



MEMO

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**TO Senate**

TEL

**FROM** Wade Parkhouse, Dean, Graduate Studies

**RE** GGR 1.3.6 Admission as a Qualifying Student and 1.3.8  
Conditional Admission **[GS2012.01][GS2012.02]**

**CC**

**DATE** 23 April 2012

**[GS2012.01][GS2012.02]**

At its meeting of 6 February 2012, SGSC reviewed and approved the revision to GGR 1.3.6, Admission as a Qualifying Student, and GGR 1.3.8, Conditional Admission, and is recommending it to Senate. This gives rise to the following motion:

**Motion:**

That Senate approves the changes to GGR 1.3.6 Admission as a Qualifying Student and GGR 1.3.8 Conditional Admission

**Effective Date is January 2013**

encl.

Senators wishing to consult a more detailed report of curriculum revisions may do so by going to Docushare: <https://docushare.sfu.ca/dsweb/View/Collection-12682>  
If you are unable to access the information, please call [778-782-3168](tel:778-782-3168) or email [shelley\\_gair@sfu.ca](mailto:shelley_gair@sfu.ca).

## **Revision of GGR 1.3.6 Admission as a Qualifying Student and GGR 1.3.8 Conditional Admission**

Over the last few years, it has become clear that faculty have been uncertain as to whether an applicant should be recommended for qualifying or conditional admission, and as a result, the two admission categories have been used interchangeably. These revisions make it clear when it is appropriate to recommend admission as a qualifying student and when a conditional admission is more appropriate. The revisions also clarify the nature of the courses required under each admission category.

### **Specific Changes:**

- 1) The category of Qualifying Admission will be used solely for those admissions where the applicant is required to take undergraduate courses only. Students admitted under the designation 'qualifying' will not be permitted to take graduate courses and as such will only subsequently be considered for admission to a regular master's program.
- 2) The category of Conditional Admission will be used in cases where the applicant is required to take specific graduate courses and obtain specified grades in the first one or two semesters of the graduate program. The student must fulfill the conditions in order to continue in the graduate program. Upon completion of the conditional requirements, the conditions will be removed and the student will be granted regular admission.
- 3) The use of conditional admission for students who have not completed their degree or have not provided evidence of meeting the English language competence requirement at the time of admission, will be discontinued. These students will be granted regular admission provided they complete their degree and/or provide evidence of meeting the English language requirement within a specified period of time.

## **GGR 1.3.6 Admission as a Qualifying Student**

### **FROM:**

Normally, qualifying students will be working either to improve cumulative grade point averages in order to meet the minimum University requirement, or to make up deficiencies in their backgrounds to satisfy the graduate program committee in their area of interest. An applicant may be recommended for admission as a qualifying student when it is expected that the admission requirements for a master's or a doctoral program can be met through the satisfactory completion of no more than 30 units of specified courses. A qualifying student who has completed the make-up work may then apply under 1.3.3 or 1.3.4 for admission to a master's or doctoral program.

The minimum University requirements for admission as a qualifying student are as follows.

- a) a bachelors degree, or the equivalent
- b) submitted evidence of academic ability, usually in the form of references from qualified referees

Admission as a qualifying student does not guarantee future admission to a master's or doctoral program unless the offer of admission states that satisfying specific requirements within a specific period of time will result in automatic admission to the program.

Normally a student will be admitted with qualifying status for a maximum of one year (three consecutive terms).

**TO:**

An academic unit may offer Qualifying admission to applicants that an academic unit is interested in admitting to their program, who clearly do not meet the minimum academic requirements for admission. The applicant will normally have completed a bachelor's degree but may have a cumulative grade point average well below 3.00, or may lack the necessary academic background for direct admission to the program. Qualifying students will typically be working either to improve their grade point average in order to meet the minimum University requirement, or to make up deficiencies in their background to satisfy the graduate program committee in their area of interest. An applicant may be recommended for admission as a qualifying student when it is expected that the admission requirements for a masters can be completed within one year, and can be met through the satisfactory completion of between 12 and 30 units of specified undergraduate courses. In all instances, expected grades for all courses taken as a qualifying student must be established at the time of admission in order for the qualifying student to be considered for regular admission to the degree program. If the student fails to achieve the required grades, either additional courses will be required or admission to the graduate program will not be approved.

A qualifying student who has completed the make-up work may then apply under 1.3.3 for admission to a master's program.

The minimum University requirements for admission as a qualifying student are as follows:

- a) a bachelor's degree, or the equivalent
- b) submitted evidence of academic ability, usually in the form of references from qualified referees

Admission as a qualifying student does not guarantee future admission to a master's program unless the offer of admission clearly states that satisfying specific requirements within a specific period of time will result in admission to the master's program.

Normally a student will be admitted with qualifying status for a maximum of one year (three consecutive terms).

### **GGR 1.3.8 Conditional Admission**

#### **FROM:**

Conditional admission may be offered to an applicant who is substantially ready to undertake a program but who has not completed all admission requirements at the time of application. An offer of conditional admission will specify the remaining requirements to be met and a limited time period within which the requirements must be met. Normally, the requirements must be fulfilled either prior to enrolling in the program, or within the first term of enrolment.

#### **TO:**

Conditional admission may be offered to an applicant who does not meet the minimum academic admission requirements but who is deemed to be substantially ready to undertake a graduate program. For example, an applicant who has completed the degree required for admission to the graduate program, but whose academic average is slightly below the minimum required for admission to that program, may be considered for conditional admission. An offer of conditional admission will specify the courses that the applicant must complete in order to be granted regular admission. These courses must be completed no later than the end of the first term of enrolment. If the intention is to determine whether the student is capable of successfully completing graduate course work, the student will normally be required to complete at least two graduate courses and obtain a specific grade in each course. Graduate courses taken while admitted conditionally may be applied to the student's graduate program requirements.