

MEMORANDUM

SENATE

From. SENATE COMMITTEE ON ACADEMIC PLANNING

SENATE COMMITTEE ON UNDERGRADUATE STUDIES

Subject. FACULTY OF BUSINESS ADMINISTRATION -
PROPOSED CHANGE IN REGULATIONS -
RESTRICTIONS ON ENTRY TO AND

Date. NOVEMBER 18, 1983.

CONTINUATION IN MINOR, MAJOR AND
HONORS PROGRAMS AND TO UPPER DIVISION
COURSES IN BUSINESS ADMINISTRATION,
OR TO RELATED JOINT PROGRAMS OR COURSES.

Action undertaken by the Senate Committee on Undergraduate Studies at its meeting of November 1, November 8 and November 15, 1983 and following discussions by the Senate Committee on Academic Planning at its meeting of November 9, 1983 gives rise to the following motion:

MOTION:

"That Senate approve and recommend approval to the Board of Governors, as set forth in S.83-101, the proposed changes in regulations covering enrollment limitations in the Faculty of Business Administration."

BACKGROUND INFORMATION

- I. Following intensive discussions between the School of Business Administration and the university administration and after significant debate at SCUS, SCAP and Senate - on October 6, 1980 Senate amended and approved paper S.80-117 covering the initial regulations on enrollment limitations in Business Administration. Regulations on this type of topic require action by the Board of Governors and the Board did approve the regulations. Significant changes would still require Senate/Board action.
- II. The paper at that time made clear that the new regulations were in addition to the general University and Faculty of Arts regulations covering such matters as admission to the University, acceptance into and continuance in minor, major, honors programs, requirements for graduation. Except as specifically described in the documents they did not apply to BUEC courses; that general principle still pertains, unless there is specific data otherwise.

Since that time Senate and the Board have approved a number of curricular and other changes, through the normal on-going activities of Business Administration, including establishment of Faculty status with separation from the Faculty of Arts. There have been certain program revisions, curricular changes and like matters, but these have not changed the basic regulations adopted in October, 1980 (effective for September 1981) on enrollment limitations, with the exception of actions undertaken through SCUS/SCAP and then Senate on October 5, 1981 (effective for September 1982) via paper S.81-126. That paper also was approved by the Board. Specifically the pertinent papers are S.80-117 and S.81-126. A brief indication of major points and changes follows (with understanding that the technical language of the papers and minutes of the bodies prevail where the summary is abbreviated, incomplete, unclear, or possibly in error).

III. The 1980 proposal which was to affect entries for Fall 81-3 and later (with some grandfather clauses) - For summary see S.80-117 attached as Appendix I hereto. These regulations were later changed in items 3 and 4 by S.81-126, and now are to be changed, if approved, by the actions now proposed. Unless specifically changed, or clearly changed by the thrust of the new regulations, the regulation or general practice remains in effect.

Examples:- S.80-117 Appendix I

1. Continues
2. Changes - The basic procedure for being first accepted into minor/major/honors programs may commence after the 30th semester hour and normally will be in place by completion of the 60th hour. Other cases will be reviewed and determined by the Faculty.
- 3.) These items were changed by S.81-126, October 1981 (effective for entry
- 4.) for Fall 82-3). See explanation below, and Appendix II.
5. 5(a) continues. 5(b) changes as the present value of 2.25 will be the ranked average value determined each semester on the new quota base.
6. Continues
7. Continues - (subject to decision on entry averages from colleges).
8. Continues (2.25 or higher normally required).
9. Continues.
10. Changes, relative to date, with new regulations to apply to new students for entry acceptance in Fall, 1984.
 - a) has expired
 - b) continues.

IV. The 1981 proposal which was to affect entries for Fall 82-3 and thereafter - For summary see S.81-126 excerpts attached as Appendix II hereto. The pertinent paper had significant impact, but was not to change a number of prime-thrusts of S.80-117, but was to augment them.

The effect of these regulations was to recognize that the controls on limiting enrollment, desired under S.80-117, were not being achieved, but to attempt solution through a middle-of-the-road position, utilizing a sliding (upward) minimum CGPA for entry to achieve the desired balance.

The Faculty notes some temporary gains in the early stages, but it perceives as significant the failure in attempting to respond adequately and fairly to its responsibilities to students admitted to its programs/courses.

That paper, S.81-126 in item 4, set conditions generally stringent on those seeking other than minor/major/honor programs in Business Administration but relative to those directly in Business the stringency undoubtedly is appropriate as the same cgpa entry values are being applied for major/minor and other applicants. Reasonable efforts are needed to ensure that all groups are apprised clearly of expectations and requirements. It is noted

that senior priority likely would go to minor/major/honour candidates, with lower priority to extended studies diplomas, multiple degrees, incidental courses and others. Some special regulations were approved restricting the ESD. (The new proposals make reference to "space availability" conditions for non major/minor/honours applicants.)

- V. The situation under present regulations. In order to better control enrollments in the Faculty of Business Administration the regulations approved in 1980 structured mechanisms to require that individuals make formal declaration of minors/majors/honours and be formally accepted at approximately the 60th hour. To be accepted the student would be required to have a cumulative g.p.a. of 2.25 or higher at the time of acceptance with the usual higher average for honours entry continuing to be applied. There was further provision that to remain in a minor/major program the student would be required to maintain a cumulative g.p.a. of 2.25 or higher with the usual higher average to continue in an honours program. Those undertaking a minor program through use of BUEC courses were required to obtain a cumulative g.p.a. of 2.25 or higher. Similarly for any student to take any upper division Business Administration course the minimum 2.25 average normally would be applied. There was some provisions for grandfather clauses.

The details covering preregistration and like matters were outlined under regulation 6, which generally continues.

Students entering from elsewhere were to meet the new entry average of 2.25.

In Fall 1981 it was recognized that the controls were not sufficient and regulations 3 and 4 were amended to give Business the right to determine on an annual basis, prior to the publication of the preregistration booklet for Fall the minimum cumulative g.p.a. needed for acceptance into its minor/major/honours or other programs or the department's upper division courses. The value was to lie between 2.25 and 2.60. The value was to be selected on the basis of providing between 400-500 new students annually into the department's programs. Those with a c.g.p.a. of 2.6 or higher would be guaranteed acceptance into programs whilst those with averages below 2.25 would not be accepted.

To remain in a minor/major or similar program the student would require a c.g.p.a. of at least 2.25 with the usual higher average to continue in an honours program. If, after acceptance the student became discontinued in a program, then for re-entry the student must meet applicable new entry standards. The c.g.p.a. determined for acceptance for minors/majors would also apply to those taking courses in the department not in designated programs.

VI. The New Proposals

- i) The Faculty indicates that experience shows that attempt to predetermine the average needed for adequate control has not been satisfactory. Its desire is to have annually some 500 new students, with the Vice-President Academic having authority to adjust the number subject to availability of resources. This proposal would parallel to some degree the enrollment limitation processes in the PDP program although direct comparison is not possible and in addition

the structure of Business Administration is much like that of a professional school with the majority of courses numbered 300 and 400. There are no 100 division courses and very few 200 division courses.

- ii) In the proposal individuals may seek entry to minor/major and other programs of the faculty after completion of 30 hours and preferably by completion of the 60th hour.
- iii) Students would be permitted to undertake the lower division courses of the faculty in the usual flow procedures specifically without having been ranked academically for program entry, but for first entry to upper division courses usually would have to have made program application, and be selected by being ranked in terms of cumulative g.p.a. with the value selected dependent on the rankings, to produce the figure of some 500 new for the year. Whatever value of c.g.p.a. is determined through that ranking would apply to those seeking entry to minor/major or other programs or to individual courses, with some further restriction on the individual course processes.
- iv) Those already granted entry who maintain a c.g.p.a. of not less than 2.25 can continue in the program. In exceptional circumstances the Faculty can grant waiver.
- v) Those whose c.g.p.a. drops below 2.25 will be discontinued in the program at the end of the next following semester, will be required to apply for re-entry if they wish to proceed, and must meet the new entry c.g.p.a. standards determined in the ranking process applicable for that time. Those with 90 credit hours or more whose c.g.p.a. drops below 2.25 similarly will be discontinued and will be required to apply for re-entry but will need to meet either the lower of the c.g.p.a. requirement of the semester of their original acceptance or the c.g.p.a. requirement applicable for the semester for which re-entry is sought.
- vi) Attention is drawn to current regulation 6 of S.80-117. It is intended that this continue particularly for SFU students. For new students transferring from other universities and colleges, particularly with a significant amount of transfer credit, the Faculty may find it necessary to grant "conditional" entry on the basis of known data for its quota ranking purposes, with final documentation required for completion purposes through in-person registration. The principles of item 7 are involved and that item is continued.
- vii) The Faculty has indicated intent to permit entry of some 175 students for each of the Fall and Spring semesters and some 150 for the Summer semester. This is to be taken as intent of guideline rather than regulation, with appropriate adjustments to be based on experience.
- viii) In placing students in the general competition for entry an applicant must have completed at least 30 semester hours with a number of specified courses (or waiver from the Faculty), usually by completion of the sixtieth hour. There is not direct

restriction on the number of times an individual may apply but it is expected that potentially futile applicants effectively will be dissuaded from continual application frustration.

- ix) Students who are competing for first entry to Business programs will range from those with 30 hours minimum and specified subjects to those with sixty hours, or more, and specified subjects. There also will be those seeking special programs or individual courses. In all of this the primary thrust is to establish reasonable equitability on academic average, with some concerns on appropriate balance between minor/major/honours programs, and other programs, or service or individual courses. The present proposal gives some priority to minor/major /honours (applicants using a space availability factor for other students).

At any time, within reasonable limits, the Faculty may grant waiver and reasonably could be expected to assure students with high academic averages of entry to the programs. It must, however, ensure that any such authorizations are accounted properly in the competition and are beyond the minimum selection point.

- x) The Faculty will have an Admissions Committee to select students for entry. At least 30 hours, with specified subjects, must have been completed (unless special waiver is granted), the subjects being MATH 100, MATH 157, a 100 level Economics course, ECON 200 or 205, BUS. 251 and any one of ENGL 101, 102, 103, 104, PHIL 001, 110.
- xi) There will be the right of appeal to a Faculty Appeals Committee.
- xii) The Faculty proposes that transfer students from colleges will be required to have a minimum c.g.p.a. of 3.00 to be accepted as minor/major or other program students or for individual upper division courses in Business Administration. (Current general university requirements set this value at 2.00, and under the most recent regulations for Business at 2.25).
- xiii) The Faculty document indicates a series of proposed procedures relative to application for entry, selection, authorization to preregister/register and the like. These basically are proposed guidelines, not to be taken as rigid regulations incapable of reasonable adjustment, but the general principles should pertain.
- xiv) Specific procedures have been identified for those undertaking work at SFU up to and including Summer 84-2 for entry for Fall 84-3. Those who will complete by the end of 1984-2 a total of 45-60 semester hours or more, who have a c.g.p.a. of 2.50 or more and have completed the required courses will be granted entry to Faculty programs/courses for 1984-3.

Those who will have completed, by the end of 1984-2 at least 30 credit hours, but not more than 44 credit hours will be required to follow the entry procedures described in the documents.

- xv) With permission of the Faculty students who are not in designated programs but who have a c.g.p.a. equal to or greater than students being accepted as minor/major students may be admitted to particular courses. Such entries normally will be approved only on a space available basis, likely after in-person registration, unless there has been waiver with recognition of the general impact.

SIMON FRASER UNIVERSITY

580-117

MEMORANDUM

As amended and approved
by Senate at its meeting
of October 6, 1980.

SENATE

From SENATE COMMITTEE ON UNDERGRADUATE
STUDIES (SENATE COMMITTEE ON ACADEMIC
PLANNING)

Subject REGULATIONS - RESTRICTIONS ON ENTRY TO
AND CONTINUATION IN MINOR, MAJOR AND
HONORS PROGRAMS AND TO UPPER DIVISION
COURSES IN BUSINESS ADMINISTRATION, OR
TO RELATED JOINT PROGRAMS OR COURSES

Date SEPTEMBER 19, 1980

Nov 18/83 - APPENDIX I

Action undertaken by the Senate Committee on Undergraduate Studies at its meetings of August 5, September 9, September 16, and following discussions by the Senate Committee on Academic Planning at its meeting of September 10, 1980, gives rise to the following motion:

"That Senate approve and recommend approval to the Board of Governors, as set forth in S.80-117, regulations as follow:

SCUS 80-43B, as approved by
SCUS September 16, 1980

REGULATIONS - RESTRICTIONS ON ENTRY TO AND CONTINUATION IN MINOR, MAJOR AND HONORS PROGRAMS AND TO UPPER DIVISION COURSES IN BUSINESS ADMINISTRATION, OR TO RELATED JOINT PROGRAMS OR COURSES

(These regulations are in addition to the general University and Faculty of Arts regulations covering such matters as admission to the University, acceptance into and continuance in minor, major, honors programs, requirements for graduation. Except as described herein they do not apply to BUEC courses.)

1. A student desiring to take a minor, or a major, or an honors program in Business Administration, or a combined major or honors program in Business Administration and Economics, may continue to indicate on registration forms the intended program as under current regulations and practice.
2. For formal declaration and formal acceptance into any one of these programs involving Business Administration a student must be registering for a semester in which the 61st or higher credit hour is to be taken and normally will be expected to have completed or be registered in a semester completing the 57th credit hour. Other cases will be reviewed and determined by the Department.
3. To be formally accepted into a minor or major program the student will be required to have a cumulative grade point average of 2.25 or higher at the time of acceptance. The usual higher average for honors entry will continue to be applied.
4. To remain in a minor or major program the student will be required to maintain a cumulative grade point average of 2.25 or higher. The usual higher average required to continue in an honors program will continue to be applied. (Students undertaking a minor program in Business Administration by use of BUEC courses are required to fulfill this regulation of a cumulating grade point average of 2.25 or higher.)

5. Entry to and registration in any upper division Business Administration course requires

- (a) That the student be or have been formally accepted into one of these minor or major or honors programs involving Business Administration and be eligible to continue in the program, or
- (b) That the student have completed or be registered in a semester completing the 57th or higher credit hour and have a cumulative grade point average of 2.25 or higher. Other cases may be reviewed and determined by the Department.

For entry and registration in subsequent Business Administration upper division courses the student will be required to maintain a cumulative grade point average of 2.25 or higher.

6. If during a semester (for example during preregistration), Departmental assessment is made on the basis of student record then available and decision is to formally accept the student into one of these programs, or to permit the student to register for one or more upper division courses in Business Administration, that decision shall stand for the immediately approaching (or just commenced) semester. It will not be cancelled because of results known at the end of term, other than for failure to complete prerequisites, or action under general University regulations resulting in Required to Withdraw or Permanent Withdrawal status, or other general regulations. It will not automatically stand for later semesters; updated data would apply.

If the academic record at the time of review was too low for a student to be authorized for acceptance to a program or to take upper division courses but the end of term record for the semester just completed is adequate, the student then may seek adjustment through the Department and following general regulations either

- (a) proceed through In-Person registration if not already registered, or
- (b) proceed through adjustment through the Course-Change period, if already registered.

7. For students entering Simon Fraser University on the basis of work elsewhere the cumulative grade point average will be taken to be that determined under admissions regulations, normally on courses which can be considered for transfer. After transfer the cumulative grade point average is based on Simon Fraser University courses. Exceptional cases may be considered by the Department.

8. Where the average of a student accepted into a program drops below that required the earlier formal acceptance is no longer valid unless reviewed by the Department and waiver granted for continuance.

9. Prerequisites for any course may be waived for individual students by the School. In order for a course to be accepted as fulfilling a prerequisite a student must have a grade of C- or higher.

10. The effective date for commencement of these regulations will be to affect

registrations for and after the Fall semester 1981. They will apply generally to all students for then and thereafter granted or being granted formal acceptance into these programs or, if not in a Business Administration program, to students desiring to undertake one or more upper division courses in Business Administration (unless waiver is granted by the Department).

As it is not desired to impose hardship on students who already are well advanced in their Business Administration programs, the following provisions will apply to such students whose records would indicate as at September 1, 1981, that they would require not more than sixty credit hours to complete the degree:

(a) A student who lacks thirty or fewer credit hours needed to complete degree requirements will have one year to complete without impact from these new regulations - (to August 1982).

~~(b) A student who lacks thirty one to sixty credit hours needed to complete degree requirements will have two years to complete without impact from these new regulations - (to August 1982).~~

(b) The Department may consider further these or other exceptional cases to lessen hardship.

ADJUSTED EXCERPTS COVERING CHANGES TO S 80-117 by S 81-126 AS amended and approved by Senate at its meetings of Oct 6/80 and Oct 9/81.

To SENATE

From SENATE COMMITTEE ON UNDERGRADUATE STUDIES (SENATE COMMITTEE ON ACADEMIC PLANNING)

Subject REGULATIONS - RESTRICTIONS ON ENTRY TO AND CONTINUATION IN MINOR, MAJOR AND HONORS PROGRAMS AND TO UPPER DIVISION COURSES IN BUSINESS ADMINISTRATION, OR TO RELATED JOINT PROGRAMS OR COURSES

Date SEPTEMBER 19, 1980 updated to Oct 5/81.

Nov. 18/83 APPENDIX II

Action undertaken by the Senate Committee on Undergraduate Studies at its meetings of August 5, September 9, September 16, and following discussions by the Senate Committee on Academic Planning at its meeting of September 10, 1980, gives rise to the following motion:

"That Senate approve and recommend approval to the Board of Governors, as set forth in S.80-117, regulations as follow:

SCUS 80-43B, as approved by SCUS September 16, 1980

REGULATIONS - RESTRICTIONS ON ENTRY TO AND CONTINUATION IN MINOR, MAJOR AND HONORS PROGRAMS AND TO UPPER DIVISION COURSES IN BUSINESS ADMINISTRATION, OR TO RELATED JOINT PROGRAMS OR COURSES

(These regulations are in addition to the general University and Faculty of Arts regulations covering such matters as admission to the University, acceptance into and continuance in minor, major, honors programs, requirements for graduation. Except as described herein they do not apply to BUEC courses.)

Impact from S 81-126

Changes to 3. and 4. Extract showing changes to S 80-117 through S 81-126

- 3. Prior to the publication of the pre-registration booklet for each Fall semester the Department of Business Administration will establish the minimum CUM. G.P.A. level required for acceptance into its minor, major, honors or other programs or into the Department's Upper Division courses for the academic year - Fall, Spring, Summer. This criterion will be that CUM. G.P.A. between 2.25 and 2.60 which is predicted to result in a total of between 400 to 500 new students accepted annually into the Department's programs. (Students having a CUM. G.P.A. of 2.6 or higher will be accepted into the Department's programs regardless of total number of applications; students below 2.25 will not be accepted under any circumstances.)
4. To remain in a Minor or Major or similar program in Business Administration, a student will be expected to maintain a CGPA of at least 2.25. The usual higher average requirement to continue in an Honors program will continue to be applied. If, after acceptance, the student is discontinued in a program then for re-entry the student must meet applicable new entry standards.

Students who wish to take courses in the Department but who are not in designated programs will be governed by the CUM. G.P.A. in effect at the time of their course registration.

MASTER.

SIMON FRASER UNIVERSITY

(Formerly
SCUS 83-46)
SCUS 83-54

MEMORANDUM

Dr. J.M. Munro, Chairman

From..... G.C. Hoyt, Dean

SCUS/SCAP

Business Administration

ENROLMENT PROBLEMS -

Date..... October 26, 1983

Subject FACULTY OF BUSINESS ADMINISTRATION

Attached are papers explaining the reasons for the change in our enrolment limitation system in the Faculty of Business Administration, and an outline of the system that we propose to put into place.

Perhaps I can briefly explain the situation we are in.

As of the Fall semester of 1981, we put into place an enrolment limitation system which basically required the students entering our program as a declared major at the 60th hour to have a cumulative grade point average of 2.25. We felt, at the time, that this was the fairest system in terms of reducing uncertainty for the student - the student would know if their grade point average was adequate to enter the program as they took the pre-requisite steps and academic preparation for their major. This system seemed to have the desired effect initially in curtailing entry into our program and in reducing our course enrolments and our class sizes. However, this was a temporary phenomenon, and, as a result, as of the Fall of 1983, we sought and gained permission to raise the grade point average required for entry to 2.5. As the accompanying data show, this has again been insufficient to control our problem. Of equal importance, the desire to reduce student uncertainty has also not achieved its objective. We find that we admit the qualified students to the program, but still have no space for many of them in our classes. Consequently, many of them are delayed in their programs due to the inability to take the necessary courses in any proper sequence. This situation is clearly unfair to the student and is unhealthy for the morale of students and faculty alike.

It should also be noted that initially we anticipated that as we gradually reduced undergraduate course enrolments, the faculty complement would be increased over a period of years. Because of the restraint program, we can no longer look forward to significant increases in the faculty complement.

We propose moving the admission point into our program to the 30th hour. At the 30th hour, we will admit a predetermined number of students into our program each year. This number will aim at 500, but may vary from 400 to 600 (with the approval of the Vice-President, Academic) as resources permit. Students will be admitted

Dr. J.M. Munro
October 26, 1983
Page 2.

upon application based solely upon their cumulative grade point average. Students not accepted upon initial application may re-apply one additional time but before the 60th hour. There will also be the right of appeal through a Faculty appointed committee.

The attached documentation, I believe, shows our situation adequately and also outlines our proposed solution to the problem.

GCH/bjr

Attach.



Controlling Enrolment in the Undergraduate
Program in the Faculty of Business Administration

Proposal

The Problem

There is considerable enrolment pressure in the Faculty of Business Administration:

1. Students intending to enrol in Business Administration, plus intended majors plus majors: up 31%, 1982-3 to 1983-3.
2. Business Administration majors: up 12%, 1982-3 to 1983-3.
3. Average class sizes at the 300 and 400 levels in Business Administration are well above the average for the rest of the University.
4. Long lineups of frustrated students sought courses this fall.

It is obvious that the use of the CGPA mechanism to curb enrolment in the Faculty has not worked.

A. Enrolment Limitation - Proposal

1. The number of undergraduate students granted entry to major/minor/honours or other program in the Faculty will be limited to approximately 500 new students per academic year beginning in 1984-3.
2. The Faculty will be permitted to vary entry to programs with permission of the Vice-President Academic, between 400 and 600 per academic year depending on experience (e.g., number of semester hours taken by students, attrition rates) and resources available.
3. It is planned that some one hundred and seventy-five students will be admitted in the fall and spring semesters and some one hundred and fifty students admitted in the summer semester.

B. Admission Procedures

1. The Faculty will set up an Admissions Committee to select students on the basis of their CGPA at 30 hours or more. This CGPA will be calculated on the basis of the most recent records. Students will be considered, after

having completed the following courses or their equivalents: MATH 100, MATH 157, a 100 level Economics course, ECON 200 or 205, Business 251, and any one of English 101, 102, 103, 104, Philosophy 001,110.

2. Transfer students from colleges will be required to have a minimum CGPA of 3.00 to be admitted to the Faculty.
3. Applications will not be considered prior to completion of 30 hours. Applications are normally expected prior to the time when the 60th hour is being completed.
4. All applications for approval will be required to be filed with the Faculty Admissions Committee by the last day of classes of the semester preceding that in which approval will be granted. SFU students will sign a release allowing the Registrar's Office to provide a transcript of their grades to be forwarded to the Faculty Admissions Committee. Transfer students will be required to provide appropriate documentation. Under normal conditions the Admissions Committee will have the SFU grades of the applicants in hand by the end of the first week of each semester. Transfer students will be required to submit their documents to the Admissions Committee prior to the end of the first week of each semester. The Faculty Admissions Committee will notify applicants in writing as to whether or not they are approved to be majors, or minors in the Faculty of Business Administration, prior to the last day in the first month of each semester. Students who have been granted approval to enter the Faculty will be considered majors or minors after having indicated acceptance of that offer.
5. Students applying to the Faculty will follow the normal preregistration process. There will be no restriction on them from registering in 200 level business courses or BUEC 232 and 333.

6. SFU students who in 1984-2 will have completed 45-60 credit hours or more, have a 2.50 CGPA or more and have completed the required lower division courses will be admitted to the Faculty for 1984-3.
7. SFU students who in 1984-2 have completed at least 30 credit hours but not more than 44 credit hours will be required to follow the above described admission procedure. (See 1,2, 3, 4 above).
8. To continue as minors/majors in Business Administration, students will be required to maintain a 2.25 cumulative grade point average. Students dropped from the Faculty because their CGPA has fallen below 2.25 and who have less than 90 credit hours will normally be required to reapply for entry and meet the CGPA requirement as required of new applicants for the semester for which reentry is sought.

Students dropped from the Faculty because their CGPA has fallen below 2.25 and have 90 credit hours or more will normally be required to reapply for entry and meet the lower of the CGPA requirement in the semester of their original approval or the CGPA requirement applicable for the semester for which reentry is sought.

9. Students not accepted upon initial application may reapply. However, applications are normally expected prior to the time when the 60th hour is completed.
10. There will be the right of appeal through a Faculty appointed committee.
11. With permission of the Faculty, students who are not in designated programs, who have a CGPA equal to or greater than students seeking entry as major/minor students, may be admitted to particular courses. These will normally be approved only on a space available basis.

Background

I. Introduction¹

It is clear that using the CGPA criterion as the mechanism to control entrance into the Faculty of Business Administration has not been sufficiently effective. The original 2.25 CGPA threshold set for the Fall semester 1981 was raised to 2.50 for the Fall semester 1983. Two results were expected:

1.a) The number of students gaining entrance was expected to drop.

This has not happened. While the number of declared majors fell from the fall of 1980 to the fall of 1982, the total rose again this fall:

80-3	1292
81-3	1197
82-3	999
83-3	1122

b) This is reflected in course enrolments which peaked in the fall of 1981, fell in 82-3 and rose again this fall:

Course Enrolments*

	<u>80-3</u>	<u>81-3</u>	<u>82-3</u>	<u>83-3**</u>
300 level	1511	1559	1593	1688
400 level	699	786	593	734
	2210	2345	2186	2422

* 3rd week data
** 2nd week data

¹Unless otherwise noted, all data in this report were provided by Analytical Studies.

5
As at Nov. 15/83

c) Increased ~~300 and 400 level~~ enrolments have resulted in large class sizes.

In 82:3 section sizes in Business Administration at the 200 level were three times ^{larger} as ~~large~~ as those in the ~~Faculty of Arts;~~ ^{remainder of the university;}
 at the 300 level they were ^{2.6} ~~2.4~~ times ^{larger} as ~~large~~ and at the 400 level sizes in Business were ^{1.6} ~~1.9~~ times larger than those in ~~Arts.~~ ^{the rest of the university.}
 (~~Comparisons were made with the Faculty of Arts because of similarity in teaching methods.~~)

Average section sizes 82:3

	<u>Business</u>	<u>University (excluding Business)</u> <u>Arts</u>
100 level	NA	66.7 66.9
200 level	118.4	29.2 37.5
300 level	69.9	28.3 26.6
400 level	22.8	12.3 14.3

d) As well, long lines of frustrated students have sought seats in Business courses. During the Drop/Add period in the fall of 1983, 1392 signatures were placed by students seeking places in Business Administration courses.

Signatures for Course Places 83-3:

200 level	318	(Data from Faculty of Business Administration)
300 level	741	
400 level	<u>333</u>	
	1392	

- c) Increased enrolments have resulted in large class sizes.

In 82:3 section sizes in Business Administration at the 200 level were three times larger than those in the remainder of the university, at the 300 level they were 2.6 times larger, and at the 400 level sizes in Business were 1.6 times larger than those in the rest of the university.

Average section sizes 82:3

	<u>Business</u>	<u>University (excluding Business)</u>
100 level	NA	66.9
200 level	118.4	37.5
300 level	69.9	26.6
400 level	22.8	14.3

- d) As well, long lines of frustrated students have sought seats in Business courses. During the Drop/Add period in the fall of 1983, 1392 signatures were placed by students seeking places in Business Administration courses.

Signatures for Course Places 83-3:

200 level	318	(Data from Faculty of Business Administration)
300 level	741	
400 level	<u>333</u>	
	1392	

This has caused a pedagogically unsound situation. We are allowing students to declare a major in a program which does not have sufficient resources to meet their needs. Students are unable to obtain places in courses they require and class sizes in too many instances are too large.

2. It was expected that increasing the CGPA threshold would reduce the number of students attempting to gain entrance. This has not happened. In the fall semester 1982, 1816 individuals were declared majors, intended majors, or had indicated a desire to enter the Faculty. This semester (83-3) that number has jumped 31% to 2379.

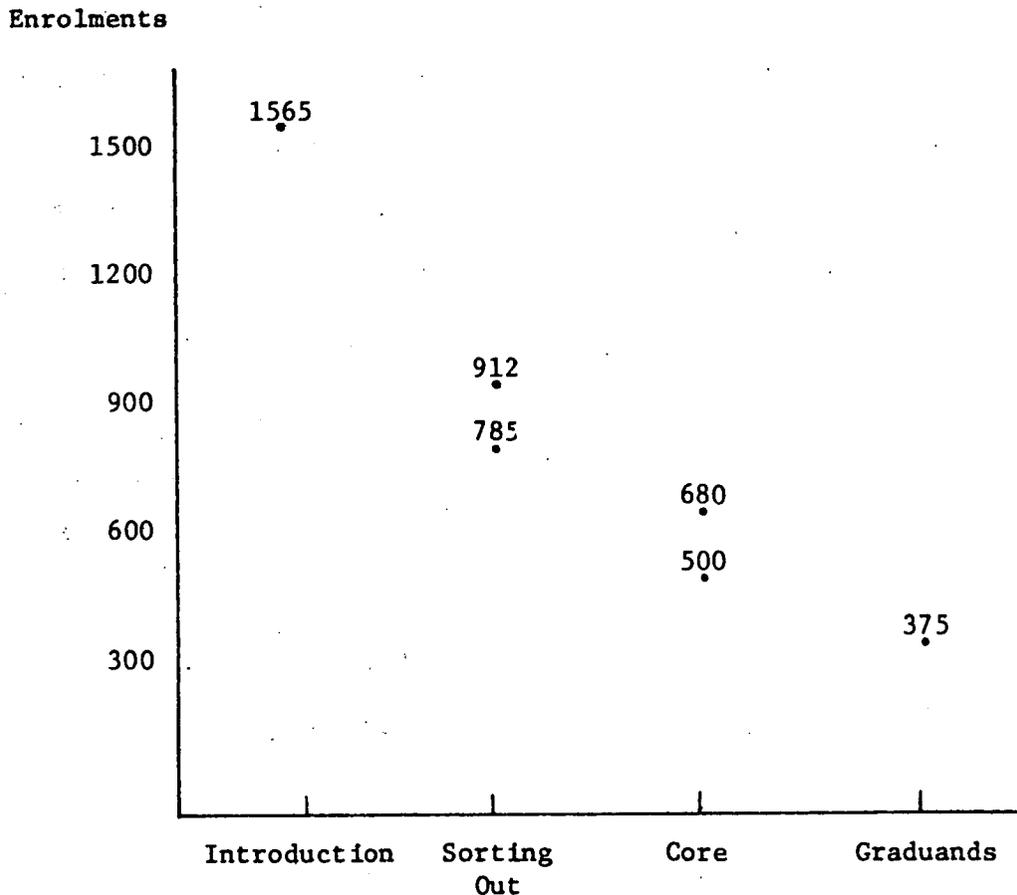
Because of various forces it is not expected that changes in the method of enrolment control will result in a decrease in demand to enter the Faculty.

II. Current Undergraduate Student Population

1. The undergraduate pipeline. The flow of students through the Faculty's undergraduate program is represented in the diagram below. At the Introduction Stage, in an academic year, between 1500 - 1600 students are enrolled in Business 251 (Accounting). It is not known what proportion of these students intend to become Business majors and what proportion are taking the course for interest only. At the Sorting Out stage between 750 and 925 students are enrolled in BUEC. 232 and 333 (Statistics). Approximately 75% of these students are intended Business Administration majors. At the Core stage between 500 and

700 students are enrolled in core courses. The Faculty graduates approximately 375 individuals each year, about 350 of whom are majors:

The Undergraduate Pipeline



2. Full-time and part-time students. Of the 1122 students taking upper division courses in the Faculty in 83-3, approximately 66% are enrolled in twelve or more hours and hence could be described as full-time. The table below indicates that more than half of the students enrolled in the summer semester 1983 could be classified as part-time students.

<u>Credits per Semester</u>	<u>Semester</u>							
	1982-3		1983-1		1983-2		1983-3	
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
< 7	183	18	186	18	262	30	201	18
8-11	133	13	179	17	200	25	182	16
> 12	<u>680</u>	<u>68</u>	<u>676</u>	<u>65</u>	<u>406</u>	<u>46</u>	<u>738</u>	<u>66</u>
	996	100%	1041	100%	888	100%	1121	100%

3. Full-time and part-time students by CGPA. If students are to be admitted to the Faculty by CGPA, and no distinction is to be made between full-time and part-time students, it is important to know whether this selection process will affect the proportions of full and part-time students. Based on 1983-1 data it does not appear that the proportion of full and part-time students will be changed by selecting a quota of students using a CGPA criterion.

<u>Semester Hours 1983-1</u>	<u>Cumulative Hours at end of 1983-1</u>							
	60-90		91-120		121+		Total	
	<u>Mean CGPA</u>	<u>N</u>	<u>Mean CGPA</u>	<u>N</u>	<u>Mean CGPA</u>	<u>N</u>	<u>Mean CGPA</u>	<u>N</u>
< 12	2.72	(156)	2.75	(157)	2.84	(41)	2.75	(354)
> 12	2.72	(349)	2.74	(231)	2.81	(17)	2.73	(579)

4. Semesters of Study to Completion of BBA Degree

Students who graduated in the 1982/83 academic year, on average, took nine semesters to complete their degrees after completion of Computer 103 or Business 221. It may be assumed then, that they took ten or eleven semesters of study in total to complete their degree. The largest group of students took seven semesters after the introductory computer and accounting course, that is eight or nine semesters in total. These data are in accord with the information that two-thirds of the students take less than fifteen credit hours each semester. It is not known whether this pattern of study is by design or is forced on the students by course availability. (Data from Faculty of Business Administration.)

5. Number of Business and BUEC Courses Taken

An analysis of the transcripts of students who graduated during the 1982/83 academic year indicates that students took eleven Business courses and two to three BUEC courses to complete their degree.

<u># of Courses</u>	<u>Mean #</u>	<u>Median #</u>	<u>Mode #</u>
Business	10.45	11	11
BUEC	2.62	2	2

(Data from Faculty of Business Administration)

6. Transfer Students

Of the students enrolled in the fall semester 1983, one third have no transfer credits, 30% have less than 30 transfer credits and 38% have more than 30 transfer credits. It is important, therefore, to have in place a mechanism for admitting transfer students on a basis equitable to both SFU students and their transfer colleagues.

The following table indicates that transfer students from colleges do not do as well, in terms of CGPA at the 90th hour, as do students who enter directly from British Columbia grade twelve or from other universities.

	<u>Mean</u> <u>CGPA at 90 hours</u>	<u>N</u>
B.C. Grade 12	2.74	471
College	2.60	441
Universities	2.99	119

Sample: All Business majors from 1980-1 to 1983-2. CGPA is for semester during which they reached or exceeded 90 credit hours.

7. CGPA at the 30th Hour

In order to have some idea of the CGPA's of students who may be applying for the Faculty at the 30th hour, an analysis was done of the CGPA of students currently enrolled in the Faculty. (Transfer students with thirty or more transfer credit hours and those with less than ten SFU credits at the thirty hour point were excluded. These criteria exclude more than half the current Business Administration majors.)

<u>CGPA at 30th Hour</u>	<u>%</u>	<u>#</u>
< 2.00	4.3	22
2.00 - 2.25	11.0	57
2.26 - 2.50	18.3	94
2.51 - 3.00	38.8	200
3.01 - 4.25	27.6	142
	<u>100.00</u>	<u>515</u>

Current enrolment of majors is 1122. Given that 66% of this group had a CGPA greater than 2.50 at the 30th hour, i.e., 740, it seems clear that students will have to have a CGPA of more than 2.50 to be admitted in the future.

III. The UBC Experience

The Faculty of Commerce and Business Administration at the University of British Columbia admits students at the end of their first year. Students are required to submit grades from specified math, economics, English courses and two electives.

Students from UBC, UVic, and SFU were admitted in the fall of 1983 if they had an average grade of at least 67% (or the UVic and SFU equivalents). Transfer students from colleges were required to have a B average. According to the Director of the Undergraduate Program in Commerce at UBC, their experience with the academic achievement of college transfer students requires this differential.

This fall UBC admitted 414 students into their undergraduate Business program. The UBC Faculty of Commerce has 86 faculty members and 11 instructors and lecturers, compared to 36 faculty members and 10 full and part time lecturers, in the Faculty of Business Administration at SFU.

IV. Estimate of Enrolment with Quota System

The following estimates are based on a set of assumptions:

- a) that admission is at the 30th hour;
- b) that 175 students are admitted in the fall and spring semesters and 150 in the summer;
- c) that attrition is as follows: BUEC. 232, 10%; BUEC. 333, 5%; core courses, 5%; electives, 0%;
- d) that most students will take seven semesters after 30 hours to graduate;

- e) that some students entering in all semesters will attend in the summer semester; that students who enter in the summer semester will be more likely to attend summer semesters.

Given this set of assumptions, admission of 500 majors each academic year will result, after four years, in approximately 650 majors each fall, 850 each spring and 525 each summer at the 300 and 400 levels. This is a reduction of approximately 35% below current numbers of majors.

	<u>Numbers of Majors</u>		
	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
400 level	350	470	275
300 level	300	380	250
200 level	420	335	200
	<u>1070</u>	<u>1185</u>	<u>725</u>

This pattern of enrolment is quite similar to the present situation experienced by the Faculty.