

SIMON FRASER UNIVERSITY
OFFICE OF THE VICE-PRESIDENT, ACADEMIC
MEMORANDUM

To: Senate
From: Alison J. Watt, Secretary,
Senate Committee on
Academic Planning
Re: Admission and Registration
Procedures for partnership
between SFU and UCFV
Date: May 12, 1992

Action taken at the meeting of the Senate Committee on Academic Planning on 6 May, 1992 gives rise to the following motion:

Motion

"That Senate approve and recommend approval to the Board of Governors, the proposed admission and registration procedures which are contained in paper S 92-39"



**Memorandum of Agreement
between
Fraser Valley College and Simon Fraser University
Appendix 2**

ADMISSION AND REGISTRATION PROCEDURES

General Overriding Principles

All students registered in the University College degree programs offered in association with the University will be considered to be students of the University College. The two institutions are considered to be separate institutions even though the University is offering its degree at the University College. A student of one institution who wishes to apply for transfer to the other will be considered to be an external applicant. The University will determine the courses that may be applied towards the degree program and their associated credit value.

This agreement may be altered by consent of both parties.

Definitions

Student	unless specified otherwise "student" refers to a student registered in a University College degree program offered at the University College in association with the University
Degree program	the University degree program offered at the University College in association with the University.
University courses	those courses in the upper division (i.e. with numbers in the 300's and 400's) that are offered as part of the degree program.
GPA	the Grade Point average
Credit, credit hours	these are synonymous terms used to describe the relative "value" of courses. The credit value of courses used in GPA calculations or to meet program requirements will be that defined on transfer to the University and not that of the sending institution. For this purpose the University College is considered a 'sending institution' - only those courses that have been articulated with the University may be used.

ADMISSIONS

- 1) The University College will receive and process all applications to the degree program in accordance with the University's admissions policies.

Pertinent University admission policies are

- the admission GPA will be calculated from all courses that are considered by the University to be transferable to the University.

- the minimum GPA for admission is 2.0.

- 2) The University will assist in the training of admissions personnel at the University College, especially in the assessment of international and external applicants.
- 3) Admissions appeals will be heard by the University College Admissions and Standards Committee. The University may have representation on that committee when appeals are considered.

REGISTRATION AND RELATED MATTERS

Records

- 1) All registration and student records will be maintained at the University College.
- 2) The University College will administer all requests for official transcripts of academic record.
- 3) The official and unofficial records will contain a notation that the programs operated in association with the University. The official records will contain a notation that the degree was "awarded by Simon Fraser University at the University College of the Fraser Valley".
- 4) Tuition and other fees (and policies for refunds) shall be set by the University College.
- 5) The University College will, upon request, provide to the University management reports relating to the students in the degree programs. These may include:
 - grade reports for each University course.
 - unofficial transcripts or reports at the end of each semester for each student in the degree program in a format satisfactory to the University.

Continuance in Program

- 1) A student's performance in a degree program will be measured by calculating a Cumulative Grade Point Average (CGPA). This will be based on all courses taken at the University College which may apply towards the degree. It includes those courses with an "NC" (failing) grade, but excludes duplicated courses.

Courses taken at an external institution are not included in the CGPA calculation.
- 2) Students are expected to maintain a CGPA of at least 2.0.
- 3) Students who do not maintain the minimum CGPA will be placed on Academic Warning (probation) for the next semester.
- 4) Students who do not achieve a semester GPA of at least 2.0 while they are on Academic Warning will be Required to Withdraw from the program.

A student on Academic Warning who achieves a semester GPA of at least 2.0 will continue on Academic Warning until the CGPA equals or exceeds 2.0.

- 5) Students who have been Required to Withdraw from the program may apply for admission to the University College as Academic General Studies (University Transfer) students. They may not register for any upper division courses offered at the University College.
- 6) Students who have been Required to Withdraw from the program may apply for readmission to the program. The application will be treated as an admissions appeal by the University College Admissions and Standards Committee.

Students who have been Required to Withdraw and who wish to apply for readmission will be advised to complete a further nine credits of academic work or repeat a similar amount of academic work taken previously in order to demonstrate their academic abilities. Readmission to the degree program is not automatic at the end of the period of rustication.

Students who are readmitted will be placed on Academic Warning and will be subject to the conditions of Academic Warning as set out above.

- 7) Students will not be readmitted more than twice.
- 8) Students may not repeat courses in which they previously earned a grade of "C" or better.

Graduation

- 1) A minimum of one hundred and twenty credits are required for the degree. At least 60 credits must be completed at the University College, including at least 45 credits in the upper division.

Courses may be transferred in from an external institution, although only those courses with a grade determined to be equal to "C" or better will be given transfer credit towards the program. In this case the University is considered to be an external institution.

Courses taken at an external institution are not included in any GPA or CGPA calculation.

- 2) In order to qualify for graduation from the Extended Minor degree program the student must:
 - a) complete a minimum of 120 credits, including a minimum of 45 upper division credits, and
 - b) complete the credit requirements for two Extended Minors, including at least 15 upper division credits in each of the Extended Minor programs, and
 - c) achieve a minimum CGPA of 2.0, and
 - d) achieve a minimum GPA of 2.0 in each of the Extended Minors, and
 - e) achieve a minimum overall GPA of 2.0 in upper division courses.
- 3) The University College will receive all applications for graduation from degree programs and collect any related fees.

The University College will recommend candidates for the degree to the University. At

the same time it will provide a copy of the recommended candidates' academic records and any other supporting documentation as required by the University.

All degree candidates must be approved by the appropriate University Faculty and the University Senate.

- 4) The degree parchment will be similar to that issued to graduates from the University but it will include a notation that the program was offered in association with the University College.

Academic Regulations

- 1) The University College will use its own grading system, subject to any agreed additions or changes necessary to conform to University policy.

Grading practices at the University College, including standards of performance required for a particular grade, will conform to University standards.

- 2) The length of each semester and related breaks will be determined by the University College, taking into account the hours of instruction judged by the University as necessary for the assigned credit value for the University courses.

- 3) The withdrawal policies for students in University courses will be

- during the first three (3) weeks of a semester, courses may be dropped without a notation on the transcript
- during weeks four (4) and five(5) courses may be dropped with a "W" notation on the transcript
- courses may be dropped after five (5) weeks only in extenuating circumstances, with the notation "WE" on the transcript. Extenuating circumstances are defined as unusual circumstances beyond the student's control which make it impossible for the student to complete the course.

Determination of the extenuating circumstances will be made by the appropriate University College dean or designate.

- 4) Final examinations will be scheduled by the University College with appropriate consultation with the University.
- 5) The University's policies on advanced credit and course challenge as described in the 1992/93 University Calendar will apply to University courses.
- 6) Grade appeals will be processed under procedures established by the University College. There may be consultation with the University.
- 7) A student who is registered in a University course may change to "audit" status in the course only during the first three weeks of the semester. Students may register as "audit" students only during the first three weeks of the semester.