


SIMON FRASER UNIVERSITY

OFFICE OF THE VICE-PRESIDENT, ACADEMIC

MEMORANDUM

To: Senate

From: D. Gagan, Chair 
Senate Committee on Academic Planning

Subject: Admission to Faculty
(Reference: SCUS 97-59)
(Reference: SCAP 98-6)

Date: February 11, 1998

Action undertaken by the Senate Committee on Enrolment Management and Planning, the Senate Committee on Undergraduate Studies and the Senate Committee on Academic Planning gives rise to the following motion:

Motion:

"that Senate approve, as set forth in S.98 - 27 , the principle of admitting students directly to Faculties for 98-3 and subsequent semesters."



Simon Fraser University

Dean of Student Services & Registrar
tel 291-4176; fax 291-5732; email heath@sfu.ca

Memorandum

To: Senate Committee on Academic Planning From: Ron Heath
Dean of Student Services & Registrar
Subject: Admission To Faculty Date: January 29, 1998

The Senate Committee on Undergraduate Studies has approved the principle of admission to Faculty, with implementation to begin in September, 1998. SCUS has also seen and approved the proposed procedures for admission and Faculty designation of newly-admitted students based on distinct admission requirements already approved by Senate. It is understood that some additional proposals may be advanced and if approved by SCUS, will be forwarded to Senate and the Board of Governors for approval prior to implementation. It is the intent of SCUS to closely monitor the process and to work in concert with the Registrar and the individual Faculties as the implementation plans proceed.

The proposal does not preclude students from the opportunity to shop around and investigate various academic disciplines and subjects before deciding on a specialization or program. No Faculty will be able (nor do any wish to do so) to assign all available spaces in specializations to new entries and consequently students will be able to apply to move into those specializations when they are qualified and wish to make that decision, just as they do now. Similarly, students will not be restricted from electing to transfer to another program (if qualified) should their aspirations change. However, for those students whose academic directions are determined, they are afforded the opportunity to be able to move directly to the specialization, forming closer ties and identification with the academic unit. Because other institutions do admit directly to Faculty/program, we routinely lose highly qualified students who might otherwise come here because they are assured of entry at another school whereas our message has been to 'wait and see'. From an academic preparation perspective, the establishment of specific admission requirements germane to the program's requirements will allow students to be better prepared for entry - and for faculties to select new students on the basis of appropriate academic preparation. For instance, for admission to the Faculty of Science, students must have English Math and 2 other sciences as compared to the general University requirement of English plus three other subjects. Finally, from an administrative perspective, having defined enrolment targets and quotas for programs and Faculties will assist in the planning of course spaces and the corresponding assignment of teaching resources.

**Memo from Nick Heath
Director of Admissions
Simon Fraser University**

To: Dr. J. Ogloff, Chair, Senate Committee on Undergraduate Studies

Date: 1997 11 27

Subject: Admission to Faculty

SCEMP has given approval in principle to admitting students directly to faculties for 98-3 and subsequent semesters. Approval by SCUS, SCAP and Senate is sought by February 1998. This paper gives SCUS additional details. The rationale for these changes will be found in the attachment to D. Gagan's memo to SCUS of 28 October 1997, titled "Admission of new undergraduate students into academic faculties at SFU."

The following consist of changes and additions to the Academic regulations described in the 1997-98 Calendar under 'General Information' (p.p. 21 -23).

Technical note

A student's record includes *faculty* (SCI), *credential* (BSC), *program type* (HON) and *program subject* (BISC). These pairs of data are referred to in the Calendar as 'Department' and 'Specialization' respectively. Each pair of data may have a status - *introduced*, *withdrawn* or *approved*. Each status has a semester time stamp. This time stamp has been used widely for the *program type/subject* but is not much used for the *faculty/credential*. A program that shows as *introduced* but is not *approved* or *withdrawn* is commonly referred to as the student's *intended* program.

The following example follows the format of the Unofficial Student Record for an approved History Major who originally intended to take Philosophy: (note that the faculty/credential is usually left as INTRO even after a program has been approved within that faculty/credential.)

CREDENTIALS/PROGRAMS	CLASS	INTRO	WDN	APRV	GRADUATION STATUS
ARTS BA		96-1			
MAJ HIST		97-2		97-2	
MAJ PHIL		96-1	97-2		

Current process

At present, virtually all applicants are asked to indicate their intended faculty and program and are also asked to give their alternate choice of faculty in case they are not admitted to the faculty of their first choice. Most new students are admitted to the University in general, without approval of their faculty/credential or of their program type/subject. Exceptions are all Faculty of Science and some Engineering Science, Kinesiology, Computing Science, Criminology and PDP new students. Approval of the program type/subject may occur at any time but must occur by the student's 60th semester hour. Formal approval of the faculty/credential is generally not done until graduation. New students with degrees who are admitted to pursue a PBD or a further u/g degree are given a Program Approval Form and are urged to seek advice and approval of their intended program before they register.

Many students have multiple programs, such as a major/minor combination or a joint major. Formal approval of the student's faculty is not normally given, hence these students may be unofficially in two or more faculties. In an extreme case, a student could be in all five faculties at the same time!

Changes starting Fall 1998

New students shall be offered admission with an approved credential and faculty. The faculty/credential shall contain a program or programs which is open to that student and which allow the student to complete that credential provided that s/he maintains academic standing and follows the prescribed program. In some cases the student's intended program will be approved at the time of admission, but in most cases approval into the program will be determined later.*

**Exceptions will include PBD, further u/g degree, Irregular, Visiting, Exchange and Special students.*

A new student who is not approved into the credential and faculty of first choice shall be offered admission to the credential and faculty of second choice and, if that too is unavailable, to the most appropriate other credential and faculty.

If the student's intended faculty/credential is not approved, the unapproved faculty/credential shall be retained for advising purposes as an intended goal. Faculties may choose to create specific quasi-programs for intended majors in other faculties if this would assist with advising (e.g. the Faculty of Arts might choose to create a pre-BUS stream).

Only one faculty/credential combination may be approved for a student. A student in a program which includes components from different faculties shall be approved by the faculty offering the highest credential sought. If these are equal, the student shall be permitted to choose her/his prime faculty.

Implications

Students normally enter in levels 1 - 5. Entries beyond level 1 carry transfer credit.

APSC All programs limited entry.
All programs separate admission requirements (expected by 99-3)
'Approved' only Program admission.
Admissions approves Faculty/credential and program type/subject only on recommendation of schools.

Requires enhancements to existing process between Admissions and schools to ensure that all new students are considered for direct program entry, every semester. This process is currently limited to new students entering from secondary school to Fall semester. Selected candidates will be offered direct program entry.

ARTS Most programs unlimited entry.
Admissions approves faculty/credential.
Department approves program type/subject, normally after admission.

Little change except that many new students will have intended programs outside the Faculty, such as APSC BA MAJ CMNS or BUS BBA MAJ BUS. Special quasi -programs may be set up to assist in the identification of these students, but are not required.

BUS Separate admission requirements and limited entry to Faculty (expected by 98-3).
Admissions approves Faculty/credential and program type/subject only on recommendation of FBA.

Requires establishment of process between Admissions and FBA to ensure that all new students are considered for direct program entry, every semester. Selected candidates will be offered direct program entry.

Many intended BUS majors will be offered admission to an alternate faculty

EDUC Entry requires admission to PDP - separate admission requirements and limited entry
 Admissions will normally admit and approve candidates to an alternate
 faculty/credential.

*All Level 1 and most other intended EDUC students will be offered admission to an alternate
 faculty.*

SCI Separate admission requirements and limited entry to Faculty
 All programs unlimited entry.
 Admissions approves to faculty/credential.
 Department approves program type/subject, normally after admission.

No changes.

Advising

Advising shall be the responsibility of the student's approved faculty except:

- A student in ARTS who is seeking entry to a program in ARTS may seek advice from ARO.
- A student in ARTS or SCI who is seeking entry to a program in APSC may seek advice from the
 appropriate APSC school or from ARO.
- A student in ARTS or SCI who is seeking entry to a program in BUS may seek advice from the
 Faculty of Business Administration.
- A student in ARTS or SCI who is seeking entry to a program in EDUC may seek advice from
 the Faculty of Education or from ARO.

Any faculty may choose to track and offer academic advice to a student in another faculty who is
 intending to gain approval into its program.

If the student has a composite program (e.g. Major/Minor) the student's adviser may refer the
 student to another adviser (inside the faculty or in another faculty) for additional advice relating
 to a sub-set of the student's overall program.

Examples

A) Applicant from BC secondary school seeks BUS BBA. She selects SCI as her alternate faculty.

- | | |
|--|-------------------|
| 1) Meets admission criteria for direct entry to BUS? | No |
| 2) What is alternate faculty? | SCI |
| 3) Meets SCI entry requirements? | No |
| 4) Meets SFU general admission requirements? | Yes |
| 5) What is most appropriate other faculty /credential? | ARTS BA |
| 6) Offer admission with approved faculty/credential | = ARTS BA |
| and intended faculty/credential & program type/subject | = BUS BBA MAJ BUS |

Data displayed on Unofficial Student Record as:

CREDENTIALS/PROGRAMS	CLASS	INTRO	WDN	APRV	GRADUATION STATUS
ARTS BA		98-3		98-3	
BUS BBA		98-3			
MAJ BUS		98-3			

B) Applicant transferring from a university with 60 transfer credits, seeking EDUC BED MIN LRND. He selects APSC as his alternate faculty.

- 1) Meets admission criteria for direct entry to EDUC/PDP? No
- 2) What is alternate faculty? APSC
- 3) What is most appropriate school? CMNS
- 4) Meets CMNS entry requirements? No
- 5) Meets SFU general admission requirements? Yes
- 6) What is most appropriate other faculty / credential? ARTS BA
- 7) Offer admission with approved faculty/credential = ARTS BA
and intended faculty/credential & program type/subject = EDUC BED MIN LRND

Data displayed on Unofficial Student Record as:

CREDENTIALS/PROGRAMS	CLASS	INTRO	WDN	APRV	GRADUATION STATUS
ARTS BA		98-3		98-3	
EDUC BED		98-3			
MIN LRND		98-3			

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SIMON FRASER UNIVERSITY
Office of the Registrar
MEMORANDUM

To: Dr. James Ogloff, Chair, Senate Committee on Undergraduate Studies
From: David P. Gagan, Chair, Senate Committee on Enrollment Management and Planning
Subject: Admission by Faculty
Date: 28 October, 1997

At its meeting on 22 October, 1997, the Senate Committee on Enrollment Management and Planning discussed the concept of Admission by Faculty - see R. Heath's paper Admission of New Undergraduate Students into Academic Faculties at SFU (attached). Below are the draft minutes from SCEMP:

5. Admission to Faculty at SFU

R. Heath introduced the paper on Admission to Faculty indicating the intent was to ensure that all new admissions to SFU starting in Fall 1998 would be admitted to a specific Faculty, and that "intendeds" would be channelled into Faculties in Fall 1999. Current admission requirements would be implemented, and Faculties would not be able to recommend more stringent admissions requirements until Fall 1999.

It was acknowledged that controlling admission controlled only part of the total workload issue faced by Faculties. W. Wattamaniuk would probably be in the best position to estimate/predict total fte workload in relation to admissions.

It was moved by J. Osborne, seconded by J. Waterhouse:

"That SCEMP accept the proposal on Admission to Faculty in principle, and refer it to SCUS for detailed consideration."

Carried. Referred to SCUS

With this memo, I am asking you to initiate a detailed consideration of this proposal by SCUS, with a view to having a recommendation back to SCAP on this matter by the end of the year, so that this matter could be addressed by SCAP in January 1998 and by Senate in February. If everything is positive, the intention is that this would be implemented for new admissions to SFU in Fall 1998 and it would be preferable if it was possible for this change to be reflected in the University's 1998/99 Calendar.

Enclosure:

cc: ✓ R. Heath
W. Wattamaniuk
N. Heath

David P. Gagan

ADMISSION OF NEW UNDERGRADUATE STUDENTS INTO ACADEMIC FACULTIES AT SFU

PROPOSAL

Commencing in Fall, 1998, each new undergraduate entering SFU will be admitted into one of the five Faculties at SFU. Each student will be registered in one Faculty only, and transfer into another Faculty will be subject to an approval process. Limits will be placed on the number of majors and minors students may declare.

BACKGROUND

New undergraduates who register at SFU are normally admitted under general admission provisions and indicate that they intend to pursue study in the Faculty of Applied Sciences, Arts, Business Administration or Education. Separate admission criteria allow a target number of students to be admitted into the Faculty of Science. General admission does not guarantee admission into any program.

In a few cases a limited number of students are admitted directly into programs from secondary schools; these are Computing Science, Engineering Science, and Kinesiology. Similarly, some students transferring from one of the provincial colleges or another university may be admitted directly to a specific major or program without first completing some courses at SFU. Newly admitted students who wish to take a post-baccalaureate diploma (PBD) or a further undergraduate degree must obtain program approval from the Faculty or Department offering the program prior to registering in courses.

The current system of admission has a number of problems. First, it allows many students to form unreasonable expectations of degree program goals because of the limited number of places available in some programs. Students may now select and enter an intended Faculty and major program without prior approval or consultation. Thus there are many more students who are "registered" in the Faculty of Business Administration and who "intend" to major in Business with a BBA as a goal than will be approved because of the highly selective nature of the program. Perhaps as many as half of these students will have the required CGPA in their first year and be allowed to enter the program; the remaining spaces in the program are filled from applicants who have completed about two years of study. The other students who were "intended Business" will either complete majors in other Faculties or leave the University. Because of the highly competitive nature of entry into the Business program, students may severely limit the variety of electives they take as they attempt to maximize their CGPA and grades in specific required courses. A similar problem exists in the Faculty of Education where students are registered as 'intended' within the Faculty with the objective of becoming teachers but may never be accepted for entry into PDP and hence will not qualify for the B. Ed. degree.

Secondly, from an enrollment management and planning point of view, the suspect nature of the statistics of 'student faculty' and 'intended program' of student provide small comfort in being able to predict flows of students into programs and the subsequent orderly planning of course places and the marshaling of instructional resources. The Faculty of Arts has seen firsthand the problem created by students

who have been turned away from Business and who then attempt to enter Economics, or failing that, some other Major within Arts.

SPECIFIC PROPOSALS BY FACULTY

1. Science

The admission processes into the Faculty of Science will remain unchanged. New students will enter directly from secondary schools or from college transfer programs. Specific subject admission requirements apply and admission is limited to the established target. Students who enter Science will be expected to major in one of the Science disciplines although some may choose to transfer into an Applied Science Program such as Computing Science or Kinesiology. While in Science, these students will be registered as intended students in their preferred program/major. Over time, the target will be adjusted to accommodate the proportion of students who transfer into other Faculties.

2. Business Administration

The Faculty of Business will begin to admit a limited number of students directly from Secondary School into the BBA Major program in the Fall Semester of 1998. A limited number of college and university transfer students who have all the required first year business courses will also be admitted into the program. The students will be allowed to continue in the BBA program provided they continue to meet a set of minimum continuance requirements. The remainder of the students who enter Business will be students transferring from the Faculty of Arts (and perhaps from Science or other programs) who have completed their business requirements and qualify under the limited entry quota requirements. While these students are in the Faculty of Arts they will be classified as 'intended' Business students.

3. Applied Science

Only those students who have been accepted into the Engineering Science Program or who have been formally approved as Majors in Communication, Kinesiology, or Computing Science will be admitted into the Faculty of Applied Sciences. Engineering Science will continue to accept students largely from secondary school. Communication, Kinesiology, or Computing Science will accept as approved Majors a limited number of direct entry students from secondary schools and from college transfer programs. However, the remainder of their students will be approved to Major by transfer from either the Faculty of Arts or the Faculty of Science. While these students are registered in the Faculty of Arts or the Faculty of Science, they will be classified as 'intended' in their major of choice.

4. Education

Since the Professional Development Program (one year teacher training program) is an integral part of the B. Ed. degree requirements, only students who have been accepted into PDP or the Education PBD will be admitted into the Faculty of Education. All other students whose goal is to complete a B.Ed. will be registered in

another Faculty but their intention to enter the Faculty of Education will be recorded.

5. Arts

Arts will begin to admit new students to Faculty in 1998. A set of intake targets will be developed with admission criteria largely similar to those in existence for 1997. Students whose goal is to major in Communications, Computing Science or Business and who do not gain direct entry, and those who want to enter the teaching profession will be considered as Faculty of Arts students until such time as they are approved and transfer into their respective majors in another Faculty. However, while they are registered in the Faculty of Arts, they will be appropriately identified as 'intended in Major xx' for advising purposes.

The Faculty of Arts may wish to consider the approval to major/program of those students with high standing at admission. For instance, a student with excellent grades in secondary school who enters with a major scholarship might be considered for approval to their major or program choice.

Initially, the transfer of students who are in good standing from other Faculties into the Faculty of Arts will not be limited provided the student satisfies the requirements for approval into an Arts major. Students who do not meet the academic standards for continuance in a program in another Faculty may be subject to a quota.

OTHER CONSIDERATIONS

1. Timing for implementation of admission to faculty should be a two stage process with direct entry in fall, 1998 followed by a second stage in 1999 that addresses the identification of continuing students with Faculties. By the Fall of 1999, it is anticipated that many students will have already been accepted to a major in a Faculty and this should minimize the number of students who will require a change in Faculty affiliation. In general, those students who do not yet have an approved Major/Program by the Fall of 1999 will be considered to be in the Faculty of Arts.

The University already has a set of definitions and expectations as to when students should have been 'approved' into a major and these will be used as guiding principles in assisting these students to be assigned appropriately without limiting the options that they may choose to exercise in the current system.

2. Student who have been 'required to withdraw' may apply for re-admission to the program/Faculty of their choice. These students will be considered in competition with other applicants within the target numbers for that program/Faculty.

3. Admission to Faculty policies should strive for simplicity. An objective will be to keep administrative burden small.

4. Each Faculty/program will plan for intake targets for the Fall Semester of 1998. The Office of Admissions will work closely with each Faculty/Program to achieve the identified targets.

5. If the specific subjects required for admission to a Faculty/Program are to be revised and especially when they are to become more restrictive or selective, these new requirements must be approved by the Spring of 1998 and widely communicated immediately. In no case will new additional specific subject requirements not already approved be introduced earlier than for the Fall 1999 admissions cycle.

6. The Registrar's office will review the calendar and recommend changes to policies that may be necessary to implement admission to faculty. Any changes to policy would be first discussed in the Faculties and then forwarded to SCUS and Senate for approval.

7. Each year Faculties will review the numbers of students that gain entry to their programs/Faculty under each category (direct, external transfer, internal transfer) to ensure that the 'mix' reflects demand and performance.

8. The advising of students who are 'approved' into Faculties, Programs or Majors will be the responsibility of the Faculty concerned. Students who are 'intended' will be advised by the Academic Resource Office unless a Faculty/Program wishes to assume that responsibility for students who are 'intended' for a program in that Faculty. The Academic Resource Office will continue to advise students on general issues at the request of the student.