

MEMO

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Graduate Studies

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FROM Mary-Ellen Kelm, Acting Dean, Graduate Studies

RE

GGR 1.3.6 Admission as a Qualifying Student [GS2012.01]

GGR 1.3.8 Conditional Admission [GS2012.02]

CC

DATE 12 June 2012

**GGR 1.3.6 Admission as a Qualifying Student [GS2012.01]****GGR 1.3.8 Conditional Admission [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. The calendar language was edited at its meeting of 11 June 2012 and SGSC is recommending the revised regulation to Senate. This gives rise to the following motions:

**Motion:**

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

**Motion:**

That Senate approves the changes to 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.**

### **Motion:**

That SGSC approves the proposed changes in GGR 1.3.6 (Admission as a Qualifying Student) and GGR 1.3.8 (Conditional Admission).

### **Rationale:**

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 as well as the obligations that are associated with making such an offer.

### **Specific Changes:**

- 1) The category of Qualifying Admission will be used solely for those admissions where the department determines that the applicant is not ready to begin graduate work either because their undergraduate performance thus far does not warrant entry into a graduate program, or because they need to make up deficiencies in their background prior to commencing graduate work in their area of interest. Students admitted under the designation 'qualifying' will be required to take undergraduate courses and will not be permitted to take graduate courses at SFU. No credit will be given toward any graduate degree offered by SFU for any graduate work completed at a different institution during the qualifying period.
- 2) An offer of Qualifying Admission will normally specify a set of conditions to be completed within one year. The requirements will include between 12 and 30 units of specified undergraduate course work and will specify the required grade for each course. Applicants who require less than 12 units of undergraduate work to demonstrate their academic preparedness or to provide the necessary background for the particular area of study should be considered for regular admission. For other cases a minimum of 12 units is established to ensure that an adequate amount of work is required. The maximum of 30 units ensures that the required work can be completed within one year.
- 3) Under the current language of GGR 1.3.6, an offer of Qualifying Admission does not guarantee admission to the degree program once the qualifying conditions have been met. However, this has not prevented departments from extending such guarantees. With these proposed revisions to GGR 1.3.6 all offers of Qualifying Admission must include a guarantee of future admission to the graduate degree program provided that all of the requirements specified in the offer of Qualifying Admission have been met in the time specified. As an alternative to offering a Qualifying Admission, a department can always provide advice to the applicant regarding any steps that the applicant could take that would strengthen the application, should the applicant choose to re-apply in the future.

- 4) The category of Conditional Admission will be used solely for those admissions where an applicant does not meet the minimum admission requirements but where the department has concluded that the applicant is essentially ready to undertake a graduate program. Students admitted under the designation 'conditional' will begin their graduate work and will be permitted to register in any courses necessary to progress through their graduate program. Graduate courses taken while admitted conditionally may be applied to the student's graduate program requirements.
- 5) An offer of Conditional Admission will specify the grades that the applicant is expected to receive in their first two graduate level courses. It is expected that these two courses will normally be completed within the first two terms of registration.
- 6) 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 with the requirement that documentation of the fulfillment of these requirements will normally be provided before the end of the second term of enrolment. After this time students will not be able to enroll until the documentation is provided.

- 4) The category of Conditional Admission will be used solely for those admissions where an applicant does not meet the minimum admission requirements but where the department has concluded that the applicant is essentially ready to undertake a graduate program. Students admitted under the designation 'conditional' will begin their graduate work and will be permitted to register in any courses necessary to progress through their graduate program. Graduate courses taken while admitted conditionally may be applied to the student's graduate program requirements.
- 5) An offer of Conditional Admission will specify the grades that the applicant is expected to receive in their first two graduate level courses. It is expected that these two courses will normally be completed within the first two terms of registration.
- 6) 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 with the requirement that documentation of the fulfillment of these requirements will normally be provided before the end of the second term of enrolment. After this time students will not be able to enroll until the documentation is provided.

### **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:**

Qualifying admission may be offered to applicants who are deemed not yet ready to begin their graduate work. The applicant normally will have completed a bachelor's degree but may have a cumulative grade point average well below the University minimum admission requirements, or may have substantial deficiencies in their academic preparation for direct admission to the program. Qualifying students will typically be working to make up deficiencies in their background to begin graduate work in their area of interest. An offer of qualifying admission must be accompanied by a set of expected requirements to be completed within one year. The requirements normally will consist of between 12 and 30 units of specified undergraduate courses and will include the required grade for each course. Applicants who require less than 12 units of undergraduate work to demonstrate their academic preparedness, or to provide the necessary background for the particular area of study should be considered for regular admission. A minimum of 12 units is established to ensure that an adequate amount of work is required. The maximum of 30 units ensures that the required work can be completed within one year.

If these requirements are met within the stipulated time frame then the qualifying student will be admitted to the degree program for which the qualifying offer of admission was given. If the student fails to complete the specified courses or to achieve the required grades, either additional courses will be required or admission to the graduate program will be denied.

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

**GGR 1.3.8 Conditional Admission**

### **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 graduate courses that the applicant must complete and the grades that are expected in order to be granted regular admission. These courses should be completed no later than the end of the second term of enrolment. Graduate courses taken while admitted conditionally may be applied to the student's graduate program requirements.