

Faculty of Applied Sciences Course Duplication Appeal Form

Completed appeal should be submitted in person to an advisor in the Student Affairs Unit.
Attach a current advising transcript.

Name: _____ Student No: _____

Phone: _____ School: _____ Email address: _____

In the Faculty of Applied Sciences, a course duplication request will be granted only when both the following conditions hold:

- a. there is no reasonable alternative to course duplication that will allow the student to continue with the intended program of studies, and
- b. there is clear evidence to support a belief that the student will be successful in both the duplicated course and the intended program of studies.

a) Normally, the need to satisfy a course prerequisite is not acceptable as a reason for duplication beyond stated limits. Obtaining a prerequisite waiver, possibly on the grounds of supplementary courses, is usually a reasonable alternative to duplication.

b) Raising GPA is not an acceptable reason for duplication beyond the stated limits. Beyond those limits, the only reasonable alternative for raising GPA is to do well in new course attempts.

c) Normally, the evidence of success must include either a CGPA or recent semester GPAs above the relevant standard (admission or continuation) of a student's (intended or declared) program.

Please show the course(s) and why both conditions apply in your case and attach any pertinent documentation (use back of this page if necessary):

Course Name(s) & Number(s) you wish to duplicate: _____

Student Signature: _____ Date: _____

Advisor Comments:

a) available alternatives:

b) evidence predicting success:

Name: _____ Signature: _____

Date: _____

Faculty of Applied Sciences' Decision: Approved: _____ Denied: _____

Associate Dean's Signature: _____ Date: _____

This information on this form is collected under the authority of the University Act (R.S.B.C. 1996, c.468,s.27(4)(a)), the Simon Fraser University Calendar and the Faculty of Applied Sciences Handbook of Policies and Regulations. It is related directly to, and needed by, the University in the evaluation of requests to exceed course duplication limits. The information will be used in evaluating the specific request being made on this application and may also be used in evaluating subsequent appeals or requests under course duplication or other policies, as well as in evaluation of the satisfaction of conditions that may accompany a conditional approval of course duplication. If you have any questions about the collection and use of this information, please contact the Associate Dean of Applied Sciences, Dean of Applied Sciences Office, 778.782.4724. – revised September 2011