

SIMON FRASER UNIVERSITY

Memorandum

**To:** Senate

**From:** Allan MacKinnon  
Chair, SCUS

**Date:** November 14, 2000

**Subject:** Motion on Proposed Residency Requirements, SCUS 00-24

Action undertaken by the Senate Committee on Undergraduate Studies at a meeting held October 24, 2000 gives rise to the following motion:

“that Senate approve the proposed residency requirements as set forth in S.00-105”

**Rationale**

The current regulations regarding transfer credit are problematic for a number of reasons, in particular in those instances where the admitted student has in excess of the 60 credit hours allowed. The issues arising from this circumstance could be better addressed by stating our minimum requirements as residency requirements, and stipulating the minimum lower and upper division credit hours the student would be required to complete at SFU for each credential. This proposal would provide a unified approach that simplifies the current transfer credit system including a prerequisite check for registration, and makes explicit the minimum requirements for course work completion at SFU.

See attached documentation for further details.





## Simon Fraser University

Dean of Student Services & Registrar  
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### Memorandum

To: SCUS

From: Ron Heath

Dean of Student Services & Registrar

Subject: Residency Requirements - *REVISED* Date: February 22, 2000

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The current regulations specify the amount of transfer credit that can be awarded to a student towards the degree or credential requirements (in most cases, this is limited to a total of 60 credit hours, including a maximum of 15 credit hours at the upper division). The BAsc (Engineering Science) and BGS are separate examples with specific other defined limits on the amount of transfer credit earned elsewhere that can be counted towards an SFU credential. Since the maximum amount of allowed transfer credit is stipulated, one can then calculate what the minimum SFU component of a degree (or credential) should be.

This approach is problematic for a number of reasons but most particularly in those instances where the student who is admitted has in excess of the 60 credit hours allowed. In Admissions, an evaluation is made of the student record and 60 credit hours are selected, usually with an attempt to correlate as much as possible the credential aspiration with the specific credit hours selected. However, if the student decides to change that objective, a reassessment is requested to adjust the credit hours awarded to correlate more closely with the new objective. However, since some course equivalencies will be not recorded as transfer credit, the student may be disadvantaged during the registration process unless he/she visits a department to ask for a waiver of a prerequisite. This would not be necessary if all credit equivalencies were noted on the student record and creates extra work for department and registrar personnel.

Since the apparent effect of the limit on transfer credit at one half of the requirements for a 120 credit hour degree is to require the student to do at least 60 credit hours at SFU, the problems outlined above could be better addressed by stating our minimum requirements as residency requirements. A further restriction pertains to the maximum amount of upper division transfer credit that may be awarded. Since the maximum upper division credit that can be transferred is set at 15 credit hours and since the usual upper division minimum required for a degree is in the order of 45, the minimum upper division credit hours the student would be required to complete at SFU would be stipulated for each credential. Section 1 below addresses the basic residency requirement; section 2 addresses the upper division requirements for the various credentials.

## **SECTION 1 – BASIC RESIDENCY REQUIREMENT-FIRST UNDERGRADUATE DEGREE**

*In order to qualify for a credential from Simon Fraser University, the student must complete at least 50% of the credit hour requirements for the credential through credits in SFU courses.*

It is recognized that the current requirements for the BGS and the B.Ed allow some further amount of transfer credit under specific conditions and it is assumed that these would continue but that they would be re-stated to conform to this new statement of principle. The additional credit provisions approved by Senate to allow for participation in Formal Exchange Programs would continue to apply.

This proposal does allow some additional credit to be awarded to those students who undertake an Honors Degree from SFU. The principle suggested by the proposed wording would require that a student complete at least 66 credit hours at SFU in order to qualify for an Honors Degree. Currently students in Honors Programs must complete at least 72 credit hours at SFU.

Students in the BASc program would be required to complete one half of their program requirements at SFU and this is consistent with the current policies which stipulate that students in the BASc program may transfer up to 80 credit hours.

## **SECTION 2 – BASIC RESIDENCY REQUIREMENT-SECOND OR SUBSEQUENT UNDERGRADUATE DEGREE**

Under the current regulations, students who already hold one degree and wish to earn a second undergraduate degree normally are required to complete a minimum of 60 credit hours for the general degree and 72 hours for an honors degree. In other words, they are 'given credit' for up to 60 credit hours towards the second degree, similar to the maximum transfer credit allowed for first-degree students.

Under this proposal, the student who already holds a first undergraduate degree and who wishes to qualify for a second undergraduate degree would be required to complete at SFU a minimum of 50% of the total stipulated requirements for the degree being sought as a second degree: specifically;

- a student pursuing a degree that requires a minimum of 120 credit hours would be required to complete a minimum of 60 credit hours at SFU;
- a student pursuing an honors degree that requires a minimum of 132 credit hours would be required to complete a minimum of 66 credit hours at SFU;
- a student intending to complete a BASc degree as the second degree would be required to complete a minimum of 80 credit hours at SFU.

The upper division requirements set out below would also apply.

The minimum is stated since an individual student may require more than the minimum in order to satisfy the required and prerequisite courses for the second credential.

### SECTION 3 – BASIC RESIDENCY REQUIREMENT-CERTIFICATES

Student wishing to qualify for a certificate normally would be required to complete at least one half of the requirements for the credential through study at SFU; the requirements for certificates may vary but the principle of 50% to be completed at SFU would apply for each certificate. In special circumstances, a certificate may be proposed that allows for fewer or more than the 50% minimum; such proposals would require approval by SCUS, and the Senate.

### SECTION 4 – BASIC RESIDENCY REQUIREMENT-POST BACCALAUREATE DIPLOMA

The Post Baccalaureate Diploma is regarded as an exception since the majority, if not all, of the course requirements are at the Upper Division/graduate level. Consequently, in order to qualify for a Post Baccalaureate Diploma, the student normally would be required to complete two-thirds of the requirements for this credential at SFU. (See the note below referring to the requirements at the Upper Division for the PBD.) Any course that has been used in the qualification for another credential cannot be used for credit towards a Post Baccalaureate Diploma.

### SECTION 5 – UPPER DIVISION REQUIREMENTS

#### *Four Year Degree, including the BGS and the B.Ed*

*At least two-thirds of the upper division credit hours required for the degree must be completed through study at SFU. (This does not remove or alter the overall number of upper division credit hours required for the degree.)*

#### *Honors Degree*

*At least two-thirds of the upper division credit hours required for the degree must be completed through study at SFU. (This does not remove or alter the overall number of upper division credit hours required for the degree.) A program may stipulate that under normal conditions, the specific 'honors' courses/credit hours are to be completed at SFU*

#### *BASc Degree*

*At least two-thirds of the upper division credit hours required for the degree must be completed through study at SFU. (This does not remove or alter the overall number of upper division credit hours required for the degree)*

#### *Post Baccalaureate Diplomas*

*At least two-thirds of the upper division credit hours required for the Post Baccalaureate Diploma must be completed through study at SFU.*

Since most general degrees (except the BASc) require in the order of 45 upper division credit hours, the proposed regulation would require that the student complete a minimum of thirty credit hours at the upper division at SFU; the 36 credit hour requirement at the upper division sets a similar proportion for honors degrees. This is

consistent with the current regulation which stipulates that the maximum amount of upper division credit is 15 credit hours. The additional upper division credit provisions approved by Senate to allow for participation in Formal Exchange Programs would continue to apply.

**REPORTING CREDENTIAL PROGRESS AND QUALIFICATION**

If the above recommendations are approved, the unofficial student record summaries would be revised to reflect the new requirements. In the case of first degree transfer students, all transfer credits would be recorded. Recording all transfer credits will facilitate the prerequisite check in the registration process. A new section pertaining to the minimum requirement that must be completed at SFU would be included in the summary.

The summary of credits that currently appears on the unofficial student record might be amended as follows:

<b>UNDERGRADUATE ONLY</b>			
a)Total Lower Division Transfer Credit	=	vv	
b)Total Upper Division Transfer Credit	=	ww	
c)Total Lower Division SFU Hours passed	=		xx
d)Total Upper Division SFU Hours passed	=		yy
e)Total Upper Division Credit Hours	=	zz	(=b+d)
f)Total SFU Credit Hours	=	mmm	(=c+d)
g)Total Credit Hours	=	nnn	(=a+b+c+d)
CGPA	=		