

# SIMON FRASER UNIVERSITY

S.79-111

## MEMORANDUM

To: SENATE

From: SENATE COMMITTEE ON AGENDA AND RULES,  
SENATE UNDERGRADUATE ADMISSIONS BOARD

Subject: REVISIONS TO SUAB TERMS OF REFERENCE

Date: OCTOBER 1, 1979

The Senate Committee on Agenda and Rules, following recommendation from the Senate Undergraduate Admissions Board, recommends approval of change in terms of reference of SUAB.

MOTION: "That Senate approve change in the terms of reference of the Senate Undergraduate Admissions Board by adding the following (see Appendix B):

### PURPOSE:

Identify the present paragraph as a)

Add a paragraph:

- b) To review applications that are in the C to C+ range and those that may be deficient or involve special or extenuating circumstances.

### PROCEDURE:

Add a paragraph:

- d) Applications in Range I and Range II will be identified by the Admissions Office and SUAB selection/review meetings will be called by the Director of Admissions.

Applicants selected for admission by SUAB will be admitted as regular students without condition. Applicants not selected in the review process will have the right to file an appeal to the Senate Appeals Board in the same manner as all other applicants who are denied admission."

(Note: For present terms of reference and procedures see Appendix B.  
For Range I and Range II see Appendix A.)

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To H.M. EVANS

SECRETARY OF SENATE

Subject REVISIONS TO SUAB TERMS OF REFERENCE

From ALAN C. McMILLAN, SECRETARY

SENATE UNDERGRADUATE ADMISSIONS BOARD

Date 1ST OCTOBER, 1979

At a meeting held on August 28, 1979, the Senate Undergraduate Admissions Board approved the following revisions to the terms of reference of the Senate Undergraduate Admissions Board. These revisions are required in order to allow SUAB to review the files of applicants for undergraduate admission as required by Senate paper S.78-114.

The Senate Undergraduate Admissions Board requests approval for the addition of the purpose and procedure to the SUAB terms of reference:--

### PURPOSE:

- b) To review applications that are in the C to C+ range and those that may be deficient or involve special or extenuating circumstances.

### PROCEDURE:

- b) Applications in Range I and Range II will be identified by the Admissions Office and SUAB selection/review meetings will be called by the Director of Admissions.

Applicants selected for admission by SUAB will be admitted as regular students without condition. Applicants not selected in the review process will have the right to file an appeal to the Senate Appeals Board in the same manner as all other applicants who are denied admission.

*Alan C. McMillan*  
*BC*

Encls.  
ACM:bc

## MEMORANDUM

To ALL MEMBERS

From ALAN C. McMILLAN, SECRETARY

SENATE UNDERGRADUATE ADMISSIONS BOARD

SENATE UNDERGRADUATE ADMISSIONS BOARD

Subject SUAB TERMS OF REFERENCE - SUAB 86

Date 24TH AUGUST, 1979

On November 6, 1978, Senate approved Paper, S.78-114, introducing a new admissions policy for B.C. Secondary School graduates effective 1980 and 1981. The new policy approved additional course requirements and an increase in the average required for admission from C to C+. This change was approved by the Motion III:--

" That, normally, applicants must present an overall average of C+, or 2.5, on the four academic 12-level subjects (including English 12). Applicants whose overall average on the four academic 12-level subjects is between C and C+ will be considered for admission by the Senate Undergraduate Admissions Board. "

The rationale for the above motion is included in the Paper, S.78-114 (see appendix A p.p. 6-10).

The terms of reference for SUAB do not provide for the review of applicants' files. As SUAB will be required to conduct a review of Range I and Range II applicants in 1980, the terms of reference must be revised to allow for this.

The existing terms of reference are attached as Appendix B and the following additions are recommended:--

## PURPOSE:

- b) To review applications that are in the C to C+ range and those that may be deficient or involve special or extenuating circumstances.

## PROCEDURE:

- b) Applications in Range I and Range II will be identified by the Admissions Office and SUAB selection/review meetings will be called by the Director of Admissions.

Applicants selected for admission by SUAB will be admitted as regular students without condition. Applicants not selected in the review process will have the right to file an appeal to the Senate Appeals Board in the same manner as all other applicants who are denied admission.

## The Senate Undergraduate Admissions Board (SUAB)

### PURPOSE:

To recommend to and receive from the Senate policy decisions on undergraduate admission, re-admissions, standing, and credit transfer and, where necessary, to provide general direction in the interpretation of such policy.

### PROCEDURE:

It is the general responsibility of the Registrar to apprise the committee of areas in which policy needs to be formulated or of circumstances which necessitate the review of existing policy. Then, in line with the purpose above, there are three possible procedural routes which the committee shall follow:

- a) Recommendations to Senate; the Registrar will notify SUAB of need for review or establishment of policy; SUAB will forward recommendations to Secretary of Senate for inclusion on the agenda of the next meeting of Senate.
- b) Receive policy decisions from Senate: Senate will instruct the Secretary of Senate to pass policy decisions to the SUAB, and the SUAB will, where necessary, provide general direction to the Registrar in the interpretation of the policy. In cases where Senate requests a recommendation from the SUAB, they will be handled as in a).
- c) Interpretation of existing policy: The Registrar will inform SUAB of the need for an interpretation of an existing policy. The interpretation will be made and transmitted to the Registrar's Office.

### MEMBERSHIP:

Academic Vice-President or designate of his choice, as Chairman (non-voting except in case of a tie).

The Director of Admissions.

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One Student member and one Student alternate, selected by the Student Society; two Student Senators and one Student Senator alternate, elected by Senate; one year term.

Four faculty members (one from each Faculty) and four faculty member alternates (one from each Faculty) elected by respective Faculty Undergraduate Curriculum Committees; two year term.

One member of Senate elected by Senate for a two year term.

Director of Academic Advice Centre (non-voting).

Recording Secretary (non-voting).

OPERATION:

A quorum will be five voting members. Decision will be based upon majority (of those present) rule.

The Director of Admissions will be responsible for preparing the Agenda of the meetings, sending out notice of meeting, and preparing minutes of each meeting of SUAB and SAB.

(Revised 8/9/75)

RANGE I: 2.25 to 2.49 (B.C. Secondary School  
grade point average)

Applicants with an average in this range will be reviewed closely by the Senate Undergraduate Admissions Board. The Board will consider such factors as:--

- i) the applicant's overall high school performance;
- ii) the applicant's trend in grades;
- iii) extenuating circumstances;
- iv) supporting information from the applicant's school;
- v) availability of courses to fulfill the specific admission requirements.

RANGE II: 2.0 to 2.24 (B.C. Secondary School  
grade point average)

It is anticipated that very few students in this range will be granted admission by the Board. Possible exceptions may include applicants who were ill and were unable to write final examinations (or wrote and received low grades or aegrotat standing) and for whom there is clear evidence that the individual is at least a C+ student. In such cases, the Board will request the appropriate supporting documentation.

The procedure will have all applicants in the C to C+ category (ie: RANGES I & II) reviewed by the SUAB. Those applicants who, after full scrutiny, are not granted admission by the Senate Undergraduate Admissions Board will have recourse through the Senate Appeals Board only if they are able to present additional information (which was not available at the time of the SUAB decision) which is relevant and consistent with the criteria used by the SUAB. It is anticipated that there will be very few cases placed before SAB, as the colleges are seen as the alternative to unsuccessful applicants. The SAB will be required to report to SUAB on all appeals for admission by B.C. Grade XII applicants and in the event there appears to be inconsistency in the decisions of the two Boards, the Senate Undergraduate Admissions Board will prepare a report to Senate.

These guidelines for review of applicants between C and C+ will be made available to School Counsellors.

Applicants in the C to C+ range who are rejected on initial application will be informed that their application may be reconsidered by SUAB provided that additional documentation relating to items (iii), (iv) or (v) above is submitted.

The performance of students admitted in the C to C+ range will be monitored by SUAB.

*Appendix B  
Extract from  
Paper A 76-114*