

SIMON FRASER UNIVERSITY

MEMORANDUM

S. 78-78

To..... SENATE

From SENATE UNDERGRADUATE ADMISSIONS.....

BOARD.....

Subject..... PROPOSED REVISIONS TO POLICY ON
CONTINUANCE, WITHDRAWAL AND
READMISSION (SUAB 76)

Date MAY 16, 1978

Action taken by the Senate Undergraduate Admissions Board at its meeting of 78-03-22 gives rise to the following motions:

MOTION I:

"That Senate approve, as set forth in S.78-78, the following recommendations on admission, continuance, withdrawal and readmission."

1. That students' academic performance be evaluated in fifteen (15) semester-hour blocks of courses for which SFU grades have been assigned. ("Grades assigned" will include grades of A+ through to D, F, and N, but will exclude P, CR, and Course Challenge).

2. That students (excluding students with transfer credits) be evaluated and placed in a disciplinary category only after they have been allowed to do a reasonable amount of academic work for which SFU grades are assigned. The following schedule would apply:

ACADEMIC WARNING - will be used only after a student has received SFU grades for at least 15 semester hours.

ACADEMIC PROBATION - will be used only after a student has received SFU grades for at least 30 semester hours.

REQUIRED TO WITHDRAW - will be used only after a student has received SFU grades for at least 45 semester hours.

PERMANENT WITHDRAWAL - will be used only after a student has received SFU grades for at least 60 semester hours.

3. In the case of repeated (duplicate) courses, only the highest grade will be used in calculating the cumulative grade point average.

4. That students who are ON ACADEMIC WARNING or ON ACADEMIC PROBATION be required to maintain a grade point average of 2.00, or better, on courses taken during the probation period in order to be allowed to continue until the cumulative grade point average reaches 2.00, at which time they will be in good academic standing.
5. Students who have only "N" or "F" grades in two consecutive semesters be required to apply for re-admission to the University and the application be reviewed by the Senate Undergraduate Admissions Board before readmission is considered.
6. That students who withdraw from all courses in three consecutive semesters be required to apply for re-admission to the University and the applications be reviewed by the Senate Undergraduate Admissions Board.
7. That students who are between reviews and whose grade point average for the semester falls below 2.00 even though the cumulative grade point average is 2.00, or better, be advised to seek counselling at the Academic Advice Centre.
8. Eliminate the requirement that the student must carry 12 semester credit hours while on ACADEMIC WARNING, or ACADEMIC PROBATION. Although a student in either of these categories cannot register in more course hours than the maximum allowed by the Faculty regulations, there should be no minimum number of course hours required.
9. That students placed on REQUIRED TO WITHDRAW status may not register for a period of one full calendar year and students placed on PERMANENT WITHDRAWAL may not register for a period of three full calendar years, except under exceptional circumstances.
10. That the regulations covering continuance, withdrawal and readmission apply to transfer students immediately upon their admission to Simon Fraser University. Transfer students admitted under the "special entry" category; having attempted 29, or fewer, transfer hours will be admitted on ACADEMIC WARNING and, those having attempted 30 or more, transfer hours will be admitted on ACADEMIC PROBATION.

NOTE: There is no intent that these regulations be applied retroactively, except for number 3, but that the changes coincide with the implementation of the new grading proposals (S. 78-52) and that the changes be reflected in the Calendar for 1979-80. Accordingly the new policy would take effect in the 1979-3 Fall Semester.

If Motion I, 3 is approved.

MOTION II:

"That Senate approve, as set forth in S.78- ,
the following recommendation I, 3 dealing with
duplicate courses be retroactive. This
retroactivity will:

1. Apply only to students registered from 1979-3
and subsequently.
2. Not apply to records where the degree has been
granted.
3. Affect the cumulative grade point average from
1979-3 and subsequently, and not disturb the
nature of records prior to 1979-3."

NOTE: This policy will apply to repeated (duplicate)
courses completed prior to 1979-3, but will
not be reflected in the cum GPA before completion of the
1979-3 Semester.

NOTE: If significant costs are involved in implementing
motions I and II, a report will be made to Senate
before proceeding.

SIMON FRASER UNIVERSITY

MEMORANDUM

To SENATE

From SENATE UNDERGRADUATE ADMISSIONS

Subject PROPOSED REVISIONS TO POLICY ON
CONTINUANCE, WITHDRAWAL AND
READMISSION (SUAB 76)

BOARD

Date 16TH MAY, 1978

Action taken by the Senate Undergraduate Admissions Board at its meeting of 78-03-22 gives rise to the following motions:--

MOTION I:

"That the accompanying list of recommendations on admission, continuance, withdrawal and readmission be approved."

NOTE: In making these recommendations, there is no intent that they be applied retroactively except for Recommendation III (see Motion II).

If Motion I is approved, it is recommended that the changes coincide with the implementation of the new grading proposal (S.78-52) and that the changes be reflected in the Calendar for 1979-80. Accordingly, the new policy would take effect in the 1979 Fall Semester.

MOTION II:

"That Recommendation III dealing with repeated (duplicate) courses be retroactive. This retroactivity will:--

- 1) Apply only to students registered from 1979-3 and subsequently.
- 2) Not apply to records where the degree has been granted.
- 3) Affect the cumulative grade point average from 1979-3 and subsequently

and not disturb the nature of records prior to 1979-3."

NOTE: This policy will apply to repeated (duplicate) courses completed prior to 1979-3, but will not be reflected in the cum GPA before completion of the 1979-3 semester.

If significant costs are involved in implementing these Motions, a report will be made to Senate before proceeding.

Encl.
ACM:bc

SIMON FRASER UNIVERSITY

MEMORANDUM

A. MCMILLAN, SECRETARY
SENATE UNDERGRADUATE
ADMISSIONS BOARD

From: H. M. EVANS, SECRETARY
SENATE COMMITTEE ON
UNDERGRADUATE STUDIES

Subject: CONTINUANCE, WITHDRAWAL AND
READMISSION - SUAB 76

Date: APRIL 20, 1978

At its meeting of April 1978 the Senate Committee on Undergraduate Studies gave consideration to the paper SUAB 76 - Continuance, Withdrawal and Readmission.

The Committee endorsed all of the recommendations I through X inclusive and encouraged submission to Senate for approval. It was noted that some minor editorial changes would be appropriate and others would be required if some of the recommendations of the SCUS Report on Grading receives approval by Senate.



HME:pr

SIMON FRASER UNIVERSITY

MEMORANDUM

To SENATE COMMITTEE ON UNDERGRADUATE
STUDIES

From SENATE UNDERGRADUATE ADMISSIONS
BOARD

Subject CONTINUANCE, WITHDRAWAL AND READMIS-
SION -- SUAB 76

Date 16TH MAY, 1978

The proposed policy changes are designed to remove many of the inconsistencies which at present affect both full-time and part-time students. In the case of the latter, the University, from its beginning has encouraged part-time studies; there is no minimum number of courses which a student must take in a semester, nor a limit on the time which a student may take to graduate.

There is also the inconsistency of requiring students who are on probation to have a semester GPA of at least 2.50, although the University requirement for graduation is a cumulative GPA of 2.00. Even the CGPA of 2.00 may be lowered by the current practice of calculating a graduation GPA.

Some of the changes recommended will provide the University with the necessary authority to deal with those students who continue to register with clearly unsatisfactory records, but who cannot be prevented from continuing to register under present regulations.

RECOMMENDATION I

That students' academic performance be evaluated in fifteen (15) semester-hour blocks of courses for which

SFU grades have been assigned. ("Grades assigned" will include grades of A+ through to D, F and N, but will exclude P, CR, and Course Challenge).

RATIONALE

Under current policy, students are evaluated at the end of each semester. In the case of the part-time student, this may result in the student being placed in one of the academic disciplinary categories - WARNING, PROBATION, REQUIRED TO WITHDRAW, or PERMANENT WITHDRAWAL - on as few as 3, 6, or 9 semester hours of work. The full-time student may be allowed 15, 30, or 45 hours of work before being placed in the same category.

RECOMMENDATION II

That students (excluding students with transfer credits) be evaluated and placed in a disciplinary category only after they have been allowed to do a reasonable amount of academic work for which SFU grades are assigned. The following schedule would apply:--

ACADEMIC WARNING - will be used only after a student has received SFU grades for at least 15 semester hours.

ACADEMIC PROBATION - will be used only after a

student has received SFU grades
for at least 30 semester hours.

REQUIRED TO WITHDRAW - will be used only after a
student has received SFU grades
for at least 45 semester hours.

PERMANENT WITHDRAWAL - will be used only after a
student has received SFU grades
for at least 60 semester hours.

RATIONALE

As stated previously, students have been placed in these categories on as few as 3, 6, 9, or 12 semester hours; the most glaring instance being that of a student who took only one course in each of two semesters, was assigned an N (or an F or D) grade for those courses, and was automatically placed in the PERMANENT WITHDRAWAL category.

Universities operating on the academic year, even though they offer some half-year courses, normally allow students two full years (60 semester hours) before requiring them to withdraw.

Our records show that students are most vulnerable during their first two or three semesters, at which time they are making the adjustment to a university environment and sampling courses in various

disciplines before declaring a major area of study.

RECOMMENDATION III

In the case of repeated (duplicate) courses, only the highest grade will be used in calculating the cumulative grade point average.

RATIONALE

Under the current policy, students who repeat courses in which they have previously received unsatisfactory grades - N, F, or D - are penalized throughout their studies. It is recommended that the repeated courses and grades remain on the student's Permanent Record and be calculated in the semester GPA, but that the lower grades not be calculated in the cumulative grade point average on which the evaluation for academic status is made.

RECOMMENDATION IV

That students who are ON ACADEMIC WARNING or ON ACADEMIC PROBATION be required to maintain a grade point average of 2.00, or better, on courses taken during the probation period in order to be allowed to continue until the cumulative grade point average reaches 2.00, at which time they will be in good academic standing.

RATIONALE

The University considers a C, (2.00), an acceptable level of achievement for graduation. Therefore, it seems that 2.00 should also be the minimum level demanded for continuance.

RECOMMENDATION V

Students who have only "N" or "F" grades in two consecutive semesters be required to apply for readmission to the University and the applications be reviewed by the Senate Undergraduate Admissions Board before readmission is considered.

RATIONALE

Some students appear to register without having established any goal and often abandon their programmes without considering the academic penalties involved. It is hoped that this regulation will reduce the number of students in this category.

RECOMMENDATION VI

That students who withdraw from all courses in three consecutive semesters be required to apply for read-

mission to the University and the applications be reviewed by the Senate Undergraduate Admissions Board.

RATIONALE

The rationale is similar to that for Recommendation V above. Recommendation VI would treat students who withdraw from all courses in three consecutive semesters in the same manner as students who have been absent from the University for three, or more semesters.

RECOMMENDATION VII

That students who are between reviews and whose grade point average for the semester falls below 2.00 even though the cumulative grade point average is 2.00, or better, be advised to seek counselling at the Academic Advice Centre.

RATIONALE

Under the proposed changes, the Permanent Record will include a comment about unsatisfactory performance only at a time of evaluation (in 15 semester-hour blocks of courses for which SFU grades have been assigned). For students receiving grades averaging less than 2.00 on any semester's work, regardless of the number of hours

completed during that semester, it is important that the student be alerted to the fact that his/her performance is less than satisfactory.

It is, therefore, proposed that the student be informed to seek advice at the time the final grades are mailed. Such a comment will not be on the Permanent Record, but will serve as a warning; the comment will also encourage the student to seek counselling at the Academic Advice Centre.

RECOMMENDATION VIII

Eliminate the requirement that the student must carry 12 semester credit hours while on ACADEMIC WARNING, or ACADEMIC PROBATION. Although a student in either of these categories cannot register in more course hours than the maximum allowed by the Faculty regulations, there should be no minimum number of course hours required.

RATIONALE

Not all students are able to carry 12 semester hours at any one time. By evaluating all students in 15 semester-hour blocks, they are assessed on similar amounts of study, whether they are part-time, or full-time.

RECOMMENDATION IX

That students placed on REQUIRED TO WITHDRAW status may not register for a period of one full calendar year and students placed on PERMANENT WITHDRAWAL may not register for a period of three full calendar years, except under exceptional circumstances.

RATIONALE

The existing policy prevents students on REQUIRED TO WITHDRAW from registering for a period of one full year, and prevents students placed on PERMANENT WITHDRAWAL from registering for a period of five years. It is felt that in the case of PERMANENT WITHDRAWAL, a three-year period is enough time for a student to reassess his/her academic future.

Most of the inconsistencies caused by the existing policies will be remedied by these new policy proposals and, therefore, it should not be necessary to consider appeals for readmission before the time periods have expired.

RECOMMENDATION X

That the regulations covering continuance, withdrawal and readmission apply to transfer students immediately upon their admission to Simon Fraser University. Trans-

fer students admitted under the "special entry" category; having attempted 29, or fewer, transfer hours will be admitted on ACADEMIC WARNING and, those having attempted 30 or more, transfer hours will be admitted on ACADEMIC PROBATION.

RATIONALE

The existing policy works to the advantage of transfer students who are treated as newcomers to post-secondary education, whereas they have already taken university transfer courses and received appropriate credit for them.

This recommendation makes the treatment of transfer students consistent with the treatment of students who begin their studies at Simon Fraser University without having had any previous post-secondary work.

If approved, the new policy for Continuance, Withdrawal and Readmission will appear in the Calendar as follows:--

Continuance, Withdrawal and Readmission

All students who enter the University are expected to maintain acceptable standards of scholarship; specifically, they are expected to maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.

The following conditions will apply to students whose Simon Fraser University Cumulative Grade Point Average falls below 2.00 at designated times.

- (1) The assessment of a student's academic standing will be made on the basis of hours of course work for which SFU grades have been assigned.
- (2) The calculation of CGPA will exclude the lower grades in the repeated (duplicate) courses.
- (3) A student who is placed on ACADEMIC WARNING, or ACADEMIC PROBATION cannot repeat a course for which a grade of C-, or better, has been assigned.
- (4) Although a student on ACADEMIC WARNING, or ACADEMIC PROBATION cannot register in more course hours than the maximum allowed by the Faculty regulations, there is to be no minimum number of course hours required.
- (5) That the regulations covering continuance, withdrawal and readmission apply to transfer students immediately upon their admission to Simon Fraser University.

Academic Warning

A new student who has been awarded fewer than 15 hours of transfer credit and who has received grades for at least 15, but fewer than 30 SFU semester hours and has a CGPA of less than 2.00 will be placed on ACADEMIC WARNING.

After such a student has received grades for at least 30 SFU semester hours, the record will be reassessed. If, at that time, the CGPA is 2.00, or better, the ACADEMIC WARNING comment will be discontinued; otherwise, the student will be placed on ACADEMIC PROBATION.

Academic Probation

A student who has received grades for at least 30 SFU semester hours, and has a CGPA of less than 2.00 will be placed on ACADEMIC PROBATION.

After such a student has received grades for at least 45 SFU semester hours, or a further 15 semester hours after being placed on ACADEMIC PROBATION, the record will be reassessed. The following actions may be taken:--

- (1) If the CGPA is 2.00, or better, the student will be considered to be in good academic standing.

- (2) If the CGPA is less than 2.00, but the GPA on courses taken during the probation period is 2.00, or better, the student will continue on ACADEMIC PROBATION.
- (3) If both the CGPA and the GPA on courses taken during the probation period are less than 2.00, the student will be REQUIRED TO WITHDRAW from the University for twelve calendar months.

Required to Withdraw

A student who is REQUIRED TO WITHDRAW may apply for readmission at the end of the twelve-month period, and if readmitted, will be placed ON ACADEMIC PROBATION once more, subject to the conditions for ACADEMIC PROBATION.

After the student who has been readmitted from REQUIRED TO WITHDRAW status, has completed a further 15 SFU hours, the record will be reassessed and the following actions may be taken:--

- (1) If the CGPA is 2.00, or better, the student will be considered to be in good academic standing.
- (2) If the CGPA is less than 2.00, but the GPA on courses taken during the probation period

is 2.00, or better, the student will continue ON ACADEMIC PROBATION.

- (3) If both the CGPA and the GPA on courses taken during the probation period are less than 2.00, the student will be placed on PERMANENT WITHDRAWAL and will not be considered for readmission for a period of 3 calendar years.

Permanent Withdrawal

If, at the end of three years, the student is readmitted, it will be ON ACADEMIC PROBATION under the terms of ACADEMIC PROBATION as they apply to a student who has been REQUIRED TO WITHDRAW.

Transfer Students

Transfer students admitted to the University under the "special entry" category; having attempted 29, or fewer, semester hours of transfer credit will be admitted ON ACADEMIC WARNING, and those having attempted 30, or more, semester hours of transfer credit will be admitted ON ACADEMIC PROBATION.

SUMMARY

The regulations suggested above will have the following basic guidelines:--

1. A student will not be placed on academic probation until at least 30 semester hours of grades have been assigned.
2. A student will not be required to withdraw from the University until at least 45 hours of grades have been assigned.
3. A student will not be required to withdraw permanently until at least 60 hours of grades have been assigned.
4. Courses which have been repeated will show on the Permanent Record as duplicate courses, but will only be considered once in calculating the CGPA, the highest grade being used in the calculation. Therefore, the SFU cumulative grade point average will be defined as excluding courses graded as CR, CC, P and the lower grade(s) of repeated courses.
5. These regulations will apply to all transfer students.

6. Students whose CGPA is 2.00, or better, but whose semester GPA falls below 2.00, will be sent a special notice to seek counselling from the Academic Advice Centre.
7. Students who consistently have only N, or F grades, or who have repeated formal withdrawals on their records, will be required to apply for readmission.
8. Transfer credit for work undertaken at another post-secondary institution while absent from SFU during the twelve-month period for required to withdraw status, or the three-year period for permanent withdrawal status, will be assessed on the basis of existing transfer policy. Normally, such transfer credits will be allowed only if the student has received the express prior approval of the Chairman of his/her major department and the Dean of the Faculty.