

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

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Senate and Curriculum Services

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11 February 2009

**To:** Okanagan Senate

**From:** Admissions and Awards Committee

**RE:** Revisions to Visiting Classification (approval), Changing Degree Programs (approval), Canadian Aboriginal Applicants (approval) and English Language Admission Standard (approval)

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The Admissions and Awards Committee is pleased to recommend the following admissions proposals to Senate.

i. **Revisions to Visiting Classification**

Expand the eligibility for Visiting Student status at UBC Okanagan.

*Motion:* That Senate approve the revised calendar entry to for Visiting Students, first effective for the 2009 summer admission to UBC Okanagan.

ii. **Changing Degree Programs**

Move the evaluation of current UBC Okanagan students who apply to change campus or programs to January/February, in alignment with the evaluation of post-secondary applicants from outside of the University.

*Motion:* That Senate approve the proposed changes to the admission evaluation timeline for current students changing their degree program, first effective for students entering in 2009.

iii. **Canadian Aboriginal Applicants**

Clarify and amend the application process and criteria for Canadian Aboriginal applicants.

*Motion:* That Senate approve the proposed changes for Canadian Aboriginal Applicants considered for admission UBC Okanagan, effective for the 2010 admission year.

iv. **English Language Admission Standard**

To adjust the requirement, that minimum English language test scores be met in single sitting of the test.

***Motion:** That Senate approve the proposed change to the English Language Admission Standard at UBC Okanagan, effective for the 2010 admission year.*

Respectfully Submitted,  
Dr. Sharon McCoubrey  
Chair, Admissions and Awards Committee



### Calendar Change Proposal Form

<p><b>Approval Date:</b></p> <p><b>Effective Session:</b> 2009S onward</p> <p><b>Year for change:</b> Print in the next online and print calendar for the purpose of advising prospective Visiting Students.</p>	<p><b>Date:</b> January 2009</p> <p><b>Contact Person:</b> Paul Poole, Program Manager, Non-degree Studies, Enrolment Services</p> <p><b>Phone:</b> 604-822-1428</p> <p><b>Email:</b> paul.poole@ubc.ca</p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>Visitor.</b> A student enrolled in studies for transfer to a degree program at another recognized <b>post-secondary institution</b>. For applicable fees, see Chapter III, "Fees, Financial Assistance, and Scholarships." Students must be in good standing at the home <b>institution</b> and must submit a Letter of Permission with their application. Course registrations will be made on a space-available basis only. A Letter of Permission is valid for one session only. A Letter of Permission must be submitted for any subsequent sessions in which a student wishes to register for courses.</p>	<p><b>URL from Web Calendar:</b>  <a href="http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,32,0,0">http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,32,0,0</a></p> <p><b>Present Calendar Entry:</b></p> <p><b>Visitor.</b> A student enrolled in studies for transfer to a degree program at another recognized <b>university</b>. For applicable fees, see Chapter III, "Fees, Financial Assistance, and Scholarships." Students must be in good standing at the home <b>university</b> and must submit <del>official transcripts and</del> a Letter of Permission with their application. Course registrations will be made on a space-available basis only. A Letter of Permission is valid for one session only. A Letter of Permission must be submitted for any subsequent sessions in which a student wishes to register for courses.</p> <p><b>Type of Action:</b></p> <p>Expand the eligibility for Visiting Student status at UBC Okanagan and remove the requirement for official transcripts to align with the current practice in the Non-degree Studies unit.</p> <p><b>Rationale:</b></p> <p>The language restricting visiting students to those from another university made sense in past, when degrees were only offered at universities. That is no longer the case. Students may now complete credentials (degrees, associate degrees, diplomas and certificates) to which UBC Okanagan courses could be applied at a range of recognized post-secondary institutions including colleges, universities and institutes of technology.</p>



	<p>The requirement for a transcript was dropped in practice some time ago when it was decided that visiting students would be assigned a registration date and time based on their visiting student status rather than on an admission average. Since then, visiting students have submitted only a letter of permission confirming approval for the course(s) at that they will transfer back to a credential at the home institution.</p>
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### Calendar Change Proposal Form

<p><b>Approval Date:</b></p> <p><b>Effective Session:</b> Effective for 2009 admission to UBC Okanagan.</p> <p><b>Year for change:</b> To be posted to the calendar upon approval for the purpose of advising prospective students.</p>	<p><b>Date:</b> January 2009</p> <p><b>Contact Person:</b> Rosalie Vlaar, Senior Policy Analyst, Undergraduate Admissions</p> <p><b>Phone:</b> 822-4240</p> <p><b>Email:</b> rosalie.vlaar@ubc.ca</p>
<p><b>Proposed Calendar Entry:</b></p> <p><b><u>II. Admission to UBC Okanagan</u></b></p> <p><b>Changing Degree Programs</b></p> <p>UBC students who wish to transfer to a different program must complete the Change of Degree Program/Campus form on the <a href="#">Student Service Centre (SSC)</a> and pay the \$60.00 application fee. Former UBC students can also apply for readmission and change of program or campus using the same form. Readmission and Change of Degree Program forms are considered for the Winter Session only.</p> <p>Students applying to change degree programs are required to meet faculty or school prerequisites.</p> <p>Academic evaluations are based on the average of the most recently completed college or university credits attempted to a maximum of 30 credits, including failures and repeated courses, unless otherwise prescribed by the program to which admission is sought.</p>	<p><b>URL from Web Calendar:</b></p> <p><a href="http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,274,0,0">http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,274,0,0</a></p> <p><b>Present Calendar Entry:</b></p> <p><b><u>II. Admission to UBC Okanagan</u></b></p> <p><b>Changing Degree Programs</b></p> <p>UBC students who wish to transfer to a different program must complete the Change of Degree Program/Campus form on the <a href="#">Student Service Centre (SSC)</a> and pay the \$60.00 application fee. Former UBC students can also apply for readmission and change of program or campus using the same form. Readmission and Change of Degree Program forms are considered for the Winter Session only. <del>For current UBC students, evaluations for degree changes will take place in mid-June when final grades for the previous Winter Session are released to Undergraduate Admissions<sup>1,2</sup>. Because of this unavoidable delay, applicants awaiting faculty transfer decisions may wish to register for courses using the eligibility from their current program.</del></p> <p>Students applying to change degree programs are required to meet faculty or school prerequisites.</p> <p><del>For current UBC students applying for admission to the Faculty of Education at UBC Okanagan, evaluations for degree changes will be based on interim grades achieved over the last 30 transferable credits of course work attempted.</del></p> <p><del><sup>2</sup>For current UBC students applying for</del></p>



	<p><del>admission to the School of Social Work at UBC Okanagan, evaluations for degree changes will be based on interim grades achieved over the last 30 transferable credits of course work attempted.</del></p> <p><b>Type of Action:</b> Move evaluation of current UBC Okanagan students who apply to change campus or programs to January/February, in alignment with the evaluation of post-secondary applicants from outside of the University.</p> <p><b>Rationale:</b> This change will align the evaluation and timing of admission offers to UBC Okanagan students who have applied to change programs or campuses with non-UBC applicants. This supports the principles of fairness and timeliness of offers, as articulated in the “Principles of Effective Undergraduate Admission” document.</p> <p>The footnotes previously required for Education and Social Work will no longer be required as interim admission evaluation would become the norm for applicants to the University.</p>
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### UBC Okanagan Calendar Change Proposal Form

<p><b>Approval Date:</b></p> <p><b>Effective Session:</b> Effective for 2010 admission to UBC.</p> <p><b>Year for change:</b> To be posted to the calendar upon approval for the purpose of advising prospective students.</p>	<p><b>Date:</b> November 25, 2008</p> <p><b>Contact Persons:</b>          Graeme Joseph, Aboriginal Student Recruiter-Advisor, Enrolment Services          604 822-8840  <a href="mailto:graeme.joseph@ubc.ca">graeme.joseph@ubc.ca</a></p> <p>Lyle Mueller, Director of Indigenization and Internationalization, UBC Okanagan          250.807.9195  <a href="mailto:lyle.mueller@ubc.ca">lyle.mueller@ubc.ca</a></p> <p>Rosalie Vlaar, Policy Analyst, Enrolment Services          604-822-4240  <a href="mailto:rosalie.vlaar@ubc.ca">rosalie.vlaar@ubc.ca</a></p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>Canadian Aboriginal Applicants</b></p> <p>The University of British Columbia is dedicated to making the University's vast resources more accessible to Aboriginal people, and to improving the University's ability to meet their educational needs. The University recognizes that Aboriginal students make valuable contributions to its learning environment and therefore invites inquiries and applications from Aboriginal candidates to its many and diverse fields of study.</p> <p><b>UBC may consider applicants who do not meet the current competitive admission cut-off</b> set by the individual faculties and schools, but who meet the University-wide academic minimum</p>	<p><b>URL from Web Calendar:</b>  <a href="http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,14,0,0">http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,14,0,0</a></p> <p><b>Present Calendar Entry:</b></p> <p><b>Canadian Aboriginal Students</b></p> <p>The University of British Columbia is dedicated to making the University's vast resources more accessible to Aboriginal people, and to improving the University's ability to meet their educational needs. The University recognizes that Aboriginal students make valuable contributions to its learning environment and therefore invites inquiries and applications from Aboriginal candidates to its many and diverse fields of study.</p> <p><del>Those who do not meet the current academic standing set by the individual faculties and schools, but who meet the University-wide academic minimum of 67% for first-year programs, will be considered on</del></p>



<p>of 67% for first-year programs <b>or 2.0 for applicants applying from a recognized post-secondary institution. Applicants must also satisfy program pre-requisites set by the individual faculties and schools.</b></p> <p><b>If you wish to be considered under this admission category, you must complete an <u>Aboriginal Supplemental Application</u> in addition to the application for admission to UBC. Applicants</b> will be considered on an individual basis by the applicable faculty or school <b>in consultation with</b> a representative of UBC Okanagan Aboriginal Programs and Services. <b>Achievements that indicate an ability to succeed at university such as educational history, cultural knowledge, community participation, work experience, and educational goals will be considered.</b></p> <p>For the purpose of application and admission to UBC Okanagan, and in accordance with the <i>Constitution Act, 1982</i>, Part II, Section 35(2), being Schedule B to the <i>Canada Act 1982</i> (U.K.), 1982, c. 11, an Aboriginal applicant is an Indian, Inuit, or Métis person of Canada.</p>	<p>an individual basis by the applicable faculty or school and a representative of UBC Okanagan Aboriginal Programs and Services. <del>Educational history, cultural knowledge, work experience, educational goals, and achievements that indicate an ability to succeed at university will be considered.</del></p> <p><del>Each applicant must submit two letters of reference from persons specifically able to assess the applicant's potential for academic success. One reference letter should be from a recognized Aboriginal organization or community leader. Applicants must also submit a personal letter outlining their academic objectives.</del></p> <p>For the purpose of application and admission to UBC Okanagan, and in accordance with the <i>Constitution Act, 1982</i>, Part II, Section 35(2), being Schedule B to the <i>Canada Act 1982</i> (U.K.), 1982, c. 11, an Aboriginal applicant is an Indian, Inuit, or Métis person of Canada.</p> <p><b>Type of Action:</b> Clarify and amend the application process and criteria for Canadian Aboriginal applicants.</p> <p><b>Rationale:</b></p> <p style="text-align: center;"><b>Eligibility</b></p> <p>1. The present policy indicates that Canadian Aboriginal applicants may be eligible for direct admission to a degree program should they meet the University's basic admission requirements although they would not meet the competitive cut-offs; the current policy makes no reference to program-specific requirements. Experience to date indicates that applicants</p>
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	<p>have always been required to meet the program specific course requirements; however, the Deans (or designates) have been flexible with the admitting GPA. The revised policy language is clearer on this point.</p> <p>2. It should be noted that, because of the complex process that has been in place for admission via this policy to date, Aboriginal applicants have, instead, been considered under “Dean’s Discretion”, which bypasses the requirement for letters but which has been held to providing evidence of being Aboriginal.</p> <p>3. The eligibility requirements direct the policy towards Canadian Aboriginal peoples as defined within the Constitution. It is occasionally desirable to require documentation to verify that applicants are actually Aboriginal. A verification statement has been included in the revised policy language.</p> <p style="text-align: center;"><b>Application</b></p> <p>4. To be considered through the current policy, applicants would be required to submit three reference letters. This requirement is far more than we ask of any other applicants. In many instances students have trouble providing the community reference letter because of their political or life reasons. Consultation between Aboriginal Programs and Services in the Okanagan and the Longhouse in Vancouver have led to the creation of a Supplemental Application form in which applicants must answer a series of questions and provide contact information for two referees (an academic and community) for to purpose of verifying the information. This would alleviate much of the burden of relying on third parties to submit documentation in support of the applicant.</p> <p>The Supplemental Application would only be open to those Aboriginal students who self-identify. This new process is anticipated to cut down on document collection and application processing time.</p> <p style="text-align: center;"><b>Evaluation</b></p> <p>5. Through the use of a set of questions,</p>
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	<p>Aboriginal Programs and Services and the program or school being entered will be able to ensure that the student provides the relevant information required.</p> <p>6. Evaluators would be able to contact the applicant's references in order to verify the information provided on the Supplemental Application form. It is proposed that the Aboriginal Programs and Services would contact the community reference, while the program area would contact the academic reference.</p> <p>7. To make the evaluation process as transparent as possible, it is proposed that the Aboriginal Advisor and the Faculty Evaluators would use established criteria to review all student applications. If the student had not been admitted, the Aboriginal Advisor or Faculty Evaluations should be able to provide written feedback to the applicant advising them about their application and what could be improved should they wish to reapply to the program in the future.</p> <p>8. The Aboriginal Supplemental Application (Appendix A) would supplement rather than replace any broad-based admission process in place for a program.</p>
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**APPENDIX A: SUPPLEMENTAL APPLICATION**

**Undergraduate Admissions**  
**Supplemental Application for Aboriginal Students**  
 Version 1.3 (January 2009)

All students who apply to UBC must meet the university's general entrance requirements as well as requirements specific to the program to which they are applying. These requirements include a competitive admission average that students must meet in order to be accepted to the program. Most Aboriginal students admitted to UBC meet both sets of requirements, including the competitive admission average.

If you are a Canadian Aboriginal student who does not meet your program's competitive admission average, UBC has an Aboriginal Admission Policy that allows the University to consider your application outside of the competitive process of admission. To be considered through this policy you must submit this supplemental application form before June 1<sup>st</sup>. It is best to complete this form well in before April 1<sup>st</sup> to ensure a timely evaluation before course registration.

If you have any questions, please contact Graeme Joseph, Aboriginal Student Recruiter – Advisor at 604-822-8840 or by e-mail at [graeme.joseph@ubc.ca](mailto:graeme.joseph@ubc.ca).

Applicant Name: \_\_\_\_\_

Applicant Reference Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Question 1:** Please tell us about your educational goals. (Maximum length: 250 words)

**Question 2:** Please describe a significant educational experience that you have had and explain how this experience relates to your desire to attend UBC. (Maximum length: 250 words)

**Question 3:** Please list your activities and experiences, including work experience, community service, and involvement in clubs, athletic and cultural organizations, and volunteer work for the past five years. Use the Description field to explain how you were involved in each activity. If

you do not find your activity listed, select OTHER. (Please do not feel compelled to fill all of the spaces provided).

Activity Type	Activity & Experiences	Position Held	Date	Description
Athletics	Soccer	Team Captain	2000-2009	Member of the Kispiox Eagles from 2007-2009.

**Question 4: (Optional)** Please list any awards, achievements, honors or recognition that you have received in the past five years. Include both academic and non-academic achievements such as sports, community service, and cultural achievements.

Awards and Achievements	Year Received	Description

**Question 5: (Optional)** Please include any additional information about yourself that you would like the evaluators to consider. For instance, you might use this space to describe how you identify as an Aboriginal person. Or, you may use it to describe challenges that you have experienced during your studies that have impacted your academic performance. (Maximum length: 500 words)

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**Question 6:** Please provide the names of two references who we could contact to verify the information you have provided. Your first reference must be an academic reference (a teacher, counselor, principal, instructor, or professor). Your second reference may be an Aboriginal community reference (from a recognized Aboriginal leader or organization) or an alternate community reference. Please note we may ask your references to provide additional information relevant to your application.

<b>Name:</b> <b>Contact Phone Number:</b> <b>Contact E-mail:</b> <b>Relationship to you:</b>	
<b>Name:</b> <b>Contact Phone Number:</b> <b>Contact E-mail:</b> <b>Relationship to you:</b>	

### Declaration

A. I certify that I have provided accurate information and that all writing in this application is my own. I authorize the verification of this information for admission.

B. I certify that I am an Aboriginal person. (For the purpose of admission to UBC and in accordance with the *Constitution Act, 1982*, Part II, Section 35(2), being Schedule B to the *Canada Act 1982* (U.K.), 1982, c. 11, an Aboriginal person is an Indian, Inuit, or Métis person of Canada. We may require applicants to provide documentation supporting their Aboriginal self-identification.

C. I understand that falsification or plagiarism of my application will result in the withdrawal of my application and/or the offer of admission.

- I have read and I agree with this declaration
- I do not agree with this declaration

**Save Button**



# UBC Okanagan

## Calendar Change Proposal Form

<p><b>Approval Date:</b></p> <p><b>Effective Session:</b> Effective for the 2010 admission to UBC.</p> <p><b>Year for change:</b> To be posted to the calendar upon approval for the purpose of advising prospective students.</p>	<p><b>Date:</b> January 15, 2008</p> <p><b>Contact Persons:</b>  Rosalie Vlaar, Senior Policy Analyst,  Undergraduate Admissions  604-822-4240  <a href="mailto:rosalie.vlaar@ubc.ca">rosalie.vlaar@ubc.ca</a></p> <p>Linda Hatt, Associate Dean  Faculty of Arts and Sciences  250 807-9323  <a href="mailto:linda.hatt@ubc.ca">linda.hatt@ubc.ca</a></p>
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### English Language Proficiency Tests

**URL from Web Calendar:**

<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,19,0,0>

**Type of Action:** Requirement that minimum English language test scores be met in single sitting of the test.

**Rationale:**

A working group that is currently examining the University’s requirements to satisfy the English Language Admission Standard recommends that applicants should satisfy the minimum requirements on test scores in a single test sitting, as opposed to the current practice of permitting applicants to focus on individual test sections and submit multiple results to cumulatively satisfy our minimum requirements (via a mixing and matching of scores).

The Education Testing Services (ETS), the organization that administers the Test of English as a Foreign Language (TOEFL) strongly suggests that “mixing and matching” section scores is poor practice and should not be followed. They indicate that that language should be viewed holistically.

Further, English proficiency test “cram schools” suggest that students who might be struggling with English should study reading and writing intensely, achieve the minimum test scores in those areas, and then focus exclusively on speaking and listening. Ameliorating the effects of this approach can be achieved by not allowing the mixing of section scores. Put another way, UBC want and expect that test scores be a true representation of a student’s ability to function in an English-speaking academic environment and we undermine that by allowing the mixing of section scores. The proposed addition to footnote #1, below, addresses this concern.



# UBC Okanagan

## Proposed Table of English Language Proficiency Tests (Proposed Calendar text shown below in **red bold** under *footnote 1*):

### English Language Proficiency Tests

	Test	Competence Level <sup>1</sup>
CAE	Certificate in Advanced English <sup>4</sup>	B
CAEL	Canadian Academic English Language assessment	overall 70
	With the speaking sub-test	60
CEL	UBC Certificate in English Language <sup>2</sup>	600
CELP	Canadian English Language Proficiency Index Program <sup>3</sup>	
	CELPIT-A (Academic Reading and Writing) <sup>3</sup>	4L
	CELL (Listening)	4L
	CELTOP (Speaking)	4L
CPE	Certificate of Proficiency in English <sup>4</sup>	C
IELTS	International English Language Testing System (Academic)	6.5 with no part less than 6.0
MELAB	Michigan English Language Assessment Battery	85 final score, with 3 in the speaking test
TOEFL	Test of English as a Foreign Language	
	<b>Either</b> the Paper-based test	55
	With the TWE (Test of Written English)	4.0
	<b>Or</b> the Computer-based test	22
	With the essay	4.0
	<b>Or</b> the Internet-based test	Overall Score: 86
		Reading: 21
		Listening: 21
		Writing: 20
		Speaking: 20

<sup>1</sup> Unless otherwise stated, the score is the minimum on each part of the examination. **Minimum scores must be achieved in a single sitting of the test (i.e. scores across multiple instances of a test may not be used to satisfy minimum component requirements).** Tests taken more than two years prior to application for admission will not be considered.

<sup>2</sup> See the [UBC English Language Institute](#) for further details.

<sup>3</sup> From UBC's Applied Research and Evaluation Services (ARES). The Canadian English Language Proficiency Index Test — Academic (CELPIT-A) portion of this test satisfies the Language Proficiency Index (LPI) requirement for first-year English courses at UBC with a score of at least 5 on the essay section.

<sup>4</sup> Administered by the University of Cambridge ESOL Examinations organization.