

# ENSC Forms

A guide to forms within the ENSC curriculum

# Overview

## Part 1

- Introduction
- Guide to Coursys
- Course Substitutions/Waivers
- Course Duplication Appeals
- Time Conflict Requests

# Overview

## Part 2

- 2.40 Advising and/or No Option Advising Forms
- Directed Studies/Special Project Lab Approval Forms
- ENSC Option Declarations
- Requests to Graduate on a Co-Op Term

# Introduction - A recap of the ENSC Program

- ENSC is advertised as a 4-year program, 5 years if taking Eng. Physics
- Students are recommended to take 6 courses per semester according to the course navigator
  - This is only a suggestion. Scheduling conflicts are common because ENSC courses are generally offered once per year in a specific semester.
  - Courses outside of ENSC such as MATH, CMPT and PHYS are not regulated by the ENSC department so conflicts may occur.

# Introduction - Factors affecting enrolment

Some circumstances may affect a student's ability to enrol in courses required to graduate, which include, but are not limited to:

- Failing or repeating a course
- Having a CGPA under the minimum requirements (2.2 or 2.4)
- Not meeting a prerequisite course
- Having taken an equivalent course (CHEM 120 + CHEM 125 = CHEM 121)
- Having experience in a relevant course topic without taking the course
- Not having declared an ENSC Option

**The solution**

# The ENSC Undergraduate Curriculum Committee

A faculty body which sets the required courses and curriculum for the ENSC program. They also provides several forms relevant to circumstances that prevent students from completing the ENSC program in a timely manner.

# Guide to Coursys - Where to find forms

- Coursys is an online platform
- <https://coursys.sfu.ca/forms/>
- Here you will find all the forms needed to solve a conflict with courses, as well as registration forms for certain courses
  - All information in this guide is also provided in Coursys



# Course Substitutions/Waivers

This form is relevant to circumstances where certain classes are considered valid replacements for prerequisite courses or graduation requisites. (e.g. CHEM 120 + CHEM 125 = CHEM 121)

- State the course you intend to waive or replace and its substitute
- Click the new curriculum
- Attach your advising transcript and any additional documentation such as course outlines to support your request
  - Submit all documents in **PDF format**

**Course Requested:** ☆

Please indicate which course you are requesting to waive or are requesting substitution for.

**Course Substituted:**

If requesting a course substitution, please indicate the course you completed that you are requesting to substitute into your program requirements

**Curriculum:** : ☆

I started prior to Fall 2013 (old curriculum)

I started in Fall 2013 or later (new curriculum)

The curriculum you are following is determined by the semester you started in Engineering Sciences.

**Comments:**

# Course Duplication Appeals

This form is relevant to circumstances where you intend to repeat a course, up to a maximum of three times per course, and up to five times total in the entire ENSC program.

- **You must consult an academic advisor before completing this form**

## Course Duplication Appeal Form

### Conditions:

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

1. there is no reasonable alternative to course duplication that will allow the student to continue with the intended program of studies, and
  2. 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.
- 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.
  - 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.
  - 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.

YOU ARE REQUIRED TO CONSULT AN ADVISOR BEFORE COMPLETING THIS FORM

# Time Conflict Appeals

This form is relevant to circumstances where multiple courses within your schedule run in concurrent timeslots.

- Fill out the form, including all required documents
- You will need to show how you plan to stay on top of work in both courses
- Approval from both professors is required
- Includes taking a single course during co-op
  - Approval from your co-op supervisor required

## Time Conflict Request Form

### Instructions:

Indicate which two courses are in conflict as well as your plan for how you intend to keep up with the work in both courses. This form will be sent to the instructors of both courses and both instructors have to approve the request. If your request is considered viable, you will be sent an agreement asking you to take full responsibility for the impact of the overlap. Instructors are unlikely to move tests/exams as a result of time conflicts.

While not encouraged, if you are requesting to take a course while on Co-op, you need to attach written approval from your supervisor, and please first enroll in the academic course before filling this form. Only one course is allowed while in Co-op. After you submit the form with the supervisor's approval, it would go to the course instructor for approval. You are fully responsible for meeting all course requirements. This includes attendance at lectures/labs, mid-terms, exams, team meetings, etc. Once enrolled, you will NOT be given permission to drop a course after the drop deadline, and you will be responsible for meeting all course requirements and deliverables (no adjustments will be made to the course grading scheme, due dates or exam schedules to accommodate time conflicts.)

You must discuss known and potential time conflicts with your Co-op employer. This includes lecture/lab times, mid-terms, exams, team meetings, etc. You must not miss work hours to complete course work unless you have permission from your employer. If time off is granted, you will need to document how you're making up the time.

You will be notified via email of the outcome of your request.

# 2.40 Advising and/or No Option Advising Forms

These forms are required to take ENSC 300 or 400 level courses **if your CGPA < 2.40 and/or you have not declared your ENSC major:**

- Fill out the form
- Create and attend a Zoom appointment with a FAS advisor
- Enroll in courses on your enrollment date

## Advising Form - ENSC

### Instructions:

Effective summer 2015, registration in 300/400 level ENSC classes (except ENSC 320) requires:

1. A CGPA of 2.40 or higher (in addition to any stated prerequisite courses), and
2. Declaration of an Engineering Science option. Students who started after Fall 2013 must have successfully completed at least one co-op term to declare an option.

### For students below a 2.40 CGPA and/or have yet to declare an option:

If you intend to enroll in a 300/400 level ENSC course:

1. Complete and submit this 2.40 advising/no option form.
2. **RSVP for VIRTUAL advising appointment with a FAS advisor.**
3. Meet a FAS advisor over Zoom during your scheduled appointment.
4. Enroll in courses on your enrollment date.

# Directed Studies/Special Project Lab Approvals

This form specifically applies to **ENSC 303, 400-403 (Directed Studies in Engineering Science)** and **ENSC 491-494 (Special Project Laboratories)**. In these courses, you will work on a research project involving topics not officially taught at SFU, which are in a professor's field of expertise.

- Find a faculty supervisor to oversee your project
- Brainstorm a project
- Gain approval from the UCC Chair and a faculty supervisor

**Supervisor:** ☆

Name of the Faculty member who will be supervising your directed study

**Previously-taken directed studies/special project labs:**

Please list any directed studies or special project lab courses you have previously taken. NOTE: Only one directed studies/special project lab may be counted towards graduation requirements.

**Is this course intended for use as a science elective?:** ☆

Yes

No

**Is this course intended for use as a technical elective?:** ☆

Yes

No

**Is this course intended for use as an ENSC elective?:** ☆

Yes

No

# ENSC Option Declarations

- After completion of one co op term, fill this form to declare your major
- Honours options require a CGPA of 3.0 or higher

## Desired Option: ☆

- Systems Engineering (Major)
- Computer Engineering (Major)
- Electronics Engineering (Major)
- Systems Engineering Honours (3.0 CGPA minimum)
- Computer Engineering Honours (3.0 CGPA minimum)
- Electronics Engineering Honours (3.0 CGPA minimum)
- Engineering Physics Honours Only (3.0 CGPA minimum)
- Biomedical Engineering Honours Only (3.0 CGPA minimum)

# Requests to Graduate on a Co-Op Term

It is usually required ENSC students graduate on an academic term: however, exceptions may apply. You may graduate on a co-op term if:

- Complete both capstone A and capstone B
- No more than one course left to complete
- If you are completing one course along with your co-op:
  - Meet all requirements of the Time Conflict Appeal form and submit that form
- Fill this form with all required documents

## Request to Graduate on a Co-Op Term [Engineering Science]

### Request to Graduate on a Co-Op Term

Name: ☆

Option: ☆

Semester when you completed Capstone A (405W): ☆

Fall 2020 ▾

Grade obtained in Capstone A : ☆

Letter Grade

Semester when you completed Capstone B (440): ☆