

SM 20/11/68

S-174

*Admissions
Appeals*

TO: All Members of Senate

FROM: H.M. Evans,
Secretary of Senate and
Registrar.

November 19, 1968.

REPORT ON ADMISSIONS AND STANDINGS

1. Section 54 of the Universities Act includes:- "It is the duty of the Senate and it has power - (c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the University or to any Faculty, and to determine in which Faculty the students pursuing each course of study shall register." This is considered to include the standing which may be granted on admission, determining the level of admission.
2. Senate of this University on a number of occasions has formally adopted statements of policy in this regard, and approves the University Calendar in which a number of statements appear covering admissions and standings.
3. Senate has established the Senate Committee on Undergraduate Admissions and Standings to deal with these matters. The terms of reference for that committee are attached.
4. From time to time the Senate Committee has established sub-policies on admissions and standings, considered in the light of Senate's overall policy statements.
5. The Registrar and staff are required to administer the policies developed and to interpret them as required.
6. Cases which do not fall under the policies developed by Senate or through its Committee are referred to the Committee through the Registrar's staff for guidance and/or decision. Consideration of a number of similar cases may generate a decision by the Senate Committee on a sub-policy, which then must be administered by the Registrar and staff in day-to-day operations. From time-to-time further amplification or adjustments may be made.
7. In cases of significant doubt or difficulty the decision of the Senate Committee will be sought before any direct decision is communicated to the applicant.
8. There is provision for appeal against the decision of the Registrar's office to the Senate Committee on Undergraduate Admissions and Standings, and for further review, as set forth in the terms of reference for the Senate Committee.

9. Although an overall statement of policy may appear quite clear in principle, its application in practice usually will be much more difficult, resulting in development of sub-policies or categorizations for clarity and as much equitability as possible. The degree to which such categorization has been developed and approved has great bearing on the size and complexity of areas which remain for decision by the Registrar and staff in terms of stated overall policies. If policies are relatively thoroughly defined the discretionary areas left to the Registrar are reduced; if unclearly defined the discretionary areas may be large. This will have impact on the volume of cases requiring reference to the committee before direct decision is given to the applicant.
10. When an amplification, clarification or categorization of policy is approved by Senate or through its Committee it becomes part of the day-to-day operation of the Registrar's staff, subject to the provisions for appeal by an applicant. It may appear in the University Calendar, in forms of standard letters or general correspondence, in printed materials. The flyer "Admissions Bulletin, 1968-69" is an example, including amplification of policies appearing in the Calendar, based on decisions of the Senate Committee. A copy is attached, as part of this report, together with copies of some of the forms of standard letters approved by the Committee, as these give data on admissions policy.
11. The Calendar is published once a year only and is not always up-to-date as Senate or its Committee may change requirements for admission and/or standing in intervening semesters. An "addenda" needs be introduced.
12. An applicant normally wishes rather clear indication of the advance credit/standing he will receive on prior work. Some conflict in this area is evident. The Registrar's staff directly, or after review by Committee, will indicate advance credit for certain courses, based on what is understood to be current policy. Advance standing is determined by the academic department concerned, and the applicant may lose the credit. This is a continuing problem, vexatious to academic departments, the Registrar's office and, in particular, students. Attention is drawn to the current calendar, "Advance Credit, Advance Standing" pages 37 or 38 as it relates to Grade XIII. Similar problems arise in other cases. Continued efforts are required to ensure the groups concerned are fully informed on the policy immediately existing, to prevent errors and conflict, as they do arise.
13. Statements are attached pertaining to Vancouver City College and courses currently recognized by this University, subject to the policies covering grade-point averages and related matters. This was developed after intensive negotiations between the College representatives and a full-meeting of Heads of Departments at Simon Fraser University approximately one year ago with each department

indicating recognition it would give, on the expectation that the listing would be honoured to the end of the Spring Semester 1969, unless otherwise required. There is indication that one department proposes change. Until this is clarified the Registrar's office would normally indicate courses listed would be recognized but a department may indeed decide not to grant recognition. Problems arise, not easy of solution.

The general policy of Senate covering Regional Colleges appears in the materials.

14. A number of rulings or categorizations approved by the Senate Committee are attached, indicating operational policies followed in such cases by the Registrar's office.
15. A review of the terms of reference and composition of the Senate Committee on Undergraduate Admission and Standings may be necessary. At present the Registrar, or his staff, are called upon to make the first decision (in many cases) on admissions or standings. Appeal may go to the Senate Committee which technically is chaired by the Registrar. Further appeal is still chaired by the Registrar. This procedure is a doubtful one, and an alternative may be helpful.

By the nature of the tri-mester system temporary replacements on the Committee are required from time-to-time, and, because of the normal load carried by members substitutions are periodically required or the Committee operates with few members. As the Committee operates in a technical area continuity and experience are most helpful. Maintenance of a file of major policy decisions readily available to the Committee members for guidance is required, to ensure equitability of decision in similar cases, and to assist in development of, or changes in, policies as required. A procedure for reporting periodically to Senate might be helpful. Members of the committee have indicated strong desire to have operating procedures more effective.

Encls.
HME/ph

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Appeals

NAME: Senate Committee on Undergraduate Admissions and Standings

TYPE: Continuing

PURPOSE: Admissions -

1. To determine the eligibility of applicants for admission to the University in the light of the Senate's policy on admissions.
2. To determine the credit to be given to accepted applicants for previous academic work.
3. To review the admissions policy at the University and to make recommendations to Senate as required.

Standings -

1. To determine the eligibility of students to proceed in their studies at the University in the light of the Senate's policy on scholastic standings.
2. To review the scholastic standings policy at the University and to make recommendations to Senate as required.

MEMBERSHIP: Registrar (Chairman)

Two representatives from each of the faculties of Arts, Science and Education.

Dean of Student Affairs.

Associate Registrar - (non-voting Secretary)

TERMS OF APPOINTMENT:

The Faculties of Arts, Science and Education will nominate two representatives for two year terms. (In order to stagger the terms, the Faculties' first nomination will be one person for one year, one person for two years).

OPERATION:

1. A quorum shall be three members.
2. The Secretary will be responsible for preparing the Agenda of the meetings, sending out notices and conveying the decision of the Committee.
3. As instructed by the Committee, the Registrar's Office will be responsible for administering the policies.

APPEALS:

Admissions -

1. Applicants for admission who appeal the decision of the Registrar's Office will have their cases presented to the Committee.

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Admissions
Appeals

2. There will be no appeal to a higher authority against decisions of the Committee regarding admissions, although the Committee may review its own decisions as requested.
3. A rejected applicant will be informed of his or her right to have the decision reviewed by the Committee upon receipt of additional relevant information.

Standings -

1. Appeals against individual course grades will be processed as outlined in the University Calendar.
2. There will be no appeal to a higher authority against decisions of the Committee where such decisions have been based solely on the published requirements.
3. In cases other than outlined in 2. an appeal to Senate may be made. If this results in a large number of appeals Senate will review its policy.

Approved by Senate March 7, 1966.

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Admission

EXTRACTS FROM THE 1968/69 EDITION
OF THE SIMON FRASER UNIVERSITY
CALENDAR.

Admission Requirements

The following admission requirements have been established as a guide to applicants and the Admissions Committee. Possession of these minimum requirements does not establish the right of an applicant to be admitted. The University reserves the right to reject or accept any applicant.

The University reserves the right to limit enrolment when it deems the facilities and resources available to it are not adequate to provide for additional students. This situation may arise in 1968 and the years following. Some students who meet the minimum requirements as laid down in this Calendar may, therefore, be refused admission. This provision applies both to students applying for admission for the first time and those applying for re-admission, after having voluntarily withdrawn or who have been required to withdraw from the University.

A. Applicants from British Columbia

1. Admission from Grade XII (completed prior to 1967)

Admission may be granted to graduates of the University Entrance Program who obtained an average of 60% or better over the terminal grades in English 40 and three acceptable majors. Where more than three majors have been completed, the average will be based on the highest three marks. In the case of a Science major the mark used will be the average of the highest two "91" science marks.

The letter grade used by the Department of Education for courses in which recommendation has been granted is interpreted as follows:

- A — 85%
 B — 73%
 C+ — 67%
 C — 60%

2. Admission from Grade XII (completed in 1967 or later)

Admission may be granted to graduates of the Academic and Technical program who have obtained passing grades in English 12 and two additional 12 level subjects from the Arts and/or Science (students intending to major in a science at university normally must have passed Math. 12 and at least one other science at the 12 level and who have achieved an average of 60% taken over English 12 and the two highest 12 level subjects.

3. Special Grade XII Programs

Applicants who have some standing on the 'old' program and some standing on the 'new' program will receive consideration by the Admissions Committee which will endeavor to treat them uniformly with other applicants.

4. Admission from Grade XIII

Admission may be granted to students who have completed the University Entrance Program or the Academic and Technical Program and who in addition have completed a program of five grade XIII subjects or a minimum of three grade XIII subjects passed in one sitting subject to the following:

a) Without Grade XII Requirements

Students who did not meet the admission requirements from the grade XII level must have an overall average of 60% in a minimum of three grade XIII subjects passed in one sitting or 60% over five grade XIII subjects altogether. (The Admissions Committee will decide whether or not to count subjects written more than once depending on the circumstances of the individual case.)

Advance Credit

Students in this category are eligible to receive consideration for credit in subjects in which they achieved a mark of 65% or better.

Advance Standing

The decision to grant advance standing (i.e. exemption from introductory courses) is made by the academic departments concerned. Some departments grant standing to grade XIII credits automatically, others require some form of placement test after registration and others require a high achievement in grade XIII. Successful applicants will be informed at registration about advance standing procedures for each department.

b) With Grade XII Requirements

Students who did meet the admission requirements at the grade XII level will normally be considered for admission on that basis. (The Admission Committee however will take into consideration failures at the grade XIII level.)

Advance Credit

A student in this category is eligible to receive consideration for credit for any grade XIII subject in which he achieved a grade of 60% or higher.

Advance Standing

The decision to grant advance standing (i.e. exemption from introductory courses) is made by the academic departments concerned. Some departments grant standing to grade XIII credits automatically, others require some form of placement test after registration and others require a high achievement in grade XIII. Successful applicants will be informed at registration about advance standing procedures for each department.

c) Maximum Advance Credit

The maximum amount of advance credit that may be given for grade XIII is 30 semester hours.

5. Admission of Secondary School Students who have not completed Grade XII. Early Admission and Early Entry Students.

Students in grade XI or XII who are highly recommended by their teachers and who have demonstrated their ability and have shown mature intellectual development to such an extent that they would profit from admission to the University without first securing grade XII standing, may be admitted. Such students will be required to have exceptional academic records.

Requests for the regulations for entrance under Section 5 should be addressed to the Registrar, and should be accompanied by a statement of the student's previous education and reasons for requesting entry, as well as a letter of recommendation from a teacher and counsellor.

6. Admission from Regional Colleges (B.C.)

A student who chooses courses at a recognized Regional College which are appropriate to his academic objective at university and who obtains adequate standing in them, may be accepted for further studies at the University under the same conditions that apply to a student who has taken all his post-secondary studies at the University.

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B. Mature Students

A student who was unable to complete the entrance requirements and who, after working for a number of years, realizes the need for additional education, may apply for admission to the University as a Mature Student. Such a student normally will be admitted only if he is more than 25 years of age, and has exhibited recently his ability to profit from university studies. A student applying for admission as a mature student should include with his Application for Admission form:

- a) a transcript of his High School record.
- b) a statement of the reasons why he wishes to proceed to a university degree and an indication of the program he wishes to pursue.
- c) two letters of reference from two persons competent to assess the applicant's ability to proceed with university studies.
- d) some evidence of his ability to engage in academic studies at the present time.

A mature student may be required to appear for a personal interview, and/or to write special entrance examinations administered by the University.

Each application will be considered on its own merits.

C. Applicants from other Provinces in Canada

Because the educational systems in Canadian Provinces are not uniform, advance credit is not routinely given. An applicant from other provinces in Canada must present credentials which would gain him admission to the leading university of his own province.

Outstanding applicants presenting credentials where Grade XII represents Senior Matriculation will be awarded advance credit on an individual basis by the Admissions Committee.

Applicants presenting credentials where Grade XIII represents Senior Matriculation are advised that advance credit is not routinely given. Each applicant will be considered for advance credit on an individual basis by the Admissions Committee.

D. Applicants from outside Canada

Applicants from outside Canada must satisfy the Admissions Committee that their qualifications are comparable to those of Canadian applicants.

E. Applicants for Advanced Undergraduate Standing

An applicant who has completed work at another university or college may be given credit for subjects previously passed provided they are comparable to courses offered in the University curriculum, passed with sufficiently high standing, and are appropriate to the program elected by the applicant.

Transfer students will not be eligible to receive more than 60 semester hours of advance credit.

F. Applicants for the Professional Development Program

Applicants for the Professional Development Program must meet with the approval of the Faculty of Education as well as the University Admissions Committee.

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SIMON FRASER UNIVERSITY

REGIONAL COLLEGE TRANSFERS

Vancouver City College

The attached documents show the transfer privileges which were approved by Senate on August 7th, 1967, as interim operating procedures with respect to students from recognized regional colleges.

A summary of the transfer privileges from Vancouver City College for the 1968 Spring Semester to the 1969 Spring Semester inclusive is also attached. This transfer agreement will remain in effect until the beginning of the 1969 Summer Semester subject to the conditions that we reserve the privilege of withdrawing a course or courses from this list, should such a need arise, and that the College would be given adequate notice for counselling purposes. On the recommendation of the Department Head concerned we also agreed to give consideration to adding any course or courses to the list. This information was communicated to Vancouver City College, February 1st, 1968.

November 1968.

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SIMON FRASER UNIVERSITY

Admission

OFFICE OF THE REGISTRAR



BURNABY 2, BRITISH COLUMBIA
Telephone 291-3111 Area code 604

August 9, 1967.

REF. _____

Dr. B.E. Wales, Director,
Vancouver City College,
951 West 12th Avenue,
Vancouver 9, B.C.

Dear Dr. Wales:

Our Senate has approved on August 7, 1967, the following interim operating procedures with respect to transfer students from recognized Regional Colleges:

- (a) Normally, students who were eligible for admission prior to attending the College will be admitted with full credit for all approved courses in which they received a 'C' or better.
- (b) Normally, students who were not eligible for admission prior to attending the College may be admitted upon successful completion of at least four courses in one semester at the College. On admission such students will be granted full credit for all approved courses in which they received a 'C' or better.
- (c) Normally, students whose record at the College is such that had they been at the University their academic status would be 'on probation', will not be admitted until this condition is removed.

The regulations (b) and (c) above apply primarily to students whose last academic work in secondary school prior to their admission to your Institution was moderately successful but whose level of performance was not quite at the level required for admission to Simon Fraser University. The 'normally' allows the Admissions Committee to make judgements on individual applicants who have a record of academic failures in secondary school or who have a bad academic record at another post-secondary institution prior to attending the College.

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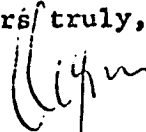
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In addition to the above the Senate has also stipulated that students who have been required to withdraw from Simon Fraser University for a period of one calendar year will normally not be granted credit for academic work completed during the required period of absence if re-admitted to continue university studies.

If you have any specific queries regarding the application of these interim operating procedures for students wishing to transfer from your Institution do not hesitate to write us.

Yours truly,



D.A. Meyers,
Associate Registrar.

DAM/ek

c.c. Mr. J.D. Newberry,
Principal, King Edward Centre.

Mr. J.J. Denholm, Vice-Principal,
King Edward Centre.

Mr. A.H. Glenesk, Vice-Principal,
King Edward Centre..

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Old manuscript

SUMMARY OF COURSES FOR TRANSFER PRIVILEGES FROM
VANCOUVER CITY COLLEGE

For the 68-1, 68-2, 68-3 and 69-1 Semesters.

Vancouver City College

Simon Fraser University
Advance Standing/Credit

Life Science 17	Man & World (3)
Biology 16A	Biology 101 (3)
Biology 16B	Biology 102 (3)
Biology 23	Bi Sc 202 (3)
Biology 24	Bi Sc 204 (3)
Biology 25	Bi Sc 305 (3)
Biology 26	Bi Sc - Human Physiol (3)
Zoology 21	Bi Sc 316 (3)
Chemistry 15A <u>and</u> B	Chem 101 (3) B or + <u>or</u> Chem (3)
Chemistry 21 <u>and</u> 22	Chem 102 (3) B or + <u>or</u> Chem (3)
Econ 17	Econ 150 (3)
Economics 18	Econ 152 (3)
Econ 21A	Econ 100 (3)
Econ 21B	Econ 200 (3)
Econ 22	Econ 205 (3)
English 17A	English 101 (3)
English 17B	English 102 (3)
English 18A <u>and</u> 18B	English 103 (3)
English 23 <u>and</u> 24	English 201 (3)
French 19A	Lang. & Lit (3)
French 19B	Lang. & Lit. (3)
French 28A <u>and</u> 28B	Oral (3)
French 29A <u>and</u> 29B	Adv. Lang. & Lit (3)
Geography 15	Geog - Econ. Dev. B.C. (3)
Geography 16	Geog - Pac. Trad. Comm. (3)
Geography 18 <u>and</u> 19	Geog. 211 & 151 (6)
German 19A	Oral & Comp. (3)
German 19B	Oral & Comp. (3)
German 29A and 29B	Adv. Lit. & Comp. (3)
History 15	20 C. Can. (3)
History 16	Brit. since 1900 (3)
History 20	Hist. - Can. Am. Rel. (3)
History 22	Hist. 101 (3)
History 23	Hist. - Europ. 1939 to Pres. (3)
History 24	Hist. 242 (3)
History 25	Hist. 282 (3)
History 26	Hist. - U.S. to Civil War (3)
History 27	Hist. 283 (3)

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Admission

Vancouver City College

Simon Fraser University
Advance Standing/Credit

Mathematics 17A
Mathematics 17B
Mathematics 27A
Mathematics 27B

Math - Calc. (3)
Math. 113 (3)
Math. 114 (3)
Math. 213 (3)

Physics 15A and 15B

Phys. 101 + 102 (6) B or +
or Phys. (6)

Political Science 19

P.S.A. 244 (3).

Psychology 15 A
Psychology 15B
Psychology 24A and 24B

Psych. 101 (3)
Psych. 100 (3)
Psych. 350 (3)

Sociology 20
Sociology 21

P.S.A. 101 (3)
P.S.A. 121 (3)

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SIMON FRASER UNIVERSITY

Admissions

ADVANCE STANDING/CREDIT FROM SENIOR MATRICULATION

Senate Extract from the February 5th, 1968 Meeting

"that the Admissions Committee be authorized by Senate to grant advance standing or credit to outstanding students from provinces where Grade 12 represents Senior Matriculation."

Extract from the Minutes of the July 10th, 1968 Meeting of the Senate Committee on Undergraduate Admissions and Standings.

The Committee confirmed that advance credit from a British Columbia Senior Matriculation programme would be in accordance with the calendar provided a minimum of three courses is passed in a single sitting or standing held in a minimum of five courses.

The Committee ruled that advance credit/standing could be awarded to outstanding applicants presenting credentials from other provinces in Canada where Grade 12 represents Senior Matriculation. Applicants from other Canadian provinces are required to obtain an overall average in a single sitting of at least 5% greater than that required for admission to the leading university in their own province. To be considered for advance credit/standing the applicant must obtain an overall average 20% above that required for admission and advance credit/standing is awarded for those courses in which a grade of 10% above the required minimum overall average is obtained.

The Committee also ruled that these regulations would also apply to Ontario where Senior Matriculation is Grade XIII.

November 1968.

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Admission

SIMON FRASER UNIVERSITY

ITEMS FROM THE SENATE COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STANDINGS

STUDENTS APPLYING FOR ADMISSION TO SIMON FRASER UNIVERSITY AFTER HAVING ALREADY OBTAINED A FIRST DEGREE FROM A UNIVERSITY IN THEIR OWN COUNTRY

It was decided that the Committee would in the future not accept students holding a first degree in Arts, Science or Education, but rather would recommend these students be reviewed in the light of deficiencies they may have for admission to Graduate Studies. In most cases these students would be required to complete preparatory work for admission at the graduate level but only in exceptional cases would a second degree at the same level be granted from Simon Fraser University.

ADVANCE CREDIT/STANDING FOR COURSES COMPLETED AT A NON-RECOGNIZED INSTITUTION OF HIGHER LEARNING OR ON NON-DEGREE PROGRAMMES

The Committee discussed the question of similar cases to Mrs. _____ which might arise in the future where advance credit/standing was recommended on work other than courses completed at a recognized institution of higher learning and which were eligible for credit on a degree program. The members agreed that whereas Mrs. _____ would be granted the work of one year, all future cases must be referred to the Department Head or Heads recommending the credit and the actual course titles and numbers from our own calendar must be submitted with their recommendation for advance credit.

TRANSFER OF CREDIT FROM RELIGIOUS INSTITUTIONS

The question of transfer of credit from Religious Institutions and, in particular, those intended primarily to prepare future candidates for the clergy was discussed. A transcript had been submitted from a student who has completed the Bachelor of Arts (in Theology) program at Christ the King College, Mission, B.C. A meeting was held during the previous week with the Reverend Aquinas, Dean of Studies at Christ the King College, Professor R. Baker, Head of the English Department, Dr. John Ellis, Chairman of the Professional Foundation and Mr. D. Meyers, Assistant Registrar. The curriculum of Christ the King College was discussed at this meeting and possible courses that could be considered for transfer. Professors Ellis and Baker presented their recommendations to the members of the Committee and it was decided that each student and each course would be considered on an individual basis and, in general, the student must hold a 'B' grade or better before any consideration for advance credit would be given. The Committee also felt that in no event would any credit be granted for courses beyond the sophomore year level.

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✓ TRANSFER FROM UNIVERSITIES SUCH AS SIR GEORGE WILLIAMS AND NOTRE DAME UNIVERSITY

A number of requests for admission on transfer from universities such as Sir George Williams and Notre Dame have passed through the Committee within the last few months. Many of these students came from countries other than Canada and the United States and they frequently have not met the admission requirements which would be demanded by either ourselves or the University of British Columbia. It was proposed that for universities such as the aforementioned we should accept transfer credit for only those courses receiving grades of 'B' or better and in no event would Simon Fraser transfer more than the work of the first two years of a four year Bachelor of Arts, Science or Education program. A member recommended this proposal to the other members of the Committee and it was agreed that this would be the policy in future for transfer students in this category.

These passed at the August 3, 1966 meeting.

✓ ADMISSION REQUIREMENTS FOR STUDENTS WHO HAVE RECEIVED THEIR EDUCATION IN INDIA

It was requested that the Committee review its admissions policy on students seeking admission from India and suggested that we invite T.B. Bottomore and A.H. Somjee to offer their recommendations. Professor Bottomore has replied, a copy of which is attached, and the Committee felt that inasmuch as this was already the admissions policy of the University it would remain unchanged and that admission would require a first degree in the first or second division from a recognized university in India. The members agreed that certain exceptions to this policy, such as requests from the Delhi School of Economics, could be made.

Passed at the August 10th, 1966 meeting.

✓ RESIDENCE REQUIREMENTS

All students must complete a minimum of 60 semester hours of work in the Faculties of Arts or Science to qualify for a first degree.

Passed at the November 4th, 1966 meeting.

✓ TRANSFER OF CREDIT FROM THE UNIVERSITY OF BRITISH COLUMBIA

The Committee set down that well established universities, such as the University of British Columbia, must obtain a grade of at least 10% above the minimum passing mark before consideration would be given for advance standing/credit. Other universities and institutions of higher learning will be scaled in accordance with the discretion of the Registrar.

✓ ADMISSION OF STUDENTS HOLDING CREDENTIALS OUTSIDE OF CANADA

The Committee reaffirmed that foreign students should be admitted on the basis of Senior Matriculation standing to our first year with no advance standing/credit, except in special cases at the Registrar's discretion.

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M. J. ...

TRANSFER OF CREDIT FOR UNIVERSITIES ON THE SEMESTER SYSTEM OF THREE (3) FIVE-UNIT COURSES PER SEMESTER AT THE FRESHMAN/SOPHOMORE YEAR LEVELS.

The Committee agreed that the transfer of credits for universities whose first four semesters are composed of a program of three courses with five semester hours credit each should receive full credit provided they correspond to subject and content matter on our own curriculum and the university standards are sufficiently high. Credit granted for laboratory work, etc. would not be recognized unless similar credit is given for the same work within our own Departments.

These passed at the March 2nd, 1967 meeting.

TRANSFER PRIVILEGES FOR STUDENTS ADMITTED TO A DEGREE PROGRAM AT THIS INSTITUTION WHO WISH TO UNDERTAKE WORK IN EUROPEAN UNIVERSITIES

A request to undertake work in Europe from _____, copies of which are attached, was discussed and the Committee felt that a policy should be established for future reference. It was decided that students wishing to complete work in European universities would be required to arrange for written permission from each Department Head concerned to enroll for particular courses and be submitted to the Registrar. The Registrar would, in turn, forward a letter of permission to the student. It was further stipulated that the student must be informed that he will be required to present, before credit would be awarded, official documentation from the Registrar and/or the Head of each Department, together with a notarized English translation, showing the level of achievement of each course undertaken and the hours and duration of time required for each course. (A member reminded the Committee that this procedure would be necessary for most European universities inasmuch as they do not award individual grades for each year of attendance.)

Passed at the April 3rd, 1967 meeting.

WORK COMPLETED AT THE SENIOR MATRICULATION LEVEL AND UNDERTAKEN OUTSIDE OF CANADA

In the past a number of requests have been submitted for Advance Standing by various departments for work completed at the Senior Matriculation level which was undertaken outside of Canada. The Committee decided that the completion of Senior Matriculation, or its equivalent, was the minimum admission requirement to Simon Fraser University and that no advance credit would normally be granted. These students would be granted advance placement at the discretion of the department head concerned.

STUDENTS REQUIRED TO WITHDRAW FROM OTHER INSTITUTIONS AND SUBSEQUENTLY
ATTENDED A RECOGNIZED REGIONAL COLLEGE

Students who were required to withdraw from other institutions and subsequently attended a recognized Regional College, such as Vancouver City College, and presented a good academic record in support of an application for admission to Simon Fraser University. The Committee decided that normally such a student would be required to return to his former university for the completion of a first degree.

These passed at the August 17th, 1967 meeting.

SIMON FRASER UNIVERSITY

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OFFICE OF THE REGISTRAR



BURNABY 2, BRITISH COLUMBIA

Telephone 291-3111 Area code 604

Admission

FORM LETTER APPROVED BY THE SENATE COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STANDINGS TO BE SENT TO ALL STUDENTS APPLYING FROM HONG KONG.

Thank you for your recent inquiry requesting admission to a program of studies at Simon Fraser University. Students who have received their Secondary School education in Hong Kong must present one of the following:

1. General Certificate of Education showing either:
 - (a) passes in five subjects of which at least three must be passed at Advanced level;
 - (b) passes in four subjects at Advanced level;

OR

2. School and Higher School Certificates as follows:
the Higher School Certificate with passes in three subjects at Principal level and one at Subsidiary level. The general paper is desirable but not compulsory.

All students from a country where English is not the national language will be required to show evidence of proficiency in English by means of a recognized test. If you have not already taken an English Proficiency Test we would suggest you contact:

Foreign Language Educational Testing Service
Department of English
Princeton University
Princeton, New Jersey, 08540, U.S.A.

If you have met the admission requirements would you please complete the enclosed application and return it to this office together with your documents showing the grades you received.

Yours truly,

D. A. Meyers
Associate Registrar

DAM/jf

SIMON FRASER UNIVERSITY

OFFICE OF THE REGISTRAR



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Admissions

BURNABY 2, BRITISH COLUMBIA

Telephone 291-3111 Area code 604

FORM LETTER APPROVED BY THE SENATE COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STANDINGS TO BE SENT TO ALL STUDENTS APPLYING FROM THE UNITED STATES OF AMERICA.

Dear

Thank you for your recent enquiry requesting admission to a program of studies at Simon Fraser University.

Students who have received their education in the United States should hold standing for a completed Freshman year at an accredited college or university. (Ordinarily a High School Graduation Diploma will not admit a candidate). Freshman year standing at college or university, in addition to meeting the admission requirements, may give a student advance standing/credit which is determined after an official transcript and application form have been submitted.

A complete Freshman year must include a minimum of 6 semester or 9 quarter lecture hours credit in five disciplines as shown below:

Admission to Arts

English (Literature) and any four of:
Mathematics (Alg. Geo. & Trig.)
A Foreign Language
Chemistry
Physics
Biology
Zoology
Social Sciences (Econ. Hist. Sociol.
Geog. Psych. etc.)

Admission to Science

English (Literature)
Mathematics (Alg. Geo. & Trig.)
Plus two of the following:
Chemistry
Physics
Biology
Zoology
Plus one additional science from
above, not already chosen, or a
Social Science (Econ. Hist. Sociol.
Geo. Psych. etc.)

If you have met these admission requirements or if you feel your High School record is outstanding and merits special consideration would you please complete the enclosed application and return it to this office together with an official transcript(s).

Yours truly,

Miss M. Mackie,
Assistant Registrar
Admissions.

MM:ih

SIMON FRASER UNIVERSITY

SM 20/11/68

Admissions

OFFICE OF THE REGISTRAR



BURNABY 2, BRITISH COLUMBIA

Telephone 291-3111 Area code 604

FORM LETTER APPROVED BY THE SENATE COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STANDINGS TO BE SENT TO ALL STUDENTS APPLYING FROM ENGLAND, WEST INDIES, EAST AND WEST AFRICA.

Dear

Thank you for your recent enquiry requesting admission to a program of studies at Simon Fraser University.

Students who have received their Secondary School education in England, West Indies, and East and West Africa must present one of the following:

1. General Certificate of Education showing either:
 - a) passes in 5 subjects of which at least 3 must be passed at Advanced level;
 - b) passes in 4 subjects at Advanced level;

OR

2. School and Higher School Certificates as follows:

the Higher School Certificate with passes in 3 subjects at Principal level and one at Subsidiary level. The general paper is desirable but not compulsory. (Credits on the School Certificate are considered the equivalent of Subsidiary passes on the Higher School Certificate.)

If you have met the admission requirements, would you please complete the enclosed application and return it to this office together with an official transcript.

Yours truly,

Miss M. Mackie
Assistant Registrar - Admissions

MM:pm
Enc.