

SM 7/8/67

*Cambridge & St. George's*

Paper S-23

To: Senate

From: Senate Committee on  
Undergraduate Admissions  
and Standings

Subject: Re-admission of Students Required to  
Withdraw from the University.

The Committee has developed a series of steps to be taken regarding  
a student's standing as follows:

1. Warning letter - students are sent the attached letter  
with their examination results. This letter is not noted  
on the student's permanent record except by four asterisks  
in the semester comment, which is only meaningful to  
Simon Fraser faculty and staff.
2. Academic Probation - students are sent the attached letter  
with their examination results. This action is noted  
on the student's permanent record by the comment "Academic  
Probation".
3. Required to Withdraw - students are sent the attached letter  
with their examination results. This action is noted on the  
student's permanent record by the comment "Required to Withdraw".

While each student's record continues to be looked at individually, the decisions  
made by the Committee tend to follow this pattern:

Comment in immediately preceding semester	Grade Point Average	Decision
None	less than 2.00 but greater than 0.99	Warning
None	less than 1.00	Academic Probation
Warning	less than 2.00 but greater than 0.99	Academic Probation
Warning	less than 1.00	Required to Withdraw
Academic Probation	less than 2.00	Required to Withdraw

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Admission  
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Obviously there are many exceptions to this pattern, but the Committee is now able to use it as a "rule of thumb" to begin discussion on the case.

To date the Committee has not required any student to withdraw permanently. Any student required to withdraw is told he or she may apply for re-admission after one calendar year. We now have students applying for re-admission after a one year's absence.

The Committee requests Senate ratification of the following policy:

- a. Normally, a student who has been required to withdraw from Simon Fraser for the first time, will be re-admitted after a period of one calendar year.
- b. Normally, no credit will be granted to a student on <sup>re-admission</sup> re-admission for academic work completed during the period of absence. Students required to withdraw will be so informed.
- c. Normally, students required to withdraw will be placed on academic probation on re-admission.
- d. Normally, a student required to withdraw from the University on two occasions will not be re-admitted.

D.P. Robertson  
Chairman

DPR/md

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SIMON FRASER UNIVERSITY

*Admissions  
Standings*

OFFICE OF THE REGISTRAR



BURNABY 2, BRITISH COLUMBIA

Telephone 291-3111 Area code 604

SAMPLE WARNING LETTER

The Senate Committee on Admissions and Standings has reviewed the results of your record in the current semester.

The Committee wishes to convey to you a warning that if your performance does not improve you may be placed on probation or asked to withdraw from the University.

Yours truly,

A handwritten signature in cursive script, appearing to read "D.A. Meyers".

D.A. Meyers  
Associate Registrar

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Admissions Standing

SIMON FRASER UNIVERSITY

OFFICE OF THE REGISTRAR



BURNABY 2, BRITISH COLUMBIA

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SAMPLE ACADEMIC PROBATION LETTER

Your examination results from the current semester have been reviewed by the Senate Committee on Admissions and Standings. The Committee has decided to allow you to continue at the University, but to place you on academic probation. You must fulfill the following conditions while on probation:

- a. Unless special permission is granted, you must register in a full academic program of not less than 12 semester hours and not more than 15 semester hours.
- b. You must secure a grade point average of 2 (C) or better.
- c. You must complete on time, and to the satisfaction of your instructors, all term work required of you.

Failure to fulfill the above conditions may result in your being asked to withdraw from the University.

Yours truly,

A handwritten signature in cursive script, appearing to read 'D.A. Meyers'.

D.A. Meyers  
Associate Registrar

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SIMON FRASER UNIVERSITY

*Admissions  
Standings*

OFFICE OF THE REGISTRAR



BURNABY 2, BRITISH COLUMBIA

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SAMPLE REQUIRED TO WITHDRAW LETTER

The Senate Committee on Admissions and Standings has reviewed your academic record at the University. On the basis of this record you are now required to withdraw from the University. A student who is required to withdraw from Simon Fraser University may make application for re-admission after one year following the last semester taken at the University.

Yours truly,

A handwritten signature in cursive script, appearing to read "D.A. Meyers".

D.A. Meyers  
Associate Registrar

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Carnis, Fred

SAMPLE OF STUDENT PERMANENT RECORD SHOWING STANDINGS COMMENT

COURSE	COURSE NUMBER	COURSE DESCRIPTION	HRS CR.	GRADE	GRADE POINT	CI
66-1 SEMESTER						
ENGL	101-3	TWENTIETH CENTURY FICTION	3	C	6	
CHEM	101-3	GENERAL CHEMISTRY 1	3	C	6	
CHEM	111-2	CHEMISTRY LABORATORY 1	2	C	4	
MATH	111-3	FUNDAMENTAL MATHEMATICS 1	3	C	6	
PHYS	101-3	((DUP. COURSE NO CREDIT))		F		
		CUM GPA 1.57 SEM GPA 1.57				
		****				
66-2 SEMESTER						
GEOG	162-2	((DUP. COURSE NO CREDIT))		F		
CHEM	102-3	GENERAL CHEMISTRY 2	3	C	6	
CHEM	116-2	((DUP. COURSE NO CREDIT))		F		
MATH	112-3	FUNDAMENTAL MATHEMATICS 2	3	D	3	
PHYS	101-3	GENERAL PHYSICS 1	3	C	6	
		CUM GPA 1.32 SEM GPA 1.07				
		ON ACADEMIC PROBATION				
66-3 SEMESTER						
GEOG	162-3	GEOGRAPHY - NORTH AMERICA	0	F		
CHEM	116-2	QUALITATIVE ANALYSIS LAB	2	C	4	
CHEM	201-3	BOND, STRUC + STEREOCHEM	3	D	3	
CHEM	251-3	ORGANIC CHEMISTRY 1	3	D	3	
MATH	101-3	INTRO. TO STATISTICS	0	F		
		CUM GPA 1.12 SEM GPA .71				
		REQUIRED TO WITHDRAW				