### REPORT DATES

**Internal**

Internal reports are reports distributed specifically to SFU administration and the campus community. Internal report dates are end of week 3 of classes for both undergraduate and graduate statistics. Prior to 2007/08, the internal report date for graduate statistics was end of week 7 of classes.

**External**

External reports are reports sent to the Ministry. The external report date is end of week 3 of classes for both undergraduate and graduate statistics. Prior to 2007/08, the external report date was end of week 7 of classes.

### YEAR

**Academic**

Consists of Fall semester, Spring semester, Summer semester, Inter-Session and Summer Session, in that order.

**Fiscal**

Consists of Summer semester, Inter-Session, Summer Session, Fall semester and Spring semester, in that order.

### SEMESTER/SESSION

**Fall Semester**

13 weeks plus exam period from early September to mid-December.

**Spring Semester**

13 weeks plus exam period from early January to mid-April.

**Summer Semester**

13 weeks plus exam period from early May to mid-August.

**Inter-session**

6 weeks plus exam period from early May to late June.

**Summer Session**

6 weeks plus exam period from early July to mid-August.
## Activity FTEs (AFTEs)

Activity FTE (also known as 'course FTE'). 1 AFTE = 30 credit hours.

Undergraduate AFTEs are obtained by multiplying the number of credits for the course by the number of students in the course and dividing by 30.

Example: Course xxx, 3 credit hours, enrolment = 129  
Course xxx AFTE = (Credits x Enrolment) / 30  
= (3 x 129) / 30  
= 12.9 AFTE

Starting in 2011/12, each co-op enrolment generates 0.5 AFTE.

Note: From Spring 2007 to Spring 2011, each co-op enrolment generated 0.1 AFTE. Prior to Spring 2007, co-op enrolments generated 0.0 AFTE.

## Undergraduate WAFTEs (Weighted AFTEs)

Undergraduate WAFTEs are calculated by applying a weight to each AFTE. The weights vary depending upon the course level, faculty, and course delivery mode.

**Undergraduate Weights:**
- Arts & Social Sci, Communication, Art & Technology, Education, Environment (lower division = 1.0, upper division = 1.5)
- Business (all courses, 1.5)
- Applied Sciences, Health Sciences, Science (all courses, 2.0)

**Exceptions to above:**
- Co-op/Practicum work term courses (0.5)
- Distance Education (lower division = 1.0, upper division = 1.5)
- Starting in 2012/13, Contemporary Arts Music courses weighted 2.0 and all other Contemporary Arts courses weighted 1.5. Prior to 2012/13, only Contemporary Arts Studio courses weighted 1.5.
- Environmental Science, Interactive Arts & Technology, Resource & Environmental Management, Psychology, TechOne (all courses, 2.0)

## Time of Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime</td>
<td>Courses commencing prior to 4:30 p.m.</td>
</tr>
<tr>
<td>Evening</td>
<td>Courses commencing 4:30 p.m. or later.</td>
</tr>
</tbody>
</table>

## Course Levels

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower</td>
<td>Relates to undergraduate courses. Courses numbered from 001 to 299 inclusive are referred to as lower division courses.</td>
</tr>
<tr>
<td>Upper</td>
<td>Relates to undergraduate courses. Courses numbered from 300 to 499 inclusive are referred to as upper division courses.</td>
</tr>
</tbody>
</table>
INSTITUTIONAL RESEARCH AND PLANNING
General Definitions and Terminology

COURSES (cont.)

Undergraduate Courses numbered 001 to 499.

Graduate Courses numbered 500 to 999.

STUDENTS

Domestic This includes all students except international 'A' students. This category includes all domestic (funded) and grandfathered international 'B' students.

International A International 'A' students are unfunded international students with tuition_res = INTL, SF05, SF14, SF22, SF24, SF25.

Undergraduate

Full-Time A student enrolled in 12 or more credit hours in a given semester/session. Starting in 2011/12, co-op students are defined as full-time as well.

Part-Time A student enrolled in less than 12 credit hours in a given semester/session.

Year Level For students admitted to SFU without a degree, and for all students in certificate programs, year level is based on the following credit hours completed: <30, year 1; <60, year 2; <90, year 3; <120, year 4; 120 or more, year 4+.

For students admitted with a degree or pursuing a diploma, year level is based on the following credit hours completed: <30, year 3; <60, year 4; 60 or more, year 4+.

All PDP (Professional Development Program) students are defined as year 4 students.

Program FTE An undergraduate program FTE provides a measure of total enrolment by student program. It is equivalent to a normal annual full-time undergraduate load and is calculated by accumulating all undergraduate credits taken by all students in each undergraduate program and dividing by the applicable full-time load for each program. An annual full-time load is 30 credits, with the exception of Engineering Science and Mechatronic (35.75 credits) and Engineering/Mechatronic thesis students in ENSC/MSE 498/499 (12 credits).
Graduate

**Internal Reports**

**Full-Time**
Prior to spring 2004 (1041), a full-time student is defined as a student who is registered in (or qualifying for admission into) a graduate degree program but who does not qualify for part-time status as defined in 'Part-Time' directly below and who is not on-leave. Starting in spring 2004, students are reported by fees paid rather than by full/part-time status.

**Part-Time**
Prior to spring 2004 (1041), a part-time student is defined as a student who is registered in (or qualifying for admission into) a graduate degree program who satisfies all of the following requirements:
- a) the program has been approved for part-time study, and
- b) the student enrolls in one course only, and
- c) the student is not working on his/her thesis, project, or extended essays, and
- d) the student will spend no more than 50% of his/her productive time on his/her graduate studies.
Starting in spring 2004, students are reported by fees paid rather than by full/part-time status.

**Full fee**
Students registered in a 'per-semester fee' masters or doctoral degree program who do not qualify for continuing, credit or on-leave fee status defined below.

**Continuing fee**
In 'per-semester fee' programs, after 6 completed terms of full-time registration (for masters degree programs) or 8 terms (for doctoral degree programs), students who have not completed their degree program pay a continuing fee (equal to 1/2 the full-time fee).

**Credit fee**
Students registered in a 'per-credit fee' program. All graduate qualifying, special and exchange students are credit fee students, even if taking courses in 'per-semester fee' programs.

**On-Leave**
A student who finds it necessary to interrupt his/her work may, with approval, apply to go on Leave.
STUDENTS/Graduate/Internal Reports (cont.)

**Activity FTE**

Annualized AFTE = Summer semester AFTE + Fall semester AFTE + Spring semester AFTE.

Prior to spring 2004 (term 1041):

Semester AFTE = (Full-time+1/3 Part-time)/3.

Spring 2004 and onwards:

Semester AFTE = (Full fee students + 1/2 Continuing fee students)/3 + (credits taken by Credit fee students)/24.

Starting in 2011/12, each co-op enrolment generates 1/3 AFTE per term.

**Weighted Activity FTE**

Weighted graduate AFTEs are calculated by applying a weight to each AFTE.

- M.A. and similar -- 3.00
- M.Sc. And similar -- 4.00
- Doctoral -- 6.00

Starting in 2012/13, Education diploma programs are weighted 3.00. Prior to 2012/13, Education diploma programs weighted 1.50.

**External Reports**

**Full-Time**

A student who is:

- a) Enrolled in a thesis, extended essay or project course or
- b) Enrolled in more than one course or
- c) Enrolled in a doctoral program.
- d) Starting in 2010/11, co-op students are defined as full-time.
- e) Starting in 2012/13, students enrolled in a capstone course are defined as full-time.

**Part-Time**

A student who is not full time as defined in 'Full Time' directly above and who is not on-leave.

**On-Leave**

A student who finds it necessary to interrupt his/her work may, with approval, apply to go on Leave.

**Program FTE**

Annualized pgm FTE = Summer semester pgm FTE + Fall semester pgm FTE + Spring semester pgm FTE.

Semester pgm FTE = (Full-time+1/3 Part-time)/3.