Co-Curricular Record (CCR) Inclusion Criteria Checklist

To be included in SFU’s CCR, an opportunity must:

- Be formally sponsored or supported by a SFU unit, program, faculty or the SFSS or GSS, and
- Be a long-term opportunity (defined as longer than two weeks and/or 10 hours)*, and
- Have a SFU staff member, faculty member, SFSS or GSS staff member, or approved student leader responsible for verifying the student’s attendance and/or quality of participation, and
- Not be for academic credit nor appear on the academic transcript, and
- Provide students with an opportunity for personal development, as defined below

Please note that non-co-curricular opportunities, such as CUPE, APSA or TSSU positions, are not CCR-eligible.

*Short-term opportunities may be eligible for CCR recognition within the Student Ambassador Program – please see [http://www.sfu.ca/students/get-involved/ambassador-program.html](http://www.sfu.ca/students/get-involved/ambassador-program.html)

A position provides an opportunity for personal development if it has intentional learning outcomes* that are measured, and meets one or more of the following criteria:

- Exposes students to concepts, issues and topics that encourage engaged citizenship, critical thinking, and/or positive social change
- Requires students to demonstrate motivation and interest in increased self-awareness and/or in building on-campus community.
- Requires students to intentionally and positively contribute to the experience of their peers via service to a SFU unit, faculty, program, organization or cause.

*Defined as having program-specific learning outcomes aimed at helping students develop their self-awareness, leadership, and/or personal growth.

Questions? Please contact ccr-admin@sfu.ca for more information about the eligibility of your co-curricular activity.

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