

SIMON FRASER UNIVERSITY

Office of the Vice-President, Academic

MEMORANDUM

To: Senate
From: J. M. Munro
Chair, Senate Committee
on Academic Planning
Subject: Irregular Admissions
(SCAP 93 - 16)
Date: April 14, 1993

Action undertaken by the Senate Committee on Academic Planning and the Senate Undergraduate Admissions Board gives rise to the following motion:

Motion: "that Senate approve and recommend approval to the Board of Governors, as set forth in S.93 - 33, the proposal for a modification in University admission policy which allows for irregular admission, as outlined in the attached documents, SUAB 240 and SUAB 240-A."

J. M. Munro

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Senate Committee on Academic Planning (SCAP)

From: Nick Heath, Secretary
Senate Undergraduate Admissions Board

Date: 1993 03 30

Subject: Irregular Admissions

As a result of action taken at the 26 March 1993 meeting, the Senate Undergraduate Admissions Board unanimously approved the following motion:

Moved

"that SCAP give consideration and approval to the proposal for a modification in University admission policy which allows for irregular admission, as outlined in the attached documents, SUAB 240 and SUAB 240-A, and to forward it to Senate for further consideration."

It should be noted that approval by SUAB was contingent on acceptance by SCAP and Senate of the three principles outlined on the first page of SUAB 240A.

/sp



/

SIMON FRASER UNIVERSITY
Office of the Registrar
Memorandum

From: Nick Heath, Director of Admissions & Liaison

To: see below

Date: 1993 03 02

Subject: Irregular Admission - feasibility/implementation

SUAB approved in principle the irregular admission proposal (SUAB 240) at its meeting of 22 October 1992.

There was further discussion at the SUAB meeting of 9 February, and a meeting was held on 26 February to discuss it. R. Case, C. Hamm, P. Holborn, K. Kirkland and N. Heath attended. Consensus was reached to amend the proposal and to clarify certain aspects.

Enrolment Planning

As identified earlier, the chief problem is how to count these students for enrolment planning purposes.

It was decided that this matter would be best resolved through discussion between the Dean of Education and the senior administration.

The following principles are assumed for the remainder of this document:

- a) irregular admissions will not displace regular admissions
- b) following from a), irregular admissions will be reported separately in new student counts
- c) following from a), course registrations by irregular admissions will be reported separately in headcount and FTE statistics.

The separation of irregular admissions from all other admissions is justified by:

- external funding in place for many courses in which they will register;
- absence of a long-term commitment to provide courses or other services to irregular admissions.

The challenge is to increase flexibility and responsiveness to needs and to facilitate entrepreneurial activity by faculties, without creating demands and expectations which cannot be met.

Terms for Irregular Admission

These comments will refer to the numbering in Dr. Hamm's proposal of 6 October 1992.

1. *Calendar minima to apply:*
No change.

2. Register only with permission of Faculty

This should be amended as follows;

Irregular admissions shall be blocked from the registration system and the block may be removed by the faculty official who is responsible for u/g programs. They may then register only in courses offered by that faculty, unless specific permission is granted by another faculty or department for course registration outside the home faculty.

3. May not be in any program, zero RPN

A change in records policy is required to permit a student to have no program of study, or a 'dummy' program must be devised. In accord with this principle, no credential may be granted to an irregular admission. It is also necessary that an irregular admission not accumulate RPN points, and this will also require a policy and system change.

4. Application deadline waived

A new procedure must distinguish between normal and irregular admission, in order to work to different deadlines. All irregular admission applications must be received firstly by the faculty, which will then forward the applications to the Registrar's Office, with clear identification of irregular status.

5. Admit on unofficial documents

No change

6. TOEFL waived for courses taught in French

No change

7. Limit of 12 cr per year, 16 total

This should be amended as follows;

Irregular admissions will be eligible to register only in the semester to which admission is granted. Irregular admissions will not be eligible for re-admission, but may request renewal of eligibility for up to three further semesters (i.e. 4 semester limit). They may register in no more than 8 semester hours of credit in any semester. Renewal will not be permitted if an irregular admission student has attempted 16 semester hours or more of credit at any time. Admission as a regular student may be requested by any irregular admission, subject to meeting the usual criteria, including the higher cut-off gpas necessary to limit enrolment.

Further Terms

8. Standing and Continuance

Irregular admissions shall be subject to the usual provisions.

9. Fees

The normal application, document, admission confirmation, registration deposit and tuition fee shall apply.

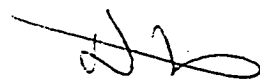
Implementation

It is not known if faculties other than Education will wish to make use of irregular admission. If approval is received from Senate and its committees, implementation for the Fall Semester 1993 is desirable and can be achieved, subject to timely completion of computer system changes.

Refer proposal back to SUAB

It is proposed that the amended proposal be re-considered by SUAB. A meeting has been tentatively scheduled in the week 22 - 26 March. Please let me know if you have comments on this before the meeting papers are prepared.

Distribution: Roland Case
Cornel Hamm
Pat Holborn
Karen Kirkland
Judith Osborne
Ron Heath
Harvey Nagel
Flemming Larsen



nh Mar 93

SIMON FRASER UNIVERSITY
DEAN OF EDUCATION
MEMORANDUM

To: Nick Heath, Director

From: Robin Barrow

Subject: Irregular Admission Policy

Date: 1992-10-09

Thank you for your memorandum of 21st August 1992 in which you comment upon our proposal for an Irregular Admissions policy and for your invitation to submit a revised proposal to SUAB. The attached is our revised proposal, representing consideration of your helpful comments and approval by our Undergraduate Programs Committee and the Executive Committee of our Faculty. Please consider at the next SUAB meeting.

RB:nr
Enclosure



SIMON FRASER UNIVERSITY

Faculty of Education

Undergraduate Programs

Memorandum

TO: Nick Health, Director
Admissions and Liaison

FROM: Cornel Hamm, Director
Undergraduate Programs

RE: IRREGULAR ADMISSION POLICY

DATE: 6 October 1992

The following is a proposal for a modification in University admission policy which allows for irregular admission.

The need for such special consideration in the Faculty of Education arises out of the following observations:

1. Some of our course offerings are arranged in conjunction with School Districts who have a special interest in having selected teachers take our courses on site for purposes of addressing their concerns with implementing current educational initiatives. Some of these teachers (potential students) do not qualify for admission under the operative g.p.a. requirements limiting admission within the semester quotas but do nevertheless qualify within the minimum calendar requirements.
2. The Faculty of Education (Professional Development Program) offers tuition fee certificates to School Associates (supervisors of our P.D.P. students in the school) should they wish to take credit courses. Some of these teachers also may not qualify under the present quota-driven operative g.p.a. system, though qualifying at the calendar minimum. In order for the Faculty to be able to honour the certificates, these students need to be given access to the University by special admission.
3. In most instances the courses and programs taken by these "special admission" students are offered off-campus and therefore do not represent a strain on the physical resources of the University.
4. Most of the courses and programs concerned are specially funded, i.e. outside base budget.
5. A number of the courses and programs concerned are offered collaboratively with School Districts in response to urgent needs in the field and hence are not scheduled early enough to meet University calendar admission deadlines. Regular admission policies, in other words, are not flexible enough for some of our purposes.

6. The terms of "irregular admission" to follow generally provide opportunity for specially arranged and funded professional programs to proceed and to enable students to participate in them without jeopardizing opportunity for students with regular admission.

Other faculties may have additional reason to support such a policy.

Terms for "Irregular Admission"

1. That regular academic acceptability for admission (i.e. calendar minimum g.p.a.) be observed. (This should not exclude the "mature student" admission formula.)
2. That students granted "irregular admission" may register for a course or program only with the permission of the Faculty.
3. That students granted "irregular admission" may not be enrolled in a degree or certificate program and should be assigned a "0" Registration Priority Number, not guaranteeing them the ability to register for any course offered.
4. That the regular deadline for admission for students entering late scheduled courses be waived and normally set for one month prior to course commencement. (Faculty shall regularly inform the Admissions office of late scheduled courses and suggest an appropriate admission deadline, which shall be agreed upon by the Admissions office.)
5. That irregular admission be granted in the first instance on the basis of "unofficial" (e.g., xeroxed) documentation, provided that official documentation be forthcoming at a stated date to be determined by the Admissions office. Such admissions shall highlight a "subject to..." clause in the letter of admission, final admission pending adequate documentation and other admission requirements.
6. That in the special case of French program students taking courses in which French is the language of instruction, the English proficiency requirements (TOEFL) be waived temporarily, provided that the requirement is met before registering in courses in which English is the language of instruction.
7. That students granted irregular admission not be allowed to take more than 12 semester hours credit in any one year and not more than 16 semester hours in total. If further credit is wanted then further admission shall be on the regular basis.

Proposal for Irregular Admissions in Education

Proposal

The Faculty of Education is seeking the flexibility of an irregular admissions policy and procedures that would apply to off-campus inservice courses. The aim of such a policy would be to admit inservice teachers to the university to take designated courses within the Faculty of Education only. We intend that it would limit these individuals to certain courses up to a credit limit such that they would not put undue pressures on campus resources or interfere with the overall quota system. It is understood that these students would be subject to minimum calendar GPA requirements.

Background

Increasing numbers of experienced teachers throughout British Columbia are seeking educational opportunities that help them understand and implement changes in public school policies and programs. Retraining of these teachers is a high priority for both school districts and the Ministry of Education. Many of the teachers seeking these opportunities are not current or past SFU students.

For example, in 92-3 and 93-1:

	New	Re-Admit	Re-Reg.	Current
Education 384	21	2	10	27
Education 385	1	2	0	5
Education 386	40	4	16	27

The Faculty of Education has developed several models for off-campus inservice course delivery that allow teachers to investigate new programs in cohort groups with instructional and supervisory support from school district personnel. These courses provide the advantages of greater relevance to the local context and ongoing interaction among teachers who work together.

Benefits of off-campus inservice courses for the university

Some advantages of these kinds of courses for the university are:

- a. School districts contribute both personnel and financial resources, thus extending the Faculty's capacity to serve its inservice clientele;
- b. Courses are offered in school district facilities, relieving some of the stress on campus resources;
- c. Ministry of Education funds for teacher inservice are funnelled through school districts to the university for these course offerings;
- d. The Ministry of Education is presently considering a large-scale pilot project that could bring additional resources to the university for these types of courses.