

SIMON FRASER UNIVERSITY

S.81-126
(as at Oct. 1/81)

MEMORANDUM

To SENATE

From SENATE COMMITTEE ON ACADEMIC PLANNING/
SENATE COMMITTEE ON UNDERGRADUATE
STUDIES

Subject ENROLMENT LIMITATIONS - DEPARTMENT OF
BUSINESS ADMINISTRATION

Date OCTOBER 1, 1981

MOTION: That Senate approve and recommend approval to the Board of Governors, as set forth in S.81-126, the following changes to the present regulations on enrolment limitations for the Department of Business Administration:

Prior to the publication of the pre-registration booklet for each Fall semester the Department of Business Administration will establish the minimum CUM. G.P.A. level required for acceptance into its minor, major, honors or other programs or into the Department's Upper Division courses for the academic year - Fall, Spring, Summer. This criterion will be that CUM. G.P.A. between 2.25 and 2.60 which is predicted to result in a total of between 400 to 500 new students accepted annually into the Department's programs. (Students having a CUM. G.P.A. of 2.6 or higher will be accepted into the Department's programs regardless of total number of applications; students below 2.25 will not be accepted under any circumstances.)

* To remain in a program in Business Administration, a student will be expected to maintain at least the minimum level of CUM G.P.A. which was required for his/her initial acceptance into the program.

Students who wish to take courses in the Department but who are not in designated programs will be governed by the CUM. G.P.A. in effect at the time of their course registration.

BACKGROUND INFORMATION

1. The proposal to vary the regulations approved by Senate a year ago pertaining to enrolment limitations in Business Administration has been reviewed at SCAP and SCUS and is now recommended to Senate.
- * 2. The third paragraph of the above motion was discussed by both bodies but final wording was not then established. It is incomplete in its present form; a rewording will be provided at Senate.
3. There was concurrence at the Committees that the "Note ..." at the end of the motion on the original paper is not part of the present submission. It, with related matters, will receive early attention at SCAP and/or SCUS as appropriate.

4. It is intended that the proposed regulations apply to those entering upper division courses and programs in Business Administration for the Fall semester 82-3 and thereafter.

Decision is required at this time in order that students will have as much advance warning as possible of the possibility of change.

5. At the Committee meetings some members indicated preference for a fixed quota system, others supported the present recommendations with decision of those bodies as indicated in the motion above.

6. There was indication of some concern that the procedures could lead to grade inflation but there was conclusion that this could be reasonably controlled.

Some additional information on statistics will be available at the meeting of Senate.

SIMON FRASER UNIVERSITY

DRAFT

MEMORANDUM

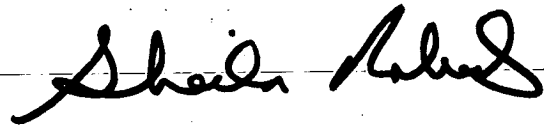
To..... Mr. H.M. Evans, Secretary
..... S.C.U.S.
Subject. Enrolment Limitations -
Business Administration

From..... Sheila Roberts, Administrative
..... Assistant to the Dean of Arts
Date..... 1981-09-08

CHANGES TO PRESENT REGULATIONS

The Faculty of Arts Curriculum Committee at its meeting of July 9, 1981 approved the proposed changes to the Enrolment Limitations in the Department of Business Administration. Would you please place the attached changes on the agenda of the next SCUS meeting.

Thank you.



S. Roberts

cc. C. Hoyt

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Registrar's Note: In the attachments there is a copy of the regulations as approved by Senate in 1980 under Paper S.80-117. It is intended that various clauses of those regulations will continue other than as varied by the present paper.

(There were modifications in wording for the present proposal approved by the Faculty of Arts Curriculum Committee in August/September.)

SIMON FRASER UNIVERSITY

MEMORANDUM

To..... Faculty of Arts Curriculum Committee

From.. Cal Hoyt, Chairman.....

..... Business Administration.....

Subject.. Business Administration Enrolment.....
Quota

Date.. August 21, 1981.....

In September 1980, Senate approved a motion granting authority to the Department of Business Administration to limit enrolment in all Upper Division courses in the Department to those students who have a Cumulative Grade Point Average of 2.25. The attached Senate document S80-117 gives the details of the motion passed at that time.

When this action was taken, it was recognized that the 2.25 minimum Grade Point might be insufficient to attain a relationship between teaching faculty and undergraduate students necessary to maintain the quality of the program. Since enrolment in Departmental courses, and number of students choosing to major in Business Administration has been growing at a rate of some 22-24% per year, it was felt at that time that that growth trend was due to level off.

However, subsequent experience has shown this not to be the case. In fact, the following intervening events have exacerbated the situation to the point where it is clear that the 2.25 criterion will not be sufficient:

1. Faculty Resources. The critical shortage of Business Administration faculty in Canada continues to worsen. This, coupled with the inflated level of housing prices in the Vancouver area, make the prospect of solving the problem through merely adding faculty quite unrealistic.
2. Student Enrolment. Enrolment pressures continue to mount. Enrolments during 81-2 were up 46% over 80-2. Undergraduate enrolments in Business have been running at about 17% of the University total; at the close of pre-registration for the Fall 81-3 term, Business enrolments have risen to over 20% of the University total even after the imposition of the 2.25 G.P.A. requirement. Also, UBC has recently raised their entry requirements to the Faculty of Commerce to admit only 350-375 per year. The impact of this diversion of students into our program is yet to be felt.
3. Alternatives. To arbitrarily limit class sizes at the upper levels, or to further tighten grading standards to a punitive level, is totally unfair to students.

Rather than attempt to constantly adjust, each time with Senate approval, the minimum Grade Point Average, and to minimize uncertainty to the preparing student, the Department is making the following request for a flexible G.P.A. through the mechanism of the attached Motion. Essentially, the Motion permits the Department to strive to achieve an undergraduate student population of 400-500 admissions per year - which will result in a total number of majors in the third and fourth year at any one time of approximately 1,250 students.

continued...

S.C.U.S.

August 21, 1981

Page two

This is to be achieved by varying the Grade Point requirement for third year entry from 2.25 to 2.6. That is, no student, whether a Business Administration major or otherwise, will be admitted to Upper Levels courses at any time unless the Cumulative Grade Point Average is 2.25 or higher. On the other hand, any student with a 2.6 C.G.P.A. or above will be admitted without respect to the quota being sought. While this poses some uncertainty on those students whose Grade Points are between the two boundaries, those students with a 2.6 or above will be assured of admission upon attaining 60 credit hours at the University.

The Motion is attached.

Attachments.

MOTION

Prior to the publication of the pre-registration booklet for each Fall semester the Department of Business Administration will establish the minimum CUM. G.P.A. level required for acceptance into its minor, major, honors or other programs or into the department's Upper Division courses for the academic year - Fall, Spring, Summer. This criterion will be that CUM. G.P.A. between 2.25 and 2.60 which is predicted to result in a total of between 400 to 500 new students accepted annually into the department's programs. (Students having a CUM. G.P.A. of 2.6 or higher will be accepted into the department's programs regardless of total numbers of applications; students below 2.25 will not be accepted under any circumstances.)

To remain in a program in Business Administration, a student will be expected to maintain at least the minimum level of CUM. G.P.A. which was required for his/her initial acceptance into the program.

Students who wish to take courses in the department but who are not in designated programs will be governed by the CUM. G.P.A. in effect at the time of their course registration.

NOTE: It is proposed that students in Extended Studies programs and Special Students will be given a lower registration priority than regular students, and will be held to the same entry requirements as regular students in the program.

MEMORANDUM

As amended and approved
by Senate at its meeting
of October 6, 1980.

To..... SENATE

From..... SENATE COMMITTEE ON UNDERGRADUATE
STUDIES (SENATE COMMITTEE ON ACADEMIC
PLANNING)

Subject..... REGULATIONS - RESTRICTIONS ON ENTRY TO
AND CONTINUATION IN MINOR, MAJOR AND
HONORS PROGRAMS AND TO UPPER DIVISION
COURSES IN BUSINESS ADMINISTRATION, OR
TO RELATED JOINT PROGRAMS OR COURSES

Date..... SEPTEMBER 19, 1980

Action undertaken by the Senate Committee on Undergraduate Studies at its meetings of August 5, September 9, September 16, and following discussions by the Senate Committee on Academic Planning at its meeting of September 10, 1980, gives rise to the following motion:

"That Senate approve and recommend approval to the Board of Governors, as set forth in S.80-117, regulations as follow:

SCUS 80-43B, as approved by
SCUS September 16, 1980

REGULATIONS - RESTRICTIONS ON ENTRY TO AND CONTINUATION IN MINOR, MAJOR AND HONORS PROGRAMS AND TO UPPER DIVISION COURSES IN BUSINESS ADMINISTRATION, OR TO RELATED JOINT PROGRAMS OR COURSES

(These regulations are in addition to the general University and Faculty of Arts regulations covering such matters as admission to the University, acceptance into and continuance in minor, major, honors programs, requirements for graduation. Except as described herein they do not apply to BUEC courses.)

1. A student desiring to take a minor, or a major, or an honors program in Business Administration, or a combined major or honors program in Business Administration and Economics, may continue to indicate on registration forms the intended program as under current regulations and practice.
2. For formal declaration and formal acceptance into any one of these programs involving Business Administration a student must be registering for a semester in which the 61st or higher credit hour is to be taken and normally will be expected to have completed or be registered in a semester completing the 57th credit hour. Other cases will be reviewed and determined by the Department.
3. To be formally accepted into a minor or major program the student will be required to have a cumulative grade point average of 2.25 or higher at the time of acceptance. The usual higher average for honors entry will continue to be applied.
4. To remain in a minor or major program the student will be required to maintain a cumulative grade point average of 2.25 or higher. The usual higher average required to continue in an honors program will continue to be applied. (Students undertaking a minor program in Business Administration by use of BUEC courses are required to fulfil this regulation of a cumulating grade point average of 2.25 or higher.)

5. Entry to and registration in any upper division Business Administration course requires

- (a) That the student be or have been formally accepted into one of these minor or major or honors programs involving Business Administration and be eligible to continue in the program, or
- (b) That the student have completed or be registered in a semester completing the 57th or higher credit hour and have a cumulative grade point average of 2.25 or higher. Other cases may be reviewed and determined by the Department.

For entry and registration in subsequent Business Administration upper division courses the student will be required to maintain a cumulative grade point average of 2.25 or higher.

6. If during a semester (for example during preregistration), Departmental assessment is made on the basis of student record then available and decision is to formally accept the student into one of these programs, or to permit the student to register for one or more upper division courses in Business Administration, that decision shall stand for the immediately approaching (or just commenced) semester. It will not be cancelled because of results known at the end of term, other than for failure to complete prerequisites, or action under general University regulations resulting in Required to Withdraw or Permanent Withdrawal status, or other general regulations. It will not automatically stand for later semesters; updated data would apply.

If the academic record at the time of review was too low for a student to be authorized for acceptance to a program or to take upper division courses but the end of term record for the semester just completed is adequate, the student then may seek adjustment through the Department and following general regulations either

- (a) proceed through In-Person registration if not already registered, or
- (b) proceed through adjustment through the Course-Change period, if already registered.

7. For students entering Simon Fraser University on the basis of work elsewhere the cumulative grade point average will be taken to be that determined under admissions regulations, normally on courses which can be considered for transfer. After transfer the cumulative grade point average is based on Simon Fraser University courses. Exceptional cases may be considered by the Department.

8. Where the average of a student accepted into a program drops below that required the earlier formal acceptance is no longer valid unless reviewed by the Department and waiver granted for continuance.

9. Prerequisites for any course may be waived for individual students by the School. In order for a course to be accepted as fulfilling a prerequisite a student must have a grade of C- or higher.

10. The effective date for commencement of these regulations will be to affect

registrations for and after the Fall semester 1981. They will apply generally to all students for then and thereafter granted or being granted formal acceptance into these programs or, if not in a Business Administration program, to students desiring to undertake one or more upper division courses in Business Administration (unless waiver is granted by the Department).

As it is not desired to impose hardship on students who already are well advanced in their Business Administration programs, the following provisions will apply to such students whose records would indicate as at September 1, 1981, that they would require not more than sixty credit hours to complete the degree:

- (a) A student who lacks thirty or fewer credit hours needed to complete degree requirements will have one year to complete without impact from these new regulations - (to August 1982).

~~(b) A student who lacks thirty one to sixty credit hours needed to complete degree requirements will have two years to complete without impact from these new regulations - (to August 1982).~~

- (b) The Department may consider further these or other exceptional cases to lessen hardship.

GENERAL INFORMATION

For some years enrolment in Business Administration undergraduate courses has reflected an annual increase of greater than 20%. The continual growth and pressure on these programs has led to some difficulties in adequately maintaining faculty strength and appropriate protection of program quality. The Vice-President, Academic in the Spring of 1980 requested D. Birch, as Chairman of SCUS, to establish and chair an ad hoc committee to recommend measures to relieve the enrolment in Business Administration specifically and to address the need for enrolment limitation more generally. The committee was established and held several meetings during the Summer. Members were D. R. Birch, Chairman; B. Schoner, Director of the School of Business Administration and Economics; A. G. Sherwood, Chemistry; S. N. Verdun-Jones, Criminology; H. M. Evans, Secretary. Some details will be found in the attached paper entitled SCUS 80-43.

The committee gave consideration to a number of approaches, as described in that paper, and following discussion it made recommendations to the Senate Committee on Undergraduate Studies for consideration at a meeting of that body on August 5. SCUS held general discussion and indicated there should be referral to the Department of Economics and the School of Business Administration and Economics generally. There was also referral for general comment purposes to the various Faculty curriculum committees.

The School of Business Administration and Economics responded with some proposed changes to the document prepared by the committee and there was full discussion of the various proposal by SCUS on September 9.

At the same time the document was transmitted for general comment and consideration by the Senate Committee on Academic Planning on September 10. At the SCUS meeting of September 9 there was intensive discussion and general approval of the proposals. The proposals had been approved by the School and also by the Faculty of Arts curriculum committee.

Some questions were raised at SCAP, particularly with relation to the grandfather clauses set forth in Item 10. The primary concern was whether or not the original proposals would have sufficient impact on enrolment limitations to achieve the desired and indeed necessary results. On further consideration SCUS made adjustments to the latter clauses in order to speed up and intensify the effects of the regulations.

Throughout the course of the discussions there had been clear attempts to try to find appropriate reconciliation of responsibility to students who are already in courses and programs whilst at the same time recognizing the difficulties and dangers that arise if growth were to remain unchecked. It has been the desire of the committee to have this material move forward to Senate as quickly as possible in the Fall term in order that any decisions made to change regulations can be announced as early as possible to give students opportunity to measure up to new regulations. The regulations currently proposed are designed to affect those registering for Business Administration programs and courses as at September 1981 and later.

The proposal submitted by the committee and approved by SCUS with some modifications utilizes a requirement of a cumulative grade point average of 2.25 for students to be automatically permitted to undertake upper division courses in Business Administration toward minors, majors, honors or for other purposes in Business Administration. The various committees have looked at the option of establishing a fixed quota such as is done for certain aspects of the PDP program versus the present proposals which utilize a cumulative average but allow for some flexibility in terms of what the final quota number would actually be. This latter system is deemed to be the more appropriate method for these particular courses and programs. Students, advisors and others can know whether or not an individual will be qualified and permitted to proceed. A fixed number quota system invariably means that there is a time delay whilst various individuals are ranked and selections made down to whatever the predetermined number of persons is to be.

In making its decision to utilize this method it was emphasized that if these regulations are approved they are not to be taken as a precedent by other departments as a means to change requirements for cumulative averages; if the topic of cumulative grade point average is to be addressed by any specific departments or programs in order to raise academic requirements then focus should be on that topic directly.

It was observed that the proposal technically does not change the average required by a student to qualify for graduation. If, for example, a student maintains his average and proceeds into the last semester but in that semester receives less than 2.25 but nevertheless qualifies with the appropriate cumulative average of at least 2.0 and

with the appropriate courses, then requirements for graduation would have been fulfilled. A student, however, may have difficulty in proceeding this far into the final semester because of insufficiently high grade point averages in earlier work.

The Department noted that although the anticipated increase in course enrolments for Fall 80-3 was expected to be in the 20% range, it actually had increased significantly to be in the general 30% range. The concerns of the School and Department had arisen over a number of semesters because of impact of heavy potential enrolments on quality of programs and courses, difficulty of obtaining well qualified faculty and instructional staff, and some question as to whether any one program in the University proportionate to others should be so heavily weighted.

The Dean of Arts indicated that it may be necessary to come forward with further proposals relative to this topic but that any such proposals, if required, would not be in opposition to approval of the present regulations which are required as a minimum. It was noted further that there are significant administration costs which will occur through application of the proposed regulations but a similar nature of costs would arise even if a fixed quota system were utilized. The present system is deemed more responsive to the overall needs of the University and the students.

SIMON FRASER UNIVERSITY

MEMORANDUM

To Senate

From Senate Committee on Academic

Planning

Subject

Date 11 September 1980

SUBJECT: Proposed Regulations - Restrictions on Entry to and Continuation in Minor, Major and Honours Programs in Business Administration, or to Related Joint Programs or Courses

At its meeting on 10 September 1980, the Senate Committee on Academic Planning reviewed the proposed recommendations. Because they have broad implications for the entire university, materials were presented to members of the Committee on Academic Planning for their information and comments.

Discussion of S.C.A.P. focussed on two major issues. The first was the extent to which the regulations as written would have the effect of limiting enrolments in upper division Business Administration courses by approximately one-third. It was noted that the grandfather clauses (providing that a student who has thirty or less credit hours required to complete degree requirements would have two years to complete without impact from the new regulations, and the student who has more than thirty and less than sixty hours required to complete the degree requirements would have four years to complete without impact from the regulations) would have the effect of substantially deferring impact of the new regulations until late 1983 or early 1984. The full impact of the basic regulation would, with the grandfather clauses as written, not come into play until the fall semester 1985. It was further noted that the basic problem is not one of space limitations. Rather, the fundamental problem is the inability of the Department of Business Administration to find and employ faculty in sufficient numbers to both fill the currently authorized positions as well as those that might be authorized should student numbers continue to increase. The inability of the Department to obtain the faculty resources required to staff for the current and anticipated enrolment means that both students and current faculty suffer from a diminishment in the quality of the present program.

The second major issue addressed the appropriateness of the regulations being proposed. A concern expressed is that the introduction of a 2.25 cumulative grade point average for students seeking admission to or continuation in upper division Business Administration courses could be perceived by other academic departments as an attempt to

raise academic standards. Such a perception could, in turn, lead other departments to pursue a similar course of action. It was made clear that the intent of the recommendations is to address a program quality issue rather than one of student academic standards. An option offered for consideration was that of establishing a quota system for admission to the program. While this approach has certain obvious advantages, the full-time/part-time mix of students, the absence of a structured curriculum, the trimester operation, and the uncertainties posed for students of not knowing the grade point average necessary for admission to the program, detract from its initial attractiveness.

The Senate Committee on Academic Planning urged that the proposed regulations be returned to the School of Business Administration and Economics for reconsideration of the issues described above. If substantial revision was forthcoming, S.C.A.P. recommended that the proposed regulations be re-considered by the Senate Committee on Undergraduate Studies.