

8888 University Drive,      TEL: 778.782.6654      avpacad@sfu.ca  
Burnaby, BC                    FAX: 778.782.5876      www.sfu.ca/vpacademic  
Canada V5A 1S6

**MEMORANDUM**

---

ATTENTION	Senate	DATE	June 6, 2025
FROM	Paul Kingsbury, Vice-Chair	PAGES	1/1
	Senate Committee on Undergraduate		
	Studies		
RE:	SFU Calendar Full-Time and Part-Time Student Definitions ( <i>SCUS 25-61</i> )		

---

Action undertaken by SCUS on June 5, 2025, gives rise to the following recommendations:

**Motion**

That Senate approve, effective Spring 2026, the addition of the full-time and part-time student definitions to the SFU Calendar.



OFFICE OF THE REGISTRAR  
Student Services

3200 Maggie Benston Centre      TEL      778.782.3108      [Sfu.ca/students](http://Sfu.ca/students)  
8888 University Drive,      FAX      778.782.5732  
Burnaby, BC  
Canada V5A 1S6

**MEMORANDUM**

---

ATTENTION	SCUS	DATE
FROM	Tom Nault Registrar & Executive Director, Student Enrollment	
RE:	SFU Calendar Full-Time and Part-Time Student Definitions	

Motion:

That the Senate Committee on Undergraduate Studies submit to Senate for Approval the addition of the full-time and part-time student definitions.

Purpose

To add the following definitions for the SFU Calendar:

Simon Fraser University considers any undergraduate student enrolled in nine units or more per term as a Full-time student. Conversely, the University considers any undergraduate student enrolled in one to eight units per term a Part-time student. Any undergraduate student enrolled in co-operative education courses is considered a Full-time student for that term. Any undergraduate student who is a registrant with the Centre for Accessible Learning with a reduced course load accommodation is considered a Full-time student. The recommended course load for students who are in good academic standing is 15 units per term; the maximum course load in each term is 18 units.

To remove “Simon Fraser University does not classify students as either full time or part time although there are varying course load requirements for many types of financial aid.”

Background:

Full-time and part-time status is used in several ways at the University and for the completion of custom forms on behalf of students. The full-time definition of 9 units or more per term is used for [Canadian Student Financial Assistance Program](#) and reporting to [Immigration, Refugees and Citizenship Canada](#) (IRCC).

In addition to these compliance requirements, Registrar and Information Services (RIS) are requested to complete forms for students regarding their enrolment status, specifically to confirm whether the student was studying full-time or part-time. Without a formal definition in the SFU Calendar, we have used the Canadian Student Financial Assistance Program and IRCC definition to complete these forms. Please see Appendix A below, for a selection of forms that RIS are requested to complete for students. These forms typically do not provide their own definition of full-time and require that the institution complete the form with their definition of full-time. Many of these forms are used by students to obtain funding to pay for their studies. Without a SFU Calendar definition of full-time, this puts staff in a difficult situation of

whether to complete the form using the current statement that SFU does not classify students as either full-time or part-time, or using the definitions for student loan eligibility of IRCC compliance. By using the current Calendar statement, this can lead to students not obtaining the funds or resources they would have received had we confirmed that they were full-time.

Other institutions, such as [University of British Columbia](#) and [University of Toronto](#) include a definition of full time and part time in their Calendar.

A handwritten signature in black ink, appearing to read "Dr. Mark H. Mullings".

## **Calendar**

<https://www.sfu.ca/students/calendar/fees-and-regulations/enrolment/enrolment-definitions.html>

## **Students**

~~Simon Fraser University does not classify students as either full time or part time although there are varying course load requirements for many types of financial aid.~~

Simon Fraser University considers any undergraduate student enrolled in nine units or more per term as a Full-time student. Conversely, the University considers any undergraduate student enrolled in one to eight units per term a Part-time student.

Any undergraduate student enrolled in co-operative education courses is considered a Full-time student for that term.

Any undergraduate student who is a registrant with the Centre for Accessible Learning with a reduced course load accommodation is considered a Full-time student.

The recommended Course Load for students who are in good academic standing is 15 units per term; the maximum Course Load in each term is 18 units (22 units for engineering science students).

## Appendix A

Types of Forms that Students Request to be completed:

- CRA Student Verification/Information Document
- Alaska department of revenue – education verification form
- UN P41 Certificate of Attendance and Costs and Receipt for Payments
- UN P41B Certificate of Attendance
- UN High Commissioner for Refugees – certificate of attendance and costs and receipt for payments
- Canada Pension Plan
- Registered Education Savings Plans
- BC Housing – Student Verification form for rent-gearied-to-income housing
- Canada Pension Plan – Declaration of attendance at school or university
- Canada Post Corporation Registered Pension Plan - Declaration of Attendance at an educational institution
- Colina Insurance – Verification of student status (security forces)
- Manitoba Health – Request for benefits by students attending out-of-province educational institutions
- RCMP - Declaration of attendance at an educational institute
- Kakavik Association - Student Enrollment form
- Lanekassen (Norway) – Annual documentation of academic progress and tuition fees for financial support
- Ministry of Education, Culture and Science (Netherland)
- Gerry Walker Memorial Scholarship
- Smart & Caring Community Foundation of the North Okanagan Bursary
- Ann Vardon Memorial Bursary – Certificate of Registration, School District No. 22 (Vernon)
- COBSS – Central Okanagan Bursary and Scholarship Society Certificate of Award
- Ministry of Education, Culture and Science (Netherland) – Enrolment form
- Cornell Children's tuition scholarship plan
- Kemira Scholarship Program
- Explore French language Bursary Program
- Smart & Caring Community Foundation of the North Okanagan Bursary
- Athlete Assistance Program Tuition Voucher
- UNICEF – certificate of school attendance and costs and receipt for payments
- World Food Programme - Certificate of Attendance and Statement of School Expenditure
- Green Climate Fund – Certificate of attendance and costs and receipt for payments
- International Atomic Energy Agency – certificate of attendance and costs for education grant for post-secondary studies
- International fund for agricultural development (IFAD/FIDA) – certificate of school reenrollment/attendance