

S.86-13

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Senate

From: Senate Committee on
Undergraduate Studies
Senate Committee on
Academic Planning

Subject: School of Criminology -
Enrolment Management Plan

Date: December 12, 1985

Action undertaken by the Senate Committee on Undergraduate Studies at its meeting of December 10, 1985, and by the Senate Committee on Academic Planning at its meeting of December 11, 1985, gives rise to the following motion:

MOTION:

"That Senate approve and recommend approval to the Board of Governors, as set forth in S.86-13, the proposed enrolment management plan in the School of Criminology."

SIMON FRASER UNIVERSITY

Faculty of Arts

MEMORANDUM

To: Ron Heath, Secretary
SCUS

FROM: Sheila Roberts, Secretary
Faculty of Arts Curriculum
Committee

SUBJECT: CRIMINOLOGY ENROLMENT DATE: 3 December 1985
MANAGEMENT PLAN

The Faculty of Arts Curriculum Committee at its meeting of November 28, 1985 unanimously approved the "Proposal to Limit and Manage Undergraduate Enrolments in the School of Criminology." Would you please place this on the agenda of the next meeting of SCAP. We are aware that sections III and IV of the plan may not be necessary now that the Registration Priority System has passed Senate, and you should remove these if you see them as unnecessary at this time.

Thank you.

Sheila Roberts/srp

SR:srp

cc: C. Griffiths
D. Palliser.

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Senate Committee on
Undergraduate Studies

From: W. R. Heath, Secretary
SCUS

Subject: Criminology Enrolment
Management Plan

Date: December 4, 1985

At its meeting of December 2 Senate approved the Registration Priority System which is noted in the attached report as being satisfactory to the School of Criminology and consequently I would recommend that that portion of the report not proceed to Senate but that the report to Senate would conclude on page 4 at the end of item 2 "Continuation in the Major". The material is forwarded to SCUS for their information.

A handwritten signature in black ink, appearing to read "W. R. Heath", is written in a cursive style on the right side of the page.

PROPOSAL TO LIMIT AND MANAGE UNDERGRADUATE ENROLMENTS IN THE SCHOOL OF CRIMINOLOGY

This document outlines a plan for addressing the severe difficulties confronting the School of Criminology due to increasing enrolment pressures and declining departmental resources. If approved, the plan will operate to alleviate enrolment pressures while at the same time maintaining and enhancing the quality of the undergraduate program and ensuring that those students who perform at an acceptable academic level will continue to have access to courses in a fair and equitable manner.

More specifically, the following are proposed for the selection of students for the Fall 1986 semester:

1. the establishment of a yearly quota of students to be admitted to the major and minor in Criminology, the exact number to be determined by the School of Criminology according to resource availability.
2. consideration of applications for admission to the School of Criminology twice a year.
3. announcement in advance of each competition the minimum cumulative grade point average below which students will not be considered for admission.
4. establishment of a minimum cumulative grade point average for students to continue in Upper Division Criminology courses.
5. implementation of a new system for registration priority for limited enrollment Upper Division criminology seminar courses.
6. adoption of a new policy relating to course drops at the Upper Division level.

The School of Criminology will continue to admit students to the Lower Division level under existing University regulations.

RATIONALE FOR THE PROPOSAL

The Report of President's Committee on Enrolment Limitation, (1982), as ratified and amended by Senate, established the following principles:

1. That enrolment limitations for individual departments be considered when one of the following conditions prevails:

- a. enrolment growth exceeds the department ability to respond because of physical space constraints, the inability of the University to allocate more operating resources to the department, or the inability of the department to attract sufficient qualified faculty.
- b. undergraduate enrolment in the department constitutes an excessive proportion of the University's total undergraduate enrolment.
- c. it is determined that the best interest of the department and the University in maintaining academic quality require that enrolment be limited.

All three conditions currently exist in the School of Criminology.

In addition, the Committee also set forth the general principle to be followed in constructing any enrolment limitation scheme: that any policies for limiting enrolment be based primarily on academic achievement and potential.

Since its inception in 1974, the School (formerly Department) of Criminology has experienced exponential growth and the program now has over 600 declared and intended majors at the undergraduate level. In addition to serving students who enter their first year at Simon Fraser University, the School receives students from criminal justice programs in 10 colleges across British Columbia and Alberta.

For several years, the School of Criminology has been the fourth largest program at Simon Fraser University in terms of total undergraduate enrolment, and in Fall, 1985, a further 18% increase in undergraduate enrolments was recorded. While faculty and departmental resources kept pace with increasing student enrolments during the late 1970's and early 1980's, it is apparent that current admission and registration priority arrangements are no longer adequate to meet the demands being placed upon the School of Criminology by students entering the program and those currently enrolled in it. Over the past three years, Criminology has suffered a net loss of 2 tenure-track positions and is suffering from a shortage of space and office personnel. Further, it is likely that the amount of monies allotted to Criminology for Teaching Assistantships will decline in the near future, further straining departmental resources. Course waiting lists with 50 or more names on them, students queuing up for as long as 15 hours to put their name on a waiting list, third and fourth year students with 3.8 cumulative grade point averages unable to gain access to limited enrollment seminar courses - all of these difficulties require redress in the immediate future.

The rapid increase in undergraduate enrolments in Criminology and the challenges presented by this growth were noted in The President's Task Force on Enrolment Limitations. The authors of the report noted that such increases would place severe demands for the hiring of new faculty, the addition of library resources, and for additional departmental resources. The authors of the report further noted that an inability to attract or hire new faculty, the use of a large number of sessional lecturers, and overcrowding in courses "...can, over time, result in a lowering of equality of programs." In discussing the possible courses of action to address these contingencies, the authors (1982:14) concluded:

From the Committee's perspective, it is both rapid growth and the proportion of the University's total enrolment identified with particular departments which should serve to flag the possible need to consider enrolment limitations in that particular program.

THE PROPOSED PLAN

The following plan proposes not only to limit enrolment through the imposition of a quota system and also outlines a mechanism through which the School of Criminology will manage enrolments at the Upper Division level to insure that access to limited enrollment courses is provided in a fair and predictable fashion on the basis of academic performance.

I. Entry to the Criminology Major and Minor

Entry into the major or minor in The School of Criminology will be on the basis of a formal application made to the School during the Fall or Spring semester. The School of Criminology will establish a yearly quota - the number of students to be admitted into the major. This quota will be established on the basis of projected available course space and departmental resources, and subject to the approval of the Dean of Arts. The subcommittee of the Undergraduate Curriculum Committee will receive and review all applications for entry into the major or minor. In its screening decisions, the Committee will consider all relevant materials, including cumulative grade point, practical experience, letters of recommendation and any other material the student wishes to submit in support of the application.

Students transferring to Simon Fraser University from a two year college that has articulated the first 60 credit hours of study in Criminology with the School of Criminology will be considered on the basis of their college cumulative grade point average (re-calculated on the basis of grades received in courses transferable to the university) as well as other relevant materials.

II. Continuation in the Major

To continue as majors/minors in Criminology, students must maintain a cumulative grade point average of 2.25. Those students whose cumulative grade point average falls below a 2.25 will not be allowed to register in any Upper Division Criminology courses, including those offered through the DISC program. When their cumulative grade point average is restored to a 2.25, students will be re-admitted to the program after review and approval by the Undergraduate Curriculum Committee.

III. Priority for Registration in Upper Division Limited Enrollment Seminar Courses

Under the proposed enrolment management plan, registration priority for limited enrollment Upper Division seminar courses in the School of Criminology will be established on the basis of cumulative grade point average rather than on the basis of the total number of semester hours completed. After extensive deliberations and considerations of the alternatives, it is the consensus of the faculty of the School of Criminology that registration priority premised on academic achievement is preferable. The plan will ensure that those students with high grade point averages are given priority for registration.

The current system of registration premised on total number of semester hours results in a considerable amount of unpredictability among students as well as creating morale problems on the part of both students and faculty when good students are unable to gain access to desirable seminar courses. The plan is particularly relevant for the School of Criminology, which offers at least 10 limited enrolment (25 student maximum) seminars each semester, courses which should attract the best and brightest students. The proposed enrolment management plan will function to aim for highest caliber of student available, while at the same time lending predictability and certainty to the registration process for these courses. If the proposed university-wide Registration Priority System is enacted by Senate in the near future, then the School of Criminology would be prepared to apply the university-wide system instead of the alternative system outlined in this document.

IV. Course Drop Policy for Upper Division Courses

In an attempt to increase the access of courses to students and to reduce the administrative load occasioned by students dropping courses, students who drop or withdraw after the first week of classes from an Upper Division Criminology course that has been closed due to high enrolment will lose priority for admission to that course for one semester. In extenuating circumstances this regulation may be waived by the School following written appeal by the student.

A student who drops a Criminology course which does not fall under the above category, after the normal course change period, will not be permitted to pre-register for that course in the following semester, but may be admitted to that course during the course change period if space exists.

Criminology 320-3 and 330-3, the two required courses at the Upper Division, and 369-4, which students must complete to qualify for consideration for a field placement, will be exempt from the proposed drop policy.

CALENDAR ENTRY RE: ENROLLMENT LIMITATION PLAN FOR SCHOOL OF
CRIMINOLOGY

Admission

The School of Criminology limits admission to the upper division of its Major, Minor and Honors programs. Entry into the Major/Honors or Minor in the School of Criminology will be on the basis of a formal application made to the School during the Fall or Spring Semester. Students are eligible to apply for entry to the Major/Honors program after successful completion of 60 credit hours, including the lower division Group A and Group B required courses. Students are eligible to apply for entry to the Minor program after successful completion of 60 credit hours and CRIM 101 and CRIM 131. Students should make application to the School during the semester in which they are completing the above requirements. If completion is to take place during a Summer Semester, students should make application during the Spring, and will be admitted for the Fall Semester conditional upon successful completion of the requirements in Summer.

With the approval of the Dean of Arts, the School of Criminology will establish a yearly quota - the number of students to be admitted into the Major/Honors or Minor. This quota will be established on the basis of projected available course space and School resources. In advance of each competition, the School will announce the minimum cumulative grade point average below which students will not be considered for admission. The School will receive and review all applications from those eligible for consideration, and in its screening decisions will consider all

relevant materials, including cumulative grade point, practical experience, letters of recommendation and other material the student wishes to submit in support of the application.

Continuation in the Major/Honors/Minor

To continue as Majors/Honors/Minors in Criminology, students must maintain a cumulative grade point average of 2.25. Those students whose cumulative grade point average falls below a 2.25 will not be allowed to register in any upper division Criminology courses, including those offered through the DISC program. When their cumulative grade point average is restored to a 2.25, students will be re-admitted to the program after review and approval by the School of Criminology.

Registration Priority

Registration priority for limited enrollment upper division seminar courses in the School of Criminology will be established on the basis of cumulative grade point average. Students with a G.P.A. below 2.25 will not be permitted to register in any upper division Criminology course.

Course Drop Policy

Students who drop or withdraw after the first week of classes from an upper division Criminology course that has been closed due to high enrollment will lose priority for admission to that course for one semester. In extenuating circumstances this regulation may be waived by the School following written appeal by the student.

A student who drops a Criminology course which does not fall under the above category, after the normal course change period, will

not be permitted to pre-register for that course in the following semester, but may be admitted to that course during the course change period if space exists.

Criminology 320-3 and 330-3, the two required courses at the upper division, as well as CRIM 369-4, which students must complete to qualify for consideration for a field placement, will be exempt from the above drop policy.

Transfer Students

Students transferring to Simon Fraser University from a two-year college that has articulated the first 60 credit hours of study in Criminology with the School of Criminology will be considered on the basis of their college cumulative grade point average (re-calculated on the basis of grades received in courses transferable to the University), as well as the other relevant materials.