

MEMORANDUM

To..... SENATE.....

From..... SENATE UNDERGRADUATE.....

..... ADMISSIONS BOARD.....

Subject... CONTINUANCE, WITHDRAWAL AND
READMISSION POLICY.....

Date.... 20TH JANUARY, 1983.....

Action undertaken by the Senate Undergraduate Admissions Board at its meeting of January 19, 1983, gives rise to the following motion:--

MOTION: "That Senate approve and recommend approval to the Board of Governors, as set forth in S.83-27

The attached revisions to the policy on Continuance, Withdrawal and Readmission. That these revisions become effective with the Fall Semester, 1983."

Encl.
ACM:bc

SIMON FRASER UNIVERSITY

MEMORANDUM

SENATE UNDERGRADUATE ADMISSIONS.....
BOARD.....
Subject..... SUAB. 102A. - CONTINUANCE, WITH-
DRAWAL AND READMISSION POLICY

From..... ALAN C. McMILLAN.....
..... SECRETARY, S.U.A.B.....
Date..... 17TH JANUARY, 1983.....

The following is a summary of the comments raised by SCUS and the Faculties regarding a new policy on Continuance, Withdrawal and Readmission.

The consensus on campus is that our current regulations are too lenient and need to be revised. Many expressed concern that under existing policy, students with consistently poor performance are allowed to continue at SFU longer than is deemed reasonable and are able to manipulate the system (because of the extended period between reviews) to the disadvantage of themselves and the institution. There was a strong feeling that Mature Students should be evaluated under the same policy as regular students. It was suggested that SUAB attempt to refine the existing policy to achieve a more appropriate evaluation process, rather than introduce a completely new policy at this time.

The following is a full statement of our current policy and suggested revisions. It is felt that these revisions will bring about the required results with the least amount of disruption to current policies.

1982/83 CALENDAR STATEMENT

POLICY REVISIONS
(Revision Replaces Underlined Statement or becomes an addition as in #5)

Standing Required for Continuance

NOTE: The following regulations covering continuance became effective with the Fall Semester 1979. The regulations are not retroactive.

All students who enter Simon Fraser University are expected to maintain acceptable standards of scholarship. Specifically, they are expected to maintain a minimum 2.00 CGPA. A student who does not maintain this minimum CGPA will be considered to be performing less than satisfactorily in his/her studies. The following procedures will apply for evaluating student performance in accordance with the new policy governing Continuance, Withdrawal and Re-admission.

The regulations indicate primarily the effect on a student without transfer credit, but, particularly at the time of admission to the University, are applied to obtain reasonable equitability across transfer and non-transfer students.

1. Transfer students admitted to the University under the "Special Entry" category with an admission average below 2.00:-

having attempted 29 or fewer semester hours on transfer credit will be admitted on **ACADEMIC WARNING**

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having attempted 30 or more semester hours on transfer credit will be admitted on **ACADEMIC PROBATION.**

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The regulations covering Continuance, Withdrawal and Re-admission will apply to transfer students immediately upon their admission to SFU.

2. Following admission, no formal assessment for these continuance purposes will take place until the student has completed a **minimum of 15 semester hours** at SFU, for which SFU grades have been assigned.

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A student's academic performance will be evaluated in 15 semester-hour blocks of courses for which SFU grades have been assigned. ("Assigned grades" will include grades A+ through to D, F, DE, and N, but will exclude P, W, CR, AE, CC, and AU).

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3. Students will 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 have been assigned. The following schedule applies.

1983.

For students without transfer credit

- ACADEMIC WARNING — will be used only after a student has received SFU assigned grades for at least 15 semester hours.
- ACADEMIC PROBATION — will be used only after a student has received SFU assigned grades for at least 30 semester hours.
- REQUIRED TO WITHDRAW — will be used only after a student has received SFU assigned grades for at least 45 semester hours.
- PERMANENT WITHDRAWAL — received SFU assigned grades for at least 60 semester hours.

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For students with transfer credit

- (1) On admission see item 1. above.
- (2) Following completion of at least 15 semester hours of SFU assigned grades, when the total awarded through transfer credit, or through transfer credit and assigned grades, or through SFU assigned grades.
- (a) is 30 hours or more, the student may be placed on ACADEMIC PROBATION.
- (b) is 45 hours or more, the student may be placed on ACADEMIC PROBATION or REQUIRED TO WITHDRAW, as applicable.
- (c) is 60 hours or more, the student may be placed on ACADEMIC PROBATION or REQUIRED TO WITHDRAW or PERMANENT WITHDRAWAL, as applicable.

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4. Students who are on ACADEMIC WARNING or on ACADEMIC PROBATION will be required to maintain a Grade Point Average of 2.00, or higher, on all courses taken during the warning or probation period in order to be allowed to continue until the CGPA reaches 2.00, at which time they will be in good academic standing (reference items 2. and 3. above).

Students who have only "N" or "F" grades in two consecutive semesters may be required to apply for re-admission to the University; the application is reviewed by the Senate Undergraduate Admissions Board before re-admission is considered.

6. Students who withdraw from all courses in three consecutive semesters may be required to apply for re-admission to the University; the application is reviewed by the Senate Undergraduate Admissions Board.
7. Students who are between reviews and whose Grade Point Average for the semester falls below 2.00 even though the CGPA is 2.00 or higher, will be advised to seek counselling at the Academic Advice Centre.
8. A student on academic warning or on academic probation may not register in a course load which exceeds that permitted by faculty regulations, although there is no minimum number of course hours required.
9. 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 other than under exceptional circumstances.
10. 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.
11. The calculation of the CGPA for the current semester will exclude the lower grades in the repeated (Duplicate) courses. This regulation will apply only to students registered from 1979-3 onwards and will not apply to records where the degree has already been granted. In and after the 1979-3 semester it affects the CGPA for the semester in which the course is repeated (and for subsequent semesters) but does not affect the CGPA for any prior semesters. It applies to a course taken before 1979-3 only if the course is repeated in 1979-3 or later but does not affect the CGPA for any semester before the one in which the course is repeated, or for any semester prior to 1979-3.

5. Students who have a cumulative Grade Point Average of less than 1.0 on two consecutive semesters will be ineligible to re-register for one full calendar year. *Also students ...*

6. Will be ineligible to re-register for one full calendar year.

7. Will be placed on Academic Alert and

9. appeal for readmission until three full calendar years have expired.

11. The Duplicate Course policy allows for the exclusion of the lower grade of a duplicated (repeated) course in the calculation of the cumulative grade point average for the semester in which the course is repeated and for subsequent semesters. This policy does not apply to records where the degree or diploma has already been granted. Reference is made to the policy on Limitation on Duplication of Courses. (see page).

12. Academic Warning — Terms and Conditions

- (1) A student who has not attempted transfer credit who has received grades for at least 15, but fewer than 30 SFU semester hours of assigned grades and has a CGPA of less than 2.00 will be placed on ACADEMIC WARNING.

During the warning period, the student must complete a minimum of 15 SFU semester hours of assigned grades before reassessment will occur. A student on ACADEMIC WARNING may not repeat a course for which a grade of C, or higher, has been assigned. If, at the end of the warning period, the CGPA is 2.00, or higher, the student will be considered to be in good academic standing. Otherwise, the student will be placed on ACADEMIC PROBATION.

- (2) A student (excluding a "Special Entry" as described above) who has been awarded fewer than 15 hours of transfer credit, and who has received assigned grades for at least 15, but fewer than 30 SFU semester hours, and who has a CGPA of less than 2.00, will be placed on ACADEMIC WARNING provided that the total semester hours granted on transfer, together with hours for SFU assigned grades is less than 30. If the total is 30 or more, the student will be placed on ACADEMIC PROBATION. The conditions noted under (1) above apply to the warning period.

- (3) For "Special Entry" admitted under ACADEMIC WARNING, see above. The conditions noted under (1) above apply to the warning period.

13. Academic Probation — Terms and Conditions

A student who has received assigned grades for at least 15 SFU semester hours and is not subject to ACADEMIC WARNING, will be placed on ACADEMIC PROBATION if the CGPA is less than 2.00.

During the probation period, the student must complete a minimum of 15 SFU semester hours of assigned grades before reassessment will occur. A student on ACADEMIC PROBATION may not repeat a course for which a grade of C, or higher, has been assigned.

If at the end of the probation period,

- (1) the Grade Point Average on assigned grades during the probation period and the CGPA are 2.00 or higher, the student will be considered to be in good academic standing.
- (2) the CGPA is less than 2.00, but the Grade Point Average on assigned grades during the probation period is 2.00, or higher, the student will continue on ACADEMIC PROBATION.
- (3) the Grade Point Average on assigned grades during the probation period is less than 2.00, but the CGPA is 2.00, or higher, the student will continue on ACADEMIC PROBATION. (This would apply to students repeating courses during the probation period.)
- (4) both the CGPA and the Grade Point Average on assigned grades during the probation period are less than 2.00, the student will be REQUIRED TO WITHDRAW from the University for twelve (12) calendar months.

14. Required to Withdraw — Terms and Conditions

A student who is REQUIRED TO WITHDRAW may appeal for re-admission at the end of the twelve-month period, and if re-admitted, will be placed on ACADEMIC PROBATION once again, subject to the conditions for ACADEMIC PROBATION, as described earlier.

However, at the end of the probation period, if both the CGPA and the Grade Point Average on assigned grades during the probation period are below 2.00, the student will be placed on PERMANENT WITHDRAWAL and will not be considered for re-admission for a period of three (3) calendar years.

A student whose total semester hours based on transfer credits awarded and/or SFU assigned grades totals 60 or more may be placed on PROBATION or on REQUIRED TO WITHDRAW or on PERMANENT WITHDRAWAL, as applicable.

15. Permanent Withdrawal — Terms and Conditions

A student who is on PERMANENT WITHDRAWAL may appeal for re-admission at the end of the three (3) year period. If, at the end of three (3) years, the student is re-admitted, it will be on ACADEMIC PROBATION under the terms of ACADEMIC PROBATION, as described earlier.

However, if, at the end of the probation period, both the CGPA and the Grade Point Average on assigned grades during the probation period are below 2.00, the student will again be placed on PERMANENT WITHDRAWAL.

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IMPLEMENTATION PROCESS

It is recommended that this policy become effective with the Fall Semester, 1983, and that these regulations not be retroactive.

The transition from our current policy to the new policy will have no effect on the majority (approximately 90%) of our undergraduate student population as they are maintaining an acceptable level of performance. The remaining 10% (approximately 1,000) includes those in the four disciplinary categories (OAW, OAP, RTW and PW), as well as those on "Academic Alert" and "Between Reviews".

Students who return in the Fall, 1983, or subsequently, whose last assessment was OAW or OAP (or are eligible for readmission on OAP), will be assessed following their next 9 semester hours of SFU graded coursework. This will be consistent with the new policy and will not have a detrimental effect on these students; who make up approximately 40% of those in difficulty.

The remaining group (approximately 600) includes students on "Academic Alert" and "Between Reviews", many of whom will meet an acceptable standard of performance in the 1983 Fall Semester, or subsequently. Those who fail to achieve an acceptable standard of performance could be assessed earlier than under the current policy.

In implementing the new regulations, the following factors will allow for a smooth transition for those individuals whose assessment period has been reduced:-

- a) The disciplinary categories will continue to be applied in progression. Accordingly, no student will be placed in an academic disciplinary category without the appropriate "Warning", or "Probation", regardless of the number of credit hours attempted.
- b) The SUAB review process, which occurs at the end of each semester, will be able to identify and take appropriate action on those cases where the implementation process is unfair.
- c) If approval by Senate occurs in February, there will be sufficient time to issue advance notice of the pending change in the 1983/84 Calendar.
- d) Students placed in one of the disciplinary categories on "Academic Alert", or "Between Reviews", will be advised of the new policy with their grade statements following 1983-1 and 1983-2.
- e) Former students will be notified of the new regulations when they apply for readmission.

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