

SIMON FRASER UNIVERSITY

S. 88-39

As amended
by Senate
Nov 7/88

MEMORANDUM

To: Senate

From: N. Heath, Secretary
Senate Undergraduate
Admissions Board

Subject: Proposed revisions to Academic
Standing Regulations SUAB 184(revised)

Date: 1988 10 20

Action undertaken by the Senate Undergraduate Admissions Board at its meetings of June 22 and September 22 1988, gives rise to the following motion:

MOTION:

"Senate approve the changes described in document SUAB 184 (revised), namely:

a) elimination of the standing 'On Academic Warning' and its replacement by the standing 'On Academic Probation' ; and

~~b) appeals for readmission by students who had been withdrawn for academic reasons (Required to Withdraw etc.) would normally be considered only for the Summer semester; and~~

Section b
not approved

c) requests for transfer credit for students who had been withdrawn for academic reasons will be reviewed only after a student has been readmitted and will be granted, subject to the approval of the student's major department or faculty, only if the grades achieved at the transferring institution are well ^{B- or better} above average and the course content does not overlap with credit previously earned; and

d) that these changes be shown in the forthcoming Calendar for implementation in Fall semester 1989."

SUAB requests that Senate give consideration to the above motion. A rationale statement and a proposed revision to the University Calendar are attached.

SIMON FRASER UNIVERSITY
MEMORANDUM

To: Senate
Secretary

From: N. Heath,

SUAB

Subject: Rationale for SUAB 184(revised)

Date: 1988 10 20

General Background

Enrolment limits were approved by Senate this year in response to continuing growth in demand for course spaces and other instructional and support services at the University, affecting almost every member of the university community. Resulting from these measures, some 800 applicants who, in previous years, would have been admitted, were denied access to our institution. This pattern is likely to recur in future semesters. As we deny access to many potential students, there is growing concern that some of our weakest students are being allowed to register and that former students who have shown poor levels of performance are permitted to return to the University with few restrictions. SUAB recognizes that each of these students attends at the expense of a potential new student who has not been granted an opportunity to show that he/she can succeed in university studies.

Continuance

SUAB considered the requirement that all students must maintain a minimum 2.00 cgpa. For reasons of symmetry with graduation requirements SUAB voted unanimously to propose no change to this requirement, noting that it was consistent with continuance requirements of other major universities.

SUAB noted that some students who enter the university with little or no transfer credit may attend full-time for three semesters in spite of achieving semester gpas of below 2.00 in each semester. A typical example would be a student admitted from BC grade 12 to Fall semester 1988, who achieves semester gpas and cgpas of below 2.00 in his/her first two semesters, i.e. Fall 88 and Spring 89. At the end of the Spring semester, the student is placed on Academic Probation but is eligible to register for a subsequent semester, which could be Fall semester 1989. If this student's performance does not improve, she/he will be Required to Withdraw at the end of the Fall semester. The timing of this action, in the middle of the traditional academic year and at the time of the Christmas break, is usually very disruptive and leaves the student

with few opportunities for employment or attending other institutions.

Many major universities conduct an evaluation of new students at the end of their first academic year (approx. 30 credits). Although Simon Fraser students who are performing at very poor levels of performance (i.e. cgpa below 1.00) are required to withdraw after only two semesters regardless of the total credit hours attempted, many weak students with cgpas in the 1.00 to 1.99 persist for three or more semesters, until they have attempted at least 27 semester hours of credit. The usual range of credits attempted by these students is 27 to 45. It was SUAB's view that this decision point be moved forward by one semester. This would be both less problematical for our students and would reduce slightly enrolment pressure, particularly in Fall semesters.

Readmission

It is likely that limitation of new admissions will remain in effect for the foreseeable future. In this context, it was SUAB's view that readmission of former students who had been required to withdraw for academic reasons should also be restricted. Some sentiment was expressed for these former students to be precluded from returning while admissible students, who had never had the chance to attend, were being turned away. SUAB's decision to readmit students to Fall and Spring semesters only in exceptional circumstances and to readmit former students to Summer semester at the discretion of the Senate Appeals Board, reflects the belief that enrolment pressure is least in the Summer and that the smaller class sizes which are found in many Summer courses would be a better learning environment for students who are striving to improve their performances.

Criteria for Readmission

If readmissions are to be limited, the Senate Appeals Board will be expected to readmit only those students who have the best prospects for academic success. Future success is most readily predicted from previous academic success and for this reason, SUAB decided that the appropriate advice to give most students who had experienced academic difficulty was to attend another institution to remedy any skill deficiencies, to repeat work previously failed at SFU or to complete further work. Many students already follow this pattern, attending colleges or technical institutes if they are withdrawn from SFU. An improved academic record from another institution may be taken also by the SAB as supporting evidence that non-academic factors, such as financial problems, are no longer affecting a

student's performance. However, in some cases, attendance elsewhere may be unnecessary, depending on the individual circumstances of the student. Several other universities (e.g. UBC) require that students who have been withdrawn complete a full year of academic work elsewhere before they are considered for readmission. Normally, they would be expected to repeat work from a failed year. SUAB defers to the Senate Appeals Board the minimum amount of academic work to be taken elsewhere; previous SAB recommendations to students have been to apply for readmission after 12 to 15 semester hours of credit if they have a gpa of 3.00 or higher at the other institution, or to take up to 30 credits if their gpa is in the 2.00 to 2.99 range.

Transfer Credit on Readmission

Current procedures require a Dean's prior approval if coursework taken during the withdrawal period is to be added to a student's academic record. If no permission has been obtained, credit is denied. This results in a large number of requests at the start of each semester, involving the Registrar's Office, the Academic Advice Centre, deans' offices and academic departments. Much of this work is unproductive, since the student concerned may never complete the courses or may never apply for readmission. Approval is generally granted, provided that the courses are appropriate to the student's program and subject to obtaining higher than minimum grades, usually B or B- (C is the minimum grade for which transfer credit can be granted to former students). The request and approval process is often time-consuming, leaving the student in some doubt as to the transferability of the course work being taken. The proposed change will result in less uncertainty for the student, will decrease administrative activity in the University and might also act as an additional incentive for students to improve their grades.

Implementation Date

Changes in standing requirements will require adequate notice to students, via the Calendar and other channels. Also, reasonable time must be allowed for revising and testing computer programs which are used to evaluate student records at the end of each semester. Other changes in the readmission of students and assesment of transfer credit do not require such lead time.

SIMON FRASER UNIVERSITY
Memorandum

To: SUAB

From: N. Heath
Secretary, SUAB

Subject: Proposed revisions
Academic Standing regulations. SUAB 184 (revised)

Date: 1988/09/19
revised 1988 19 20

At the meeting of 22 June 1988, SUAB considered the discussion paper SUAB 181 and approved the following motions:

To make no changes to the basic continuance requirements (i.e. 2.0 cgpa)."

To approve in principle the recommendation that 'On Academic Warning' be discontinued and replaced with 'On Academic Probation'

The last proposal is described in greater detail and is brought back before SUAB for further consideration.

SUAB also approved changes to the regulations governing readmission after a period of withdrawal and credit for work taken elsewhere during this period. These changes are reflected in the regulations given below:

The attached extract from the 1988-89 Calendar sets out the current regulations governing academic continuance (pp. 23 - 24 paras. 1 - 16).

Para 1. Transfer students admitted to the University under the "Special Entry" category with an admission average below 2.00, having attempted 9 or more semester hours of transfer credit will be admitted on **Academic Probation**.

The regulations covering Continuance, Withdrawal and Readmission will apply to transfer students immediately upon their admission to SFU.

Para 2. No change

Para 3. No change

Para 4. Students will be evaluated and placed in a disciplinary category only after they have been allowed to do a reasonable amount of academic work. The following schedule applies:

ACADEMIC PROBATION - will be used only after a student has received SFU assigned grades for at least 9 semester hours.

REQUIRED TO WITHDRAW - will be used only after a student has received SFU assigned grades for at least 18 semester hours.

PERMANENT WITHDRAWAL - will be used only after a student has received SFU assigned grades for at least 27 semester hours.

- Para 5. A student who has a cgpa of less than 1.00 in two consecutive semesters will be **INELIGIBLE TO RE-REGISTER** for one full calendar year.
- Para 6. A student who has only 'N' or 'F' grades in two consecutive semesters will be **INELIGIBLE TO RE-REGISTER** for one full calendar year.
- Para 7. No change.
- Para 8. No change.
- Para 9. A student on **ACADEMIC PROBATION** may not register in a course overload as specified by the student's faculty.
- Para 10. A student who is **REQUIRED TO WITHDRAW**, **INELIGIBLE TO RE-REGISTER** or who is placed on **PERMANENT WITHDRAWAL** must submit an appeal for readmission to the Senate Appeals Board if he/she wishes to resume studies at S.F.U. She/he may be readmitted to the summer semester only following an absence from SFU of at least 12 months (**Required to Withdraw/ Ineligible to Re-register**) or 3 years (**Permanent Withdrawal**).

Readmission is at the discretion of the Senate Appeals Board. In exceptional circumstances, students may be readmitted to either Fall or Spring semesters. In general, students who have been withdrawn involuntarily are advised to attend another institution to complete further academic work or to repeat academic work taken previously in order to demonstrate their academic abilities.

- Para 11. Requests for transfer credit for work taken at another post-secondary institution after a student has been required to withdraw from SFU will be reviewed only if the student is subsequently readmitted. Normally, such transfer credit will only be granted if the grades obtained at the other institution are well above average (i.e. B- or better) and if the content of the courses does not overlap with credit obtained earlier.
- Para 12. Delete.
- Para 13. Delete.
- Para 14. Amend by removing from first sentence "and is not subject to ACADEMIC WARNING".
- Para 15. .A student who is **REQUIRED TO WITHDRAW** may appeal for readmission to the Summer semester following the end of the 12 month period, and if readmitted, will be placed on **ACADEMIC PROBATION** once again, subject to the conditions for **ACADEMIC PROBATION**, as described earlier. However, at the end of the probation period, if both the cgpa and the gpa on assigned grades are below 2.00, the student will be placed on **PERMANENT WITHDRAWAL** and will not be considered for readmission for a period of at least three calendar years.
- Para 16. A student who is on **PERMANENT WITHDRAWAL** may appeal for readmission to the Summer semester at the end of the three year period, and if the student is readmitted, it will be on **ACADEMIC PROBATION**.
- If, at the end of the probation period, both the gpa on assigned grades during the probation period and the cgpa are below 2.00, the student will again be placed on **PERMANENT WITHDRAWAL**.

/NH

dence normally must be received by the Registrar or department within 96 hours of a scheduled final examination or within 96 hours of the last day of lectures of the semester for which such standing is requested. Courses for which Aegrotat standing is awarded, are not included in the calculation of grade point average.

NOTATIONS OF WD AND WE

The notations WD and WE are not grades and do not affect either the semester grade point average or cumulative grade point average. The notation WD identifies a course freely dropped by the student during weeks 4 and 5 of a semester. The notation WE identifies a course dropped by the student under extenuating circumstances normally during week 6 through to the end of week 12 of a semester. Extenuating circumstances are defined as unusual circumstances beyond the student's control which make it impossible for the course to be completed. Different time periods are in effect for Intercession and Summer Session. (For more complete details refer to the Registration section.)

CREDIT FOR THE SEMESTER

All credit earned will be granted, regardless of the grade point average for the semester. Credit may be granted for a specific course once only. Where a student repeats the same course, the course(s) with the lower grade will be recorded on official records as a duplicate course. In the event that the same grade is earned for a repeated course, the course completed most recently is recorded on the official records as the duplicate. Repeated courses for which no grades have yet been assigned (i.e. courses in progress) will be recorded as duplicates until a final grade is awarded which is higher than the grade previously earned. Duplicate courses remain on the official record, and are included in the calculation of the semester grade point average. The CGPA computed for semesters completed prior to the Fall semester 1979 includes duplicate courses. Duplicate courses are not included in the grade point average which is computed for graduation purposes.

Reconsideration of Grades

1. Students who intend to appeal a course grade are cautioned that failing grades have been checked very carefully and barring a clerical error, appeals seldom result in higher grades.
2. Students who feel that there has been an error in arriving at or recording a grade, should apply for reconsideration, in writing, to the instructor, who will advise the Chairman of the Department, who will then notify the Registrar of the final decision. The Registrar will communicate this decision to the student. All course grade changes require the approval and initial of the Department Chairman before being submitted to the Registrar.
3. Course grade changes will be permitted up to, but not beyond the fifth day of classes of the semester immediately following the one in which the grade is awarded. In special cases an exception may be granted on petition by the Chairman of the Department of the course concerned.

Statement of Grades

A statement of grades is mailed to each registered student at the end of the semester. Official grades will not be released by the Office of the Registrar to students prior to the mailing time but instructors may release information on individual student grades to the students concerned at the end of the semester. Errors or omissions in the statement of grades will be adjusted and notifications provided to the student as early as practicable.

Information concerning final grades is not released to unauthorized persons without written consent of the student.

Grade Point Average

The semester grade point average is a method of expressing the student's average performance for the semester. Each letter grade, with the exception of grades P, W, CC, AU, AE, and CR, is assigned a numerical equivalent, which is then multiplied by the course semester-hour value assigned to the course to give the grade point. Those grades which have not been assigned a numerical equivalent, are not included in the computation of the grade point average.

A grade point average for the semester is computed by dividing the total number of grade points earned by the total number of semester hours undertaken in the semester, with the exception of those semester hours assigned to courses with a final grade of P, W, CC, AU, AE, or CR.

Example: Fall Semester 1988

	Letter Grade	Numerical Value	Semester Hours	Grade Point
Course a.	A	4.00	3	12.00
Course b.	A+	4.33	3	12.99
Course c.	B-	2.67	3	8.01
Course d.	C	2.00	3	6.00
Course e.	F	0.00	4	0.00
			16	39.00

Semester Grade Point Average $\frac{39}{16} = 2.44$

The cumulative grade point average (CGPA) expresses average performance for semesters completed and is closed in the semester in which a degree or diploma is awarded to a student by the Senate. The calculation of a new CGPA will commence in the semester that a student returns to undertake further studies following the awarding of a degree or diploma.

The average is computed by dividing the total number of grade points earned to date by the total number of semester hours undertaken to date, with the exception of those courses assigned a final grade of P, W, CC, AU, AE or CR. The CGPA calculated for semesters completed prior to the Fall semester 1979 INCLUDES DUPLICATE COURSES.

DUPLICATE COURSES repeated in the Fall 1979 or a subsequent semester, which have been assigned a final grade equal to or lower than the grade previously assigned, are **EXCLUDED** from the calculation of the CGPA for the semester in which the course was repeated as well as any subsequent semester completed. If, on the other hand, a higher grade is achieved in the course when repeated, the duplicate course(s) with the lower grade(s) will be excluded from the CGPA for the most recent semester and any subsequent semesters completed. However, the lower grade is reflected in the CGPA calculated for each semester up to the semester in which the higher grade was achieved.

Standing Required for Continuance

All students who enter Simon Fraser University are expected to maintain acceptable standards of scholarship. Specifically, they are expected to maintain a minimum 2.00 CGPA. A student who does not maintain this minimum CGPA will be considered to be performing less than satisfactorily in his/her studies. The following procedures will apply for evaluating student performance in accordance with the policy governing Continuance, Withdrawal and Readmission.

The regulations indicate primarily the effect on a student without transfer credit, but, particularly at the time of admission to the University, are applied to obtain reasonable equitability across transfer and non-transfer students.

1. Transfer students admitted to the university under the "Special Entry" category with an admission average below 2.00:

having attempted 17 or fewer semester hours of transfer credit will be admitted on **ACADEMIC WARNING**

having attempted 18 or more semester hours of transfer credit will be admitted on **ACADEMIC PROBATION**.

The regulations covering Continuance, Withdrawal and Readmission will apply to transfer students immediately upon their admission to SFU.

2. Following admission, no formal assessment will take place until the student has completed a minimum of 9 semester hours of assigned grades at Simon Fraser University.
3. Academic performance will be evaluated on courses for which Simon Fraser University grades have been assigned. ("Assigned grades" will include grades A+ through to D, F, DE, and N, but will exclude P, W, CR, AE, CC, and AU).
4. Students will be evaluated and placed in a disciplinary category only after they have been allowed to do a reasonable amount of academic work. The following schedule applies:

For students without transfer credit

ACADEMIC WARNING — will be used only after a student has received SFU assigned grades for at least 9 semester hours.

ACADEMIC PROBATION — will be used only after a student has received SFU assigned grades for at least 18 semester hours.

REQUIRED TO WITHDRAW — will be used only after a student has received SFU assigned grades for at least 27 semester hours.

PERMANENT WITHDRAWAL — will be used only after a student has received SFU assigned grades for at least 36 semester hours.

For students with transfer credit

- 1) On admission see item 1. under *standing required for continuance*.
- 2) Following completion of at least 9 semester hours of SFU assigned grades, when the total awarded through transfer credit, or through transfer credit and assigned grades, or through SFU assigned grades
 - a) is 18 hours or more, the student may be placed on ACADEMIC PROBATION
 - b) is 27 hours or more, the student may be placed on ACADEMIC PROBATION or REQUIRED TO WITHDRAW, as applicable
 - c) is 36 hours or more, the student may be placed on ACADEMIC PROBATION or REQUIRED TO WITHDRAW or PERMANENT WITHDRAWAL, as applicable.
5. Students who have a cumulative grade point average of less than 1.0 on two consecutive semesters will be ineligible to re-register for one full calendar year.
6. Students who have only "N" or "F" grades in two consecutive semesters will be required to apply for readmission to the University; the application is reviewed by the Senate Undergraduate Admissions Board before readmission is considered.
7. Students who withdraw from all courses in three consecutive semesters will be ineligible to reregister for one full calendar year.
8. Students whose grade point average for the semester falls below 2.00 will be placed on ACADEMIC ALERT and will be advised to seek counselling at the Academic Advice Centre.
9. A student on ACADEMIC WARNING or on ACADEMIC PROBATION may not register in a course load which exceeds that permitted by faculty regulations, although there is no minimum number of course hours required.
10. Students placed on REQUIRED TO WITHDRAW status may not register for a period of one full calendar year and students placed on PERMANENT WITHDRAWAL may not appeal for readmission until three full calendar years have expired.
11. Normally, no transfer credit will be granted for work undertaken at another post-secondary institution while absent from Simon Fraser University during the twelve month period for REQUIRED TO WITHDRAW status, or the three year period for PERMANENT WITHDRAWAL status. Transfer credit may be allowed if the student has received the express prior approval of the Chairman of his/her major department and the Dean of the Faculty. Requests for authorization to transfer credit from another institution should be addressed to the Office of the Registrar.
12. The duplicate course policy allows for the exclusion of the lower grade of a duplicated (repeated) course in the calculation of the cumulative grade point average for the semester in which the course is repeated and for subsequent semesters. This policy does not apply to records where the degree or diploma has already been granted. Reference is made to the policy on Limitation on Duplication of Courses (see the *Registration* section).
13. **Academic Warning — Terms and Conditions**
 - 1) A student who has not attempted transfer credit who has received grades for at least 9, but fewer than 18 SFU semester hours of assigned grades and has a CGPA of less than 2.00 will be placed on ACADEMIC WARNING.
During the warning period, the student must complete a minimum of 9 Simon Fraser University semester hours of assigned grades before reassessment will occur. A student on ACADEMIC WARNING may not repeat a course for which a grade of C, or higher, has been assigned. If, at the end of the warning period, the CGPA is 2.00, or higher, the student will be considered to be in good academic standing. Otherwise, the student will be placed on ACADEMIC

PROBATION.

- 2) A student (excluding a "Special Entry" as described above) who has been awarded fewer than 9 hours of transfer credit, and who has received assigned grades for at least 9, but fewer than 18 SFU semester hours, and who has a CGPA of less than 2.00, will be placed on ACADEMIC WARNING provided that the total semester hours granted on transfer, together with hours for Simon Fraser University assigned grades is less than 18. If the total is 18 or more, the student will be placed on ACADEMIC PROBATION. The conditions noted under 1. above apply to the warning period.
- 3) For "Special Entry" admitted under ACADEMIC WARNING, see above. The conditions noted under 1. above apply to the warning period.
14. **Academic Probation — Terms and Conditions**

A student who has received assigned grades for at least 9 Simon Fraser University semester hours and is not subject to ACADEMIC WARNING, will be placed on ACADEMIC PROBATION if the CGPA is less than 2.00.

During the probation period, the student must complete a minimum of 9 Simon Fraser University semester hours of assigned grades before reassessment will occur. A student on ACADEMIC PROBATION may not repeat a course for which a grade of C, or higher, has been assigned.

If at the end of the probation period,

- 1) the grade point average on assigned grades during the probation period and the CGPA are 2.00 or higher, the student will be considered to be in good academic standing.
- 2) the grade point average on assigned grades during the probation period is 2.00, or higher, but the CGPA is less than 2.00, the student will continue, on ACADEMIC PROBATION.
- 3) the grade point average on assigned grades during the probation period is less than 2.00, but the CGPA is 2.00, or higher, the student will continue on ACADEMIC PROBATION. (This could apply to students repeating courses during the probation period.)
- 4) both the grade point average on assigned grades during the probation period and the CGPA are less than 2.00, the student will be REQUIRED TO WITHDRAW from the University for twelve (12) calendar months.

15. Required to Withdraw — Terms and Conditions

A student who is REQUIRED TO WITHDRAW may appeal for readmission at the end of the twelve month period, and if readmitted, will be placed on ACADEMIC PROBATION once again, subject to the conditions for ACADEMIC PROBATION, as described earlier.

However, at the end of the probation period, if both the CGPA and the grade point average on assigned grades during the probation period are below 2.00, the student will be placed on PERMANENT WITHDRAWAL and will not be considered for readmission for a period of three calendar years.

16. Permanent Withdrawal — Terms and Conditions

A student who is on PERMANENT WITHDRAWAL may appeal for readmission at the end of the three year period. If, at the end of three years, the student is readmitted, it will be on ACADEMIC PROBATION.

If, at the end of the probation period, both the grade point average on assigned grades and the CGPA during the probation period are below 2.00, the student will again be placed on PERMANENT WITHDRAWAL.

GRADUATION REQUIREMENTS

(See also the requirements which appear in the individual faculty sections.)

General Degree

The minimum requirement for graduation on the general degree program is a graduation grade point average of 2.00. The graduation average will be calculated on the entire required 120 semester hours passed used for credit toward the degree, or on the 60 semester hours of the final four levels for courses passed used for credit toward the degree including the normal 45 semester hours of work in upper division courses. The average will be computed by dividing the total number of grade points earned by the total number of semester hours assigned for those courses included in the calculation, excluding duplicate courses. A grade point average of not less than 2.00 is required in courses comprising the major studies.