



## Department of Mathematics

### Third Time Permission Application

If you are requesting permission for a third attempt at a MATH (100 to 400 level) or a MACM (200 to 400 level) course, please complete this application and submit it **in person** to the Undergraduate Advisor in the Department of Mathematics, Tina Nagra (office: K10517, email: mathug@sfu.ca). Please attach a current advising transcript.

**The deadline to submit this application is two weeks prior to the first day of classes of the term in which you wish to repeat the course.** This application is not guaranteed approval. Processing of this application can take 1 to 2 weeks. Incomplete applications will not be reviewed. Please make note of all SFU dates and deadlines as per <http://www.sfu.ca/deadlines>.

#### Part 1. Student Information

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
SFU Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### Part 2. Course Information

- a. Please provide specific information about the course you are requesting to repeat.

Course	
Semester (in which you plan to enroll)	
Course Section Number	
Related Component Section (i.e. tutorial section)	
Instructor	

- b. Please provide information about your previous attempts in the course you are requesting to repeat.

	Course	Semester Enrolled	Grade Achieved
First Attempt			
Second Attempt			

**Part 3. Calculus Readiness Test** – If you are requesting to repeat any version of Calculus I (MATH 150, 151, 154, 157), you must write the Calculus Readiness Test. All information about the test can be accessed here: [http://www.math.sfu.ca/undergraduate/calculus\\_test](http://www.math.sfu.ca/undergraduate/calculus_test)

If you wish to repeat MATH 151, a score of 24 out of 30 must be achieved on the Calculus Readiness Test. If you wish to repeat MATH 150, 154 or 157, a score of 20 out of 30 must be achieved on the Calculus readiness Test.

**Calculus Readiness Test Date:** \_\_\_\_\_ **Calculus Readiness Test Score:** \_\_\_\_\_

**Part 4. Course Repeats**

- a. Please consult your current **program advisor** in regards to course repeats and continuation in your program. If you are undeclared, please see your faculty advisor. Part 4b must be completed during the consultation with your program/faculty advisor.
- b. **This section must be completed by the program/faculty advisor:**

Number of Repeats Used to Date	
If applicable, has this student submitted an appeal to your <b>department</b> for permission to repeat this MATH or MACM course? ( <b>Yes, No, N/A</b> )	
<b>If no, is an appeal required? (Yes, No)</b>	
If applicable, has this student submitted an appeal to your <b>faculty</b> for permission to take this MATH or MACM course as a 6 <sup>th</sup> or subsequent repeat? ( <b>Yes, No</b> )	
Will you be providing any supplementary information in regards to this third time permission request? ( <b>Yes, No</b> )	
<b>If yes, will this supplementary information be attached to this form or sent via email? (See attached or email)</b>	
Advisor Signature	
Advisor Name (Please Print)	
Date	

**Part 5: Written Statement, Schedule and Study Plan** – Please attach to application form.

- a. **Prepare an essay explaining your rationale for repeating the course. This essay must be a minimum of two pages in length and double-spaced. The following should be addressed in your essay:**
1. Why do you need this course?
  2. Why were you unsuccessful in previous attempts?
  3. Why do you think you will be successful in a subsequent attempt?
- b. **Prepare a detailed schedule and study plan. The following should be addressed in your plan:**
1. How will you manage your time (school, work, extra curricular activities)?
  2. How and when will you get help on course material?
  3. How will you prepare for assignments, quizzes, midterms and finals?

**Some tips on how to develop your study plan can be found here:**

Mathematics First Year Survival Guide: [http://www.math.sfu.ca/undergraduate/survival\\_guides](http://www.math.sfu.ca/undergraduate/survival_guides)  
 Student Learning Commons: <http://learningcommons.sfu.ca/>

**Part 6: Review and Submission**

Please review your application to ensure that it is accurate and complete. Incomplete applications will not be reviewed. Please provide your signature below and attach all necessary documents.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For completion by the Department of Mathematics:**

Date Received: \_\_\_\_\_ Request Approved (Y/N): \_\_\_\_\_  
 Undergraduate Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_