOES IT MEAN, AND WHAT DO I HAVE TO DO TO RETURN TO SFU?

You are Ineligible to Re-enroll (INF) when you have two or more consecutive terms of enrollment of only N or F grades, regardless of how many units you have completed. You will be eligible for readmission under the following conditions:

- If your CGPA is below 2.00, conditions will be as for students who have been Required To Withdraw and, if readmitted, you will be on Academic Probation.
- If your CGPA is 2.00 or higher, you must complete at least 3 units of transferable course work at another postsecondary institution, with a minimum 2.00 GPA.

I HAVE AN INW STANDING ON MY TRANSCRIPT. WHAT DOES IT MEAN, AND WHAT DO I HAVE TO DO TO RETURN TO SFU?

You are Ineligible to Re-enroll (INW) when you have voluntarily withdrawn from three consecutive terms of enrollment. You will be eligible for readmission under the following conditions:

- If your CGPA is below 2.00, conditions will be the same as for students who have been Required To Withdraw and, if readmitted, you will be on Academic Probation.
- If your CGPA is 2.00 or higher, you must complete at least 3 units of transferable course work at another postsecondary institution, with a minimum 2.00 GPA.

RETURNING TO SFU

WHEN DO I HAVE TO APPLY FOR READMISSION?

Students must apply for readmission online through the MyBCCampus website, accessible through <http://students.sfu.ca/admission/readmission>. Apply early for the term of your choice:

- April 30 application deadline for entrance to a Fall term (September to December).
- September 30 application deadline for entrance to a Spring term (January to April).
- January 31 application deadline for entrance to a Summer term (May to August).

Deadline extensions may be posted at <http://students.sfu.ca/admission/readmission>.

Priority enrollment in courses begins approximately two months before the start of the term. Assessments for readmission are based only on final grades; courses in progress will not be evaluated. However, if you have already fulfilled the readmission criteria and are taking further courses outside SFU, you may be conditionally readmitted.

WHAT HAPPENS WHEN I RETURN TO SFU AFTER BEING REQUIRED TO WITHDRAW? WILL I BE ON ACADEMIC PROBATION? DO I HAVE TO MAINTAIN A CERTAIN GPA?

Once you have established your eligibility to return to SFU after being RTW (see **REQUIRED TO WITHDRAW**), you will return On Academic Probation (OAP). This means that your academic status will be reviewed after you have completed one term at SFU (see **ACADEMIC PROBATION**). If you do not maintain a term GPA of 2.00 or better and your CGPA (which continues from when you were last at SFU) is also below 2.00, then you will be Required To Withdraw for an extended period of time (EW-see **REQUIRED TO WITHDRAW**).

WHAT ABOUT TRANSFER CREDIT FOR COURSEWORK COMPLETED ELSEWHERE?

Credit for transferable courses will be granted on readmission, as long as you have achieved at least a C grade in each course to be transferred and you are not exceeding the transfer credit limit (60 credit hours, though some departments have further regulations). Remember: doing a course at another institution will not affect your SFU CGPA.

WHAT IF I HAVE MORE QUESTIONS ABOUT ACADEMIC STANDING?

If you are having difficulty in your courses, you should discuss your performance with your instructor(s). A review of your work, at the end of the fourth week of classes, can be helpful.

If you are placed on Academic Probation, or you are Required To Withdraw, you should seek help from Academic Advising & Student Success. There, you will receive advice on how to choose courses and programs. The advisors can also explain University regulations, such as the rules about repeating courses, which may help you to improve your academic standing. If you have questions about this guide contact Academic Advising & Student Success.

ACADEMIC ADVISING AND STUDENT SUCCESS CONTACTS

There are several different ways of getting in touch with an academic advisor:

- Chat with an advisor online using LiveHelp (<http://students.sfu.ca/livehelp>).
- See an advisor during drop-in advising times at Student Central (<http://www.sfu.ca/studentcentral/events.html>)
- Book an in-person advising appointment:

Call us at 778.782.4356, or drop by Registrar and Information Services on the 3000 level of the Maggie Benston Centre on the Burnaby campus .

Call us at 778.782.7400 or go to Registrar and Information Services at SFU Surrey.

Call us at 778.782.5000 or go to Registrar and Information Services at SFU Vancouver.

GLOSSARY

Academic Standing

Your academic status at the University (e.g. GAS, OAP, CAP). This is based on your SFU CGPA.

Consecutive Terms

Those terms occurring one after the other in which a student enrolls for courses at SFU (e.g. a student enrolls in Fall 2006 and Spring 2007, takes the summer off to work, and enrolls again in Fall 2007 would have three consecutive terms in Fall 2006, Spring 2007, and Fall 2007 (but not Summer 2007).

Continued on Academic Probation (CAP)

While on academic probation, your cumulative grade point average is below 2.00 and your term grade point average is above 2.00, or vice versa; it is an extension of probation.

Course Overload

More than the maximum amount of units you are permitted to enroll in without seeking special permission (the amount differs depending upon your Faculty; consult the Calendar under "Course Loads").

Cumulative Grade Point Average (CGPA)

The grade point average calculated on all Simon Fraser University courses attempted

Extended Withdrawal (EW)

Your academic standing if you have been required to withdraw from Simon Fraser University for a second or subsequent time.

Good Academic Standing (GAS)

Your academic standing when you are maintaining a cumulative grade point average of 2.00 or better.

On Academic Probation (OAP)

Your academic standing when your cumulative grade point average is below 2.00.

Permanent Record

The history of your academic performance at a postsecondary institution (also often referred to as a transcript).

Required to Withdraw (RTW)

Your academic standing when both your cumulative grade point average and your term grade point average are below 2.00; students cannot re-enroll in courses at SFU until they fulfill the criteria for readmission

Term Grade Point Average (term GPA)

The grade point average calculated on all Simon Fraser University courses attempted within a term.

Student Services

The University department that is responsible for maintaining all student records, admitting all students, maintaining the enrollment system, administering financial assistance, etc.

Voluntary Withdrawal

When you choose to withdraw from your courses after week 1. A notation of WD or WE may appear on your permanent record, depending upon the point in the term when you withdrew and the circumstances of your withdrawal.

SFU GRADING SCALE

| STANDARD GRADE SYSTEM | | |
|-----------------------|---|----------------------|
| 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 | | |
|-------------------------|---|----------------------|
| Grade | Definition | Numerical Equivalent |
| P | Satisfactory performance or better (pass, ungraded) | no equivalent |
| F | Fail (unsatisfactory performance) | 0.00 |
| FD | Fail (academic discipline) | 0.00 |

| PRACTICUM GRADES | | |
|------------------|---|----------------------|
| Grade | Definition | Numerical Equivalent |
| P | Satisfactory performance or better (pass, ungraded) | no equivalent |
| W | Withdrawn | no equivalent |
| FD | Fail (academic discipline) | 0.00 |

| STUDENT RECORD AND TRANSCRIPT NOTATIONS | | |
|---|--|----------------------|
| 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 without grade | no equivalent |
| FX | Formal exchange/double degree | no equivalent |
| WD | Withdrawal | no equivalent |
| WE | Withdrawal under extenuating circumstances | no equivalent |

| TEMPORARY GRADES | | |
|------------------|--------------------|----------------------|
| Grade | Definition | Numerical Equivalent |
| DE | Deferred grade | no equivalent |
| GN | Grade not reported | no equivalent |
| IP | In progress | no equivalent |

UNDERGRADUATE GRADING SYSTEM

GRADE POINT AVERAGES

The term grade point average (GPA) is computed by dividing the total number of standard grade points earned by the total number of term units attempted in the term, with the exception of those term units assigned to competency-based grades, practicum grades, transcript notations and temporary grades. The definition of the grade C- was changed to "marginal performance" effective the Fall term 1991.

The cumulative grade point average (CGPA) expresses average performance for terms completed and is closed at the term a degree or diploma is awarded. The calculation of a new CGPA will commence with the term following the award of a degree or diploma. The average is computed by dividing the total number of standard grade points earned by the total number of term units undertaken toward a degree or diploma, with the exception of those term units assigned to competency-based grades, practicum grades, transcript notations and temporary grades. The CGPA calculated for terms completed prior to the Fall term 1979 includes duplicate courses.

COMPETENCY-BASED GRADES

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

PRACTICUM GRADES

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

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 grade point average.

TEMPORARY GRADES

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading system used in the course. Note that temporary grades revert to one of the University's standard grades, competency-based grades or notations.