

SIMON FRASER UNIVERSITY

S.93-2

*As amended
by Senate
11/1/93*

Memorandum

TO: Senate

FROM: J.M. Munro, Chair
Senate Committee on Academic Planning

DATE: December 15, 1992

SUBJECT: Department of Communication -
Enrolment Limitations
SCUS Reference: SCUS 92-45
SCAP Reference: SCAP 92-50

Action undertaken by the Senate Committee on Undergraduate Studies and the Senate Committee on Academic Planning gives rise to the following motion:

Motion: "that Senate approve and recommend approval to the Board of Governors, as set forth in S.93- 2 the revised procedures for limitation of enrolment in the Department of Communication"

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Senate

From: Ron Heath
Registrar and Secretary of Senate

Subject: Enrolment Limitations -
Communication - Rationale

Date: December 15, 1992

Senate has already granted approval to the Department of Communication to limit enrolment in the programs offered by the Department. This has had the effect of lowering enrolments in the Department by approximately 8%, but under the procedure approved, there is insufficient flexibility to allow the Department to adjust its admissions, both in terms of numbers admitted and minimum GPA required in a timely manner. The current practice has the total number of majors to be accommodated and the anticipated minimum GPA set over a year in advance of application. Unfortunately actual applications, available spaces and teaching (faculty and teaching assistants) resources can only be estimated at that time with the consequence that students may not receive appropriate information on minimum requirements for admission, and the Department may not be able to exercise properly the management of available spaces.

SCUS and SCAP have approved, and now recommend to Senate, that the procedure for limiting enrolment to majors in the Department of Communication be changed to correspond with the procedures which Senate has approved for other departments and schools (Computing Science, Criminology, Economics, Business Administration). Under this procedure, the Department will establish a yearly quota in consultation with the Dean, based on the projected available course spaces and department resources. The Department will then establish and publish a minimum CGPA/admission GPA, taking into account the overall quota and the number of potential applicants to the majors.

SCUS and SCAP have also approved the recommendation that the minimum continuance ~~and graduation standards~~ be increased to 2.25. This also parallels the practice in departments that have elevated admissions requirements.

This procedure has proved effective in other departments that have had to limit enrolments to their majors, and in addition, brings consistency to the manner in which enrolment limitations are established and administered across the University.

"Enrollment Limitations" *[entirely new section]*

The Department of Communication limits admission to the upper division of its major, minor and honors programs and to related joint programs. Space in upper division Communication courses is reserved for students who have been formally accepted into such a program; only such students will be able to obtain the upper division courses necessary to complete the program. Exceptions to this rule may be made by Instructors in consultation with the Chair of the Department.

With the approval of the Office of the Dean of Applied Sciences, the Department will establish a yearly quota -- the number of students that can be accommodated in the major/honors, joint-majors or minors. This quota will be established on the basis of projected available course space and school resources.

The Department will admit a limited number of students into its programs each semester, consistent with the overall yearly quota, on the basis of minimum CPGA announced two semesters in advance of the Fall semester each year. This announcement will appear in the annual "Student Guide" to be published at the beginning of the calendar year. The Department will determine this annual minimum requirement for "entry" on the basis of the number of places available. Every applicant for a major, minor, or joint-major program whose CPGA is greater than or equal to the annually announced requirement will be admitted; under normal circumstances, no admission to a program will be granted to any applicant who has a CPGA which is less than the admission CGPA set by the Department.

These requirements apply equally to a transfer or second degree student.

To remain in good standing in a program in Communication, a student will be expected to maintain the minimum CGPA of 2.25.

[new] "Graduation Requirements"

Once approved for a specialization in Communication, a student will be required to maintain a minimum CGPA of 2.25 to maintain good standing in the program (that is, to retain eligibility to continue in the program) ~~and to graduate from the program.~~ *deleted by Senate*

[the rest of the calendar entry for "Graduation Requirements" is unchanged]

file: calendar.chg