

SIMON FRASER UNIVERSITY

S.71-121

MEMORANDUM

To SENATE

From B. G. WILSON

VICE-PRESIDENT, ACADEMIC

Subject DELEGATION OF RESPONSIBILITY TO
SCUS

Date OCTOBER 14, 1971

MOTION: "That Senate's responsibility for review and approval of changes in prerequisites and other regulations for admission to courses be delegated to the Senate Committee on Undergraduate Studies, with such delegation to apply to changes for entry to courses for the forthcoming Spring Semester 72-1 only."

SIMON FRASER UNIVERSITY

S.71-121

MEMORANDUM

To DEANS AND CHAIRMEN OF DEPARTMENTS

From B. G. WILSON

VICE-PRESIDENT, ACADEMIC

Subject INTRODUCTION OF PRE-REGISTRATION
SYSTEM FOR SPRING SEMESTER 72-1

Date OCTOBER 8, 1971

At its meeting on December 1, 1969, Senate approved the principle of pre-registration. The Student Society had already passed a motion endorsing the concept of computerized pre-registration. Considerable developmental work and money have now been expended to develop a system of pre-registration for this institution. The President has outlined, in recent communications, a number of the advantages which would accrue from implementation of this system.

There have recently been meetings between the Registrar and Academic Planner with Deans, Chairmen and Departmental Assistants together with other involved staff to provide information about the nature of the pre-registration system and to seek co-operation. These discussions have identified a number of problems requiring resolution before the system can be implemented. Among the most significant is the issue of prerequisites and other requirements which have influence upon the admission of students to individual courses. Let me identify three specific problems.

1. The accommodation of the requirement of "permission of instructor and/or permission of the department" within a mail pre-registration system.
2. Checking pre-registration forms to ensure that students enrolled in courses have fulfilled stated prerequisites.
3. The accommodation of waivers for individual students where prerequisite requirements to individual courses have been waived by the instructor.

Continuation of the present policy wherein each department approves the enrolment of each student into any one of its courses would necessitate the movement of individual student documentation from office to office for such individual approvals to be obtained. Such a procedure is unworkable under a pre-registration system due to time and other constraints. It was the original intention to provide for the approval of student course elections to be given either by the department in which a student was a fully declared major or intended major or, where no major was declared, by the office of the Dean of the Faculty in which the student was enrolled. This presumes that each of the approving agencies has familiarity with the regulations pertaining to course/subject areas across the entire university. Objection to the proposed procedure has been expressed both because of the complexity of regulations across the university, particularly in their Calendar description, and the workload involved.

Consideration has therefore been given to alternative approaches which might provide satisfactory resolution of these difficulties. It is my intention, therefore, to implement the following policies:

- A) Throughout the pre-registration process, students will have the opportunity to pre-register in courses of their choice subject only to the constraints of space and the availability of instructional staff. It will be the responsibility of each student to ensure that he possesses the required prerequisites for each course which he elects to take; there will be no subsequent check to ensure that he has in fact completed mandatory prerequisite courses successfully or has obtained the approval of the instructor and/or the department, where such is stipulated in the Calendar.
- B) Following the pre-registration system, class lists will be provided to each course instructor. Each student will be instructed to bring his transcript with him on the first date of each class so that, if instructors wish, they may check to ensure that students have fulfilled prerequisites for that particular course. A student who has met the requirements of the course as stipulated in the Calendar cannot be required to withdraw from the course by the instructor; a student who has not met the requirements of the course as stipulated in the Calendar may be required to withdraw from the course by the instructor.

These policies will apply both in those instances where prerequisites are stated and where permission of the instructor and/or department is required.

Because of the introduction of these policies, some departments and program committees may wish to reconsider the nature of the requirements for their course offerings as stated in the present Calendar.

Normally changes in prerequisites and other regulations for admission to courses require Senate approval, following recommendation through the appropriate Faculty Curriculum Committees. It is my intent to ask Senate, for entry to the forthcoming semester only, to delegate responsibility for its review to the Senate Committee on Undergraduate Studies.

Assuming that Senate approves this action, then subject to the approval of the Senate Committee on Undergraduate Studies of recommendations from Faculty Curriculum Committees, the following policies will apply for the Spring semester 72-1:

- A) Where a course already has stated prerequisites, these may be reduced in number or removed completely but no additional

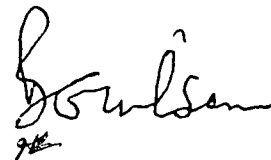
requirements can be stipulated.

- B) Where a course now requires approval of instructor and/or approval of department, specific prerequisites may be proposed as an alternative. In those special cases where permission of the instructor/department is retained, a student who has pre-registered may be required to withdraw at the discretion of the instructor/department. Such a student who is currently on campus may, of course, seek approval of the instructor/department prior to the pre-registration procedure. For students not on campus, this provision may cause some concern with potentially adverse results on enrolments in these particular courses.

It is essential that any modifications to cover these special cases be submitted to me from the Deans of Faculties and Divisions as quickly as possible and in no case later than October 26th.

For the benefit of individual students, your own department and the general academic advising offices of the university, I regard it as essential that course requirements be set forth with maximum clarity. While students will be strongly urged to seek prior academic advising in order to identify requisites, the effect of our efforts will be considerably enhanced if we can have your cooperation in further clarifying your own course requirements.

I believe that these policies represent the most viable solution to what is clearly a very difficult problem; I recognize that their implementation under very real time constraints may cause some inconvenience for departments but I hope you will bear with us as we move towards implementation of the pre-registration system. Any comments and suggestions will of course be carefully considered.

A handwritten signature in dark ink, appearing to read "B. G. Wilson", with a small mark below it.

(B. G. Wilson)