

**Simon Fraser University
Memorandum**

S.97-15

*As amended
by Senate
Jan. 6/97*

TO: Senate

FROM: SCAR

DATE: December 17, 1996

SUBJECT: Faculty of Science - Diverse Qualifications

In the early part of the fall semester, the Faculty of Science debated whether or not to opt out of the Diverse Qualifications Admissions Policy. The debate culminated in a ballot in which the Faculty decided by a vote of 70 to 35 (with 4 abstentions) to opt out of the policy.

The Diverse Qualifications policy approved by Senate on April 1, 1996 states:

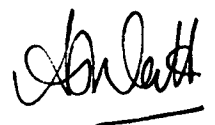
- "3. The policy shall apply to all general admissions, unless a faculty (having separate admission requirements and targets) wishes to opt out.**

General university admission is currently broken down into two broad groups: non-Science (APSC, ARTS, BUS, EDUC) and Science. The policy may be applied to all faculties or only to one or other of these two groups, as Senate wishes."

SCUS has reviewed the decision of the Faculty of Science and discussed the recommendation to opt out, and SCAR recommends the following motions:

Motions:

1. That Senate approve the following amendments to the Diverse Qualifications Admissions Policy, section 3:
 - a) that when a Faculty opts out of the Diverse Qualifications policy, the overall maximum target for Diverse Qualifications admissions will be amended from 10% of total university admissions, to 10% of the total university admissions less the ~~proportion of~~ admissions relating to the opting out Faculty.
 - b) that when a Faculty opts out of the Diverse Qualifications policy, the status of that Faculty's representative on the Diverse Qualifications Admissions Committee be changed to become a non-voting observer on the Committee.
2. That the Faculty of Science be permitted to opt out of the Diverse Qualifications Admissions Policy starting with admissions for the Spring Semester 1998.



SIMON FRASER UNIVERSITY
MEMORANDUM

To: Faculty of Science

From: C.H.W. Jones, Dean
Faculty of Science

Subject: Ballot on DQA

Date: October 31, 1996

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The results of the Faculty of Science ballot on the Diverse Qualifications Admissions Policy are as follows:

Number supporting the motion that the Faculty of Science opt out of DQA	70
Number voting against the motion	35
Abstentions	4
Total Ballots	109

The Ballot was counted by Mr. K.C. Bell (Registrar's Office) assisted by Dr. Ken Stuart and Ms. Rosemary Hotell from the Dean's Office.

C.H.W. Jones
C.H.W. Jones

- c. D. Gagan, Vice-President, Academic
✓ A. Watt, Director, Secretariat Services
D. Moore, Associate Director, Admissions
R. Heath, Dean of Student Services & Registrar

office of the registrar / simon fraser university

Diverse Qualifications Undergraduate Admission Policy

Summary

The policy proposes that 10% of undergraduate students newly admitted to the University shall be admitted on the basis of Diverse Qualifications.

Purpose

The purpose of the policy is to encourage applicants to participate in a broad range of activities and services to society, through recognizing in the admission process their achievements and contributions. This recognition must not have a negative effect on academic performance of students at the university. Rather, it should promote an enrichment of the university environment by encouraging applicants to focus less narrowly on course work and promote a broader appreciation of worthwhile intellectual, and socially-responsible activities or pursuits.

Policy statement and principles

Simon Fraser University seeks to admit not only applicants who are academically very well-qualified but also those who meet minimum admission standards and have

- demonstrated commitment and/or excellence in other endeavours and/or
- presented a clear and valid reason for attending Simon Fraser University and or
- have succeeded in their studies in spite of difficult circumstances.

1. Name

The name of the policy shall be the Diverse Qualifications Undergraduate Admission Policy.

2. The policy shall not alter the trimester nature of the admission process or the proportions of new students drawn from the various entry groups

Senate has approved admission targets for each semester, broken down into three broad groups and into Science and non-Science faculties. These targets and the resulting mix should not be changed as a result of this policy. The policy must provide an opportunity for prospective new students entering any semester, regardless of origin, goals or age.

3. The policy shall apply to all general university admissions, unless a faculty (having separate admission requirements and targets) wishes to opt out

General university admission is currently broken down into two broad groups : non-Science (APSC, ARTS, BUS, EDUC) and Science. The policy may be applied to all faculties or only to one or other of these two groups, as Senate wishes.

4. Two methods of determining admission shall be used

1. Normal academic qualifications, (i.e. the gpa or percent average based on the secondary or post-secondary record) and

2. a combination of academic qualifications and Diverse Qualifications.

(Currently, only academic qualifications are used, and qualified applicants are ranked accordingly by descending gpa. Offers are made in descending rank order until all available places are filled.)

5. Academic qualifications alone shall be used for most decisions

Initially, it is recommended that 90% of admission decisions be based on academic criteria alone, leaving the remaining 10% to be determined under the Diverse Qualifications Policy. These proportions should be reviewed, based on experience and might change over time.

For 95/96, this would give the following totals:

Admitted on Academic qualifications alone	4185 new students
Admitted under Diverse Qualifications	465 new students
Total planned admissions	4650 new students

6. The Policy shall recognize demonstrated excellence and the applicant's reasons for believing that s/he will be successful

- Demonstrated excellence may be in a number of fields (e.g. academic, social, athletic, artistic, professional);
- Reasons for success might be prior success in the face of difficult circumstances (physical, psychological, social or economic) or an unusually high level of motivation.

7. The Policy shall be applied only if the candidate meets the published admission requirements

An applicant whose gpa is below the published minimum, who lacks the required English test score, who has insufficient credit for admission or in any other way has failed to meet the minimum requirements for admissions set by Senate shall be ineligible for consideration under the Policy. Consequently, only those who are otherwise "turnaways" from the University shall be considered.

8. Applicant information shall be voluntary and self-reported

Applicants may choose whether or not they wish to provide detailed personal information for consideration under the Policy. A Personal Information Profile (PIP) may be submitted giving the following information:

- a 250 word statement of the reasons for wishing to attend Simon Fraser University and why success is likely;
- a summary of notable activities and achievements;
- the names and addresses of two persons who could verify the information.
- At least one letter of reference.

This information shall be taken into considered in the adjudication process.

9. Adjudication and Appeals

Adjudication shall be by a specially selected joint committee of the faculties. The University shall establish a such a committee. A suggested structure is given in Appendix 4. The Committee to Review Undergraduate Admissions shall continue to hear admissions appeals, where there are significant special circumstances.

10. Scoring

Scoring of PIPs shall be holistic. Guidelines should be used to achieve reasonable consistency in the ranking of candidates. (See Appendix 2). The adjudication committee will be expected to refine these guidelines in the light of experience.

11. Interviews

Candidates will not be interviewed. Given the difficult logistics and low reliability of interviews, these are believed to be not worthwhile.

12. Review period

The policy shall be in place initially for three years, starting Spring Semester 1997, with a review by SCAP with a report to Senate to occur in Summer Semester 1998 before the policy continues. If the policy is not renewed, it will lapse after Fall semester 1999. The policy may be renewed for two year periods, with review at the end of every other year (i.e. 2000 etc.)

Procedure

All applicants shall be invited to submit a Personal Information Profile with their applications. Submission of the PIP shall be voluntary. It shall be made clear to applicants that reference will be made to the PIP only for determining admission cases, under the Diverse Qualifications Admission Policy. Further, applicants shall be advised that admission under the Policy is limited to 10% of admissions and that those to be considered must meet minimum university entrance requirements. Applicants who feel that their applications might be marginal should submit a Personal Information Profile. University staff may offer general advice on the desirability of

submitting a Personal Information Profile, but will not give specific advice prior to a formal assessment of admissibility.

Applicants must submit the Personal Information Profile by the deadline for submitting an application for admission. The University will not accept late submissions or changes.

The Personal Information Profile is recorded as a received admission document by the Office of the Registrar and filed, retained temporarily and eventually destroyed according to the Registrar's document retention schedule (usually 12 months).

Applications shall be assessed, as at present, on academic qualifications, and offers made to fill 90% of the target for that semester. Normally, this will be achieved before the following dates:

5 August	Fall applications
5 December	Spring applications
5 April	Summer applications

The release of new and continuing student to the registration system is usually complete by the above dates. Typically, the admission target is adjusted after analysis of the registration data. Consequently, by these dates, the admission gpa (sometimes referred to as the "cut-off gpa") will be known for that semester, even though not all decisions will have been made.

All applicants whose applications are complete and who are technically admissible, but who have not been selected because their admission gpa falls below the "cut-off gpa", (i.e. currently coded as "DL" - Deferred Limited Enrolment) shall compete for the remaining 10% of places. This pool of applicants is the total number of remaining qualified applicants and it shall include both those who have and who have not submitted a Personal Information Profile.

Scoring, ranking and selection of applicants should take place within approximately 10 days, with admission offers released around the following dates:

15 August	Fall applications
15 December	Spring applications
15 April	Summer applications

Registration prospects for those selected and offered admission will be reduced compared with those admitted under academic qualifications alone. It is not easy to correct this unless all offers are processed earlier or if scoring for all Personal Information Profiles is done on receipt. If so, a much larger number of Profiles must be scored, because the initial admission decision will not yet be determined. Hence delaying the scoring greatly reduces the number of applicants' PIPs to be scored, because most will be admitted on academic qualifications alone.

Adjudication of applications

When the Director of Admissions has determined the number of offers to be made under the Policy for a particular admission group and has determined the admission gpa for the semester, the following must happen in the time frame indicated:

1. Score the Personal Information Profiles for all Deferred Limited Enrolment applicants - (time required 5 days);
2. Rank the Deferred Limited Enrolment applicants by Basis of Admission using the admission GPA (time required 0.5 day);
3. The adjudication committee meets and determines new rankings (1 day)
4. Director of Admissions makes sufficient offers to fill the remaining places - (time required 5 days).

Adjudication of ranked candidates

A small adjudication committee, consisting of representatives from each faculty and from the student body, is suggested (See Appendix 4). If the scoring and ranking have taken place prior to the meeting of the committee, the time spent on adjudication can be minimized and the committee can focus on marginal cases, exceptions and a review of outcomes.

Appeals

The Committee to Review Undergraduate Admissions adjudicates appeals, where there are special circumstances.

Implementation Date

Diverse Qualifications Admissions will start with admissions for Spring 1997.

Return to How to Apply.