

Admissions Stand
SM 1/5/67

Paper S-1

To: Senate

From: Registrar

24 April, 1967

Subject: Recommendation from Senate Committee
on Undergraduate Admissions and Standings
regarding DEF grades and grade changes.

The attached recommendation was distributed to Faculties in March in order to have their comments available to Senate. Their comments are attached at the end of the paper.

D.P. Robertson
Registrar

DPR/md

SM 1/5/67 *Admission
Standings*

March 1967

To: Senate

From: Senate Committee on
Undergraduate Admissions
and Standings

Subject: 1. Deferred Grades
2. Change of Grades

1. Deferred Grades

The following is the present Senate regulation regarding
Deferred Grades:

"The letter grade DEF will be given when a physician's certificate or other document substantiating a request for deferment on medical or compassionate grounds is received by the Registrar within four days of the date from which the examination was to have been written or when the instructor in the course wishes to defer submitting a final mark pending completion of further work from the student. The awarding of the letter grade DEF will be subject to agreement between the Registrar and the instructor, as will be the method of establishing the new grade."

The intention of the phrase, "subject to agreement between the Registrar and the instructor" was to insure some degree of equity across the University in awarding this concession to students by funnelling all requests through one central agency.

Unfortunately the nature of our course grading procedure makes this procedure impossible. There just is not time to secure agreement. The Registrar has sometimes disallowed DEF grades because he could not reach the instructor and the grades had to be sent out to the students.

/RECOMMENDATION...

SM 11/5/67 Admissions
Standings

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RECOMMENDATION

The Senate Committee on Undergraduate Admissions and Standings therefore recommends

- (a) that the Registrar accept and record any deferred grades submitted through the Head of Department by the instructor in the course.
- (b) that all unchanged DEF grades be automatically converted to F after the 5th day of lectures of the semester immediately following the one in which the grade was awarded. In exceptional cases the Senate Committee on Admissions and Standings may grant an extension on petition by the Head of the Department of the course concerned.

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11-11

2. Change of Grades

The University does not have any policy regarding the changing of course grades. The attached report prepared in the office of the Registrar indicates that course grade changes are not infrequent. The Registrar has been changing grades on the written notice of instructors, only occasionally querying large numbers or wide fluctuation.

The Committee is of the opinion that some guidelines are advisable and therefore recommends

- (a) that all course grades require the approval and initial of the Department Head or his delegate before being submitted to the Registrar
- (b) that all course grade changes require the approval and initial of the Department Head or his delegate before being submitted to the Registrar
- (c) that course grade changes be permitted up to but not beyond the 5th day of lectures of the semester immediately following the one in which the grade is awarded. In exceptional cases the Senate Committee on Admissions and Standings may grant an ~~extension~~ on petition by the Head of the Department of the course concerned.

Special

exception

Senate Committee on Undergraduate
Admissions and Standings.

D.P. Robertson - Chairman
J.F. Ellis
J. Day
R.R. Haering
E.M. Shoemaker
D.G. Bettison
W. Williams
L. Wilson
D. Meyers

14 February, 1967

SM 1/18/67

Admissions & Records

SUMMARY OF FALL SEMESTER GRADE CHANGES PROCESSEDUP TO FEBRUARY 13, 1967

<u>DEPT.</u>	<u>COURSE NO.</u>	<u>NO. IN COURSE</u>	<u>NO. OF CHANGES</u>	<u>FROM</u>	<u>TO</u>
ECON	100	546	3	F	D
			3	D	C-
			2	D	C
			1	D	B-
<u>ECONOMICS DEPT. TOTAL</u>		<u>1,463</u>	<u>TOTAL NO. OF CHANGES</u>		<u>9</u>
ENGL	101	854	1	N	B
			1	C	B-
			1	B+	A
			1	N	C
			1	B-	B+
			1	N	B+
			1	B+	N
ENGL	102	430	1	N	A
GL	103	418	1	N	C-
			3	N	C
			3	N	B
			1	N	D
			1	N	B+
			1	D	B-
			1	F	B-
ENGL	111	353	1	DE	B-
			1	N	B+
			1	N	A
			1	B-	A
ENGL	201	535	5	N	B-
			1	D	C-
			2	N	B
			1	N	C
			2	N	A
			1	N	C-
			1	F	C
ENGL	410	26	1	N	A
ENGL	451	25	1	N	B
I L	453	65	1	C	B-
<u>ENGLISH DEPT. TOTAL</u>		<u>2,760</u>	<u>TOTAL NO. OF CHANGES</u>		<u>39</u>

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<u>DEPT.</u>	<u>COURSE NO.</u>	<u>NO. IN COURSE</u>	<u>NO. OF CHANGES</u>	<u>FROM</u>	<u>TO</u>
GEOG	101	301	4	F	D
			1	DE	D
			1	DE	B
			1	F	C-
GEOG	162	407	2	F	B
			1	F	B-
GEOG	211	105	1	F	B
			1	B	B+
			1	B-	B+
			1	F	D
			1	DE	C
			1	DE	C-
GEOG	221	85	1	N	C
GEOG	241	112	2	B-	B+
			2	D	C
			1	B+	A
			3	C-	B
			1	C-	B-
			1	D	C-
			1	C-	C
			1	C	B
			1	C	B+
GEOG	312	10	1	B+	A
GEOG	341	19	2	C	B-

GEOGRAPHY DEPT. TOTAL

1,074

TOTAL NO. OF CHANGES

33

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Sundays

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<u>DEPT.</u>	<u>COURSE NO.</u>	<u>NO. IN COURSE</u>	<u>NO. OF CHANGES</u>	<u>FROM</u>	<u>TO</u>
HIST	101	479	4	F	D
			1	F	C
			2	C-	C
			1	DE	D
			1	N	C-
			1	DE	F
HIST	102	217	1	D	C
			1	N	C
			1	N	D
			1	N	B
HIST	103	127	1	DE	C
HIST	201	116	1	C-	C
			1	N	C
HIST	202	123	1	F	C-
HIST	203	184	1	D	C-
			1	C-	C
			1	C-	B-
			1	F	D
HIST	206	109	1	D	C
			1	F	C
<u>HISTORY DEPT. TOTAL</u>		<u>1,573</u>	<u>TOTAL NO. OF CHANGES</u>	<u>24</u>	

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Glennings

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<u>EPT.</u>	<u>COURSE NO.</u>	<u>NO. IN COURSE</u>	<u>NO. OF CHANGES</u>	<u>FROM</u>	<u>TO</u>
FREN	100	119	1	F	D
FREN	101	127	1	B	A
			1	C-	B
			1	N	D
			1	F	B+
FRENCH DEPT. TOTAL		633	TOTAL NO. OF CHANGES		5
GERM	201	28	1	C	B
GERMAN DEPT. TOTAL		198	TOTAL NO. OF CHANGES		1
SPAN	101	10	1	DE	B
SPANISH DEPT. TOTAL		134	TOTAL NO. OF CHANGES		1
LING	221	31	1	D	C-
LINGUISTICS DEPT. TOTAL		73	TOTAL NO. OF CHANGES		1
MODERN LANGUAGE DEPT. TOTAL		1,124	TOTAL NO. OF CHANGES		8
PHIL	100	313	1	A	D
PHIL	103	131	1	D	C-
PHIL	400	10	1	D	B-
PHILOSOPHY DEPT. TOTAL		495	TOTAL NO. OF CHANGES		3

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Annexing?
Glenridge

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DEPT.	COURSE NO.	NO. IN COURSE	NO. OF CHANGES	FROM	TO
PSA	101	290	1 1	N D	B- B+
PSA	111	295	3 1 1 1	N N DE C	C B- C B-
PSA	121	216	3 1 1 1 1 1 1	N N N N DE N DE	C- B F C F D B
PSA	171	100	1 1	B DE	B+ B-
PSA	201	62	1	N	A
PSA	211	50	1	C	B-
PSA	221	132	1 1	F N	C D
PSA	231	39	1	DE	B+
PSA	422	16	1 1	DE B	A B+
PSA DEPARTMENT TOTAL		1,429	TOTAL NO. OF CHANGES		
					26
PSYC	101	797	1 1	N N	C- F
PSYC	201	132	1	F	C-
PSYC	210	24	1	F	C
PSYC	220	37	1	F	D
PSYCHOLOGY DEPT. TOTAL		1,094	TOTAL NO. OF CHANGES		
					5

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<u>PT.</u>	<u>COURSE NO.</u>	<u>NO. IN COURSE</u>	<u>NO. OF CHANGES</u>	<u>FROM</u>	<u>TO</u>
BISC	101	437	1	F	D
BISC	204	120	1	D	C-
BIOLOGICAL SCIENCES DEPT. TOTAL		838	TOTAL NO. OF CHANGES		2

CHEM	101	415	1	D	C-
CHEM	106	330	1	C	B
			1	D	B
CHEM	256	111	1	DE	C
CHEMISTRY DEPT. TOTAL		1,327	TOTAL NO. OF CHANGES		4

MATH	101	230	1	DE	F
			2	N	C
MATH	111	656	3	N	C
			1	DE	C
			4	A	A+
			1	N	B
			1	N	F
			1	N	A
MATH	112	174	1	N	A
			1	N	D
MATH	221	119	1	DE	C
MATHEMATICS DEPT. TOTAL		1,516	TOTAL NO. OF CHANGES		17

PHYSICS DEPT. TOTAL		611	TOTAL NO. OF CHANGES		NIL
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Administrative
Summary

<u>DEPT.</u>	<u>COURSE NO.</u>	<u>NO. IN COURSE</u>	<u>NO. OF CHANGES</u>	<u>FROM</u>	<u>TO</u>
BUC	201	383	1 1 1 2 1 1	N N B N C B	A B- A B B B+
<u>BEHAVIORAL SCIENCE FOUNDATION DEPT. TOTAL</u>			<u>404</u>	<u>TOTAL NO. OF CHANGES</u>	<u>7</u>
PDP	403	84	1	B	A
<u>PROFESSIONAL DEVELOPMENT PROGRAM TOTAL</u>			<u>295</u>	<u>TOTAL NO. OF CHANGES</u>	<u>1</u>

Unrevised Total 178

SIMON FRASER UNIVERSITY

MEMORANDUM

SM 1/5/67

Deferred Grades

To Mr. P. Robertson

Registrar

Subject Deferred Grades

From A.R. MacKinnon

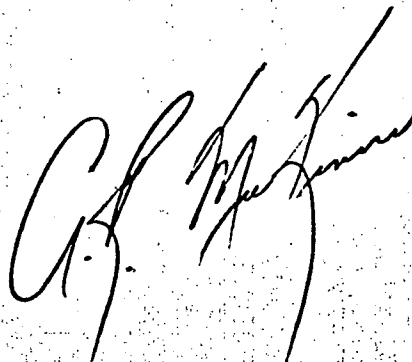
Dean of Education

Date April 4, 1967

I have discussed this matter with faculty members and they have given me the following views:

1. Some kind of order needs to be introduced into the question of deferred grades.
2. If the tenth day of lectures of the semester immediately following the one in which the grade was awarded could be taken as a general criteria, this extra time will avoid making mistakes.
3. A change of grades should be made as well when the period up to the tenth day of lectures of the semester immediately following the one in which the grade was awarded.

ARM/bf



SIMON FRASER UNIVERSITY

MEMORANDUM

SM 1/5/67 *Deferred Grades*

To.....Senate

From.....Office of the Dean of Arts

Subject.....DEF grades

Date.....April 17, 1967

The Faculty of Arts agreed at its April 6 meeting to recommend to Senate that the entries on page 44 of the 1967-68 calendar relating to the DEF grade be deleted and the following substituted:

The letter grade DEF will be given when the instructor in the course wishes to defer submitting a final mark pending completion of further work by the student. Work must be completed and a grade assigned by the last day of instruction in the next semester. In exceptional or unusual circumstances the instructor may grant a further extension of this time limit.

The grade reverts to F if the required work is not completed satisfactorily within the time limit.

A course for which the letter grade DEF is given will not be assigned credit nor will it be used in calculation of the student's grade point average.

GTM:els