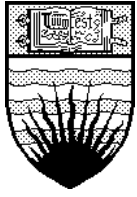


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY: J-51.1

Okanagan & Vancouver Senates
Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1

Number & Title:

J-51: Admission Based on Interim Grades for Applicants following Canadian Extra-Provincial Curricula

Effective/Implementation Date:

16 May 2018, for admission to the 2019 Winter Session and thereafter.

Approval Date:

Approved by the *Okanagan Senate* on 17 May 2018 and the *Vancouver Senate* on 16 May 2018.

Review Date:

This policy shall be reviewed one (1) year after approval and thereafter as deemed necessary by the *responsible committees*.

Responsible Committees:

Admissions Committee of the Vancouver Senate and *Admissions & Awards Committee of the Okanagan Senate*.

Authority:

University Act:

S. 37(1)

“The academic governance of the university is vested in the senate and it has the following powers:

(b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;”

(c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or any faculty,

and to determine which faculty the students pursuing a course of study must register.”

Purpose and Goals:

This policy is designed to provide a mechanism for an interim academic assessment of applicants from all Canadian extra-provincial educational jurisdictions to undergraduate direct-entry programs on the basis of *Grade 11 course* grades for in-progress *Grade 12 courses*.

Applicability:

This policy is applicable to secondary school applicants to direct-entry undergraduate programs at the *University* from all Canadian jurisdictions not following the *BC/Yukon Secondary School Curriculum*.

Exclusions:

Applicants following the Quebec Secondary School Curricula are excluded from this policy as they are considered for admission based upon admission averages calculated on Collège d'enseignement général et professionnel (CEGEP) courses.

Definitions:

Admission Average shall mean the academic average calculated by the *University* to determine the applicant's relative academic competitiveness.

BC/Yukon Secondary School Curriculum shall mean a secondary school program of study prescribed and approved by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon.

Core admission average shall mean the *final admission average* or the *interim admission average*, as appropriate, used to determine the applicant's relative academic competitiveness for admission to a *direct-entry undergraduate program* and is comprised of all pre-requisite *Grade 11* and pre-requisite *Grade 12 courses* and all *Grade 11* and *Grade 12 course grades* relevant to the *direct-entry undergraduate program*.

Direct-entry undergraduate program shall mean a course of study offered by the *University* leading to a degree or diploma to which applicants are generally admitted based primarily upon their secondary school academic performance or transfer from a comparable program at another institution.

Extra-Provincial Curriculum or *Extra-Provincial Curricula* shall mean any Canadian secondary school system not following the *BC/Yukon Secondary School Curriculum*.

Grade 12 Course shall mean a course normally taken by students in the last year of secondary schooling that is academic in nature and offered by a recognized institution following the relevant provincial or territorial curriculum.

Grade 11 Course shall mean a course normally taken by students in the penultimate year of secondary schooling.

Final course grade shall mean the grade normally issued at the completion of the course. In the case of English 12/English 12 First Peoples, the *final course grade* consists of a 60% weighting on the school assigned course grade and 40% on the results of a mandatory exam.

Interim course grade shall mean the grade issued for a course that is still in progress at the time of UBC's academic assessment, provided that such a grade is issued after at least 50% of the course material is complete and evaluated.

Overall admission average shall mean the *final admission average* or the *interim admission average*, as appropriate, used to determine the applicant's relative academic competitiveness for admission to the University and is comprised of all academic *Grade 11* and *Grade 12* grades (excluding applied design, skills and technology, physical and health education, and career and personal training) as deemed by the Senate.

Policy:

- 1) A *core admission average* and an *overall admission average* will be calculated where all courses required for admission have been completed or are in-progress.
- 2) An *overall admission average* will be calculated on the basis of all academic *Grade 11* and *Grade 12 final courses grades*.
- 3) A *core admission average* will be calculated on the basis of all pre-requisite *Grade 11*, pre-requisite *Grade 12 courses*, and all *Grade 11* and *Grade 12 course grades* relevant to the *direct-entry undergraduate program*.
- 4) Where available, *final* or *interim course grades* for *Grade 12 courses* shall be used in calculating an *admission average*; however, should one or more of the required *Grade 12 courses* not have a *final* or *interim course grade* at the time of academic assessment, the *final course grade* for a *Grade 11 course(s)* will be substituted into the calculation of the *admission average* as follows:
 - a. for specified *Grade 12 courses* (English for all programs, or pre-requisite mathematics or science courses for some programs), a *final course grade* for a *Grade 11 course* in the same subject-area shall be substituted, as set out in the procedures to this policy by the *Responsible Committee*.
 - b. for other *Grade 12 courses*, a *final course grade* for a *Grade 11 course* may be substituted so long as the course meets the criteria for including secondary school courses in an admission average but is at the Grade 11 level, and is not in a subject area that is already being used in the calculation of the *admission average*.

- 5) *Grade 11 courses* that may be substituted for *Grade 12 courses* shall be set out in the procedures to this policy by the *Responsible Committee*.
- 6) Offers of admission based on *admission averages* that include one or more *final course grades* for *grade 11 courses* and/or *interim course grades* for *grade 12 courses* are subject to satisfactory completion of all required courses and maintenance of the required academic threshold average as noted in the official offer of admission. Failure to do so may result in the withdrawal of admission.

Proposed Calendar Statement(s):

<p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,326,0,0</p> <p>Homepage → Admissions → Applicants Following Canadian Secondary School Curriculum</p> <p>Please note that this section of the UBC Calendar has been updated with information specific to undergraduate admissions in 2019. For information regarding undergraduate admissions in 2018, please see the archived version of the 2017/18 Academic Calendar.</p> <p>Academic criteria are the primary basis for determining admissibility to UBC; however, many programs consider non-academic information as well. See Personal Profile (for further information on non-academic admission criteria.</p> <p>The following information should be considered in conjunction with the program-specific admission requirements listed in Program Requirements for Canadian Secondary School Applicants.</p> <p>Academic averages for the purpose of admission to UBC are primarily based on grade 12 final or in-progress course grades; however, an applicant’s full academic history may be considered, particularly where sufficient grade 12 grade information is not yet available. Certain programs may require a competitive minimum grade in individual prerequisite courses used in the calculation of the admission average.</p> <p>Applicants must arrange for their high school grades to be submitted to UBC Admissions before the stated document deadline. The grade record must include all final grades to date and a list of courses in progress with interim grades where possible. All offers of admission are subject to satisfactory completion of secondary school graduation requirements, completion of all required courses, and maintenance of minimum university admission</p>	
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standards. Offers of admission may be withdrawn from students who do not satisfy these requirements.	
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Applicants who have followed an academic program leading to university entrance will be considered for admission. Graduation from a recognized secondary school is required.	
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Consultations:

Enrolment Services
Undergraduate Admissions Office

History:

This is an amended version of the change initially approved for admission to the 2009 Winter Session, then extended for the 2010 and 2011 Winter Sessions and recommended by the *Admissions Committee* of the *Vancouver Senate* and the *Admissions & Awards Committee* of the *Okanagan Senate* for normalization effective for the 2011 admissions cycle. Increased flexibility to allow for substitution of a final Grade 11 course for an unavailable Grade 12 course was proposed such that an acceptable Grade 11 course may be substituted for a non-required or elective Grade 12 course.

Prompted by changes to the Ministry of Education's New Graduation Program Requirements in 2017, the *Responsible Committee* undertook a review of admission policies. As a result, in 2018, Senate approved a holistic approach to undergraduate admission which assesses an undergraduate applicant's full academic profile, which includes the evaluation of as many courses as possible within an applicant's penultimate and ultimate years of secondary school studies. In addition to the overall academic assessment and a core assessment to determine the applicant's admissibility to a specific undergraduate degree program, the assessment includes a review of the depth, breadth, relevancy, and/or individual relevancy of the coursework presented for admission.

The revised policy and procedures proposed herein will continue to enable more timely admission decisions. Amendments to the Senate approved *Criteria for Including Secondary School Courses in an Admission Average* eliminate the need for ad hoc assessment of new courses by the *Responsible Committee*. The review of new courses to determine whether they are sufficiently related to the area of study and should therefore be considered in determining admissibility will be done at Faculty level.

Related Policies:

Policy J-50 –Secondary School Grade Adjustments for Undergraduate Admission to the University

Policy J-51.1 Admission Based on Interim Grades for Applicants following Canadian Extra-Provincial Curricula
Policy J-52.2-Admission for Secondary School Applicants following the BC/Yukon Curriculum
Policy J-53: Course-specific Minima for Secondary School Applicants and Procedures

Appendix:

A. Criteria for Including Secondary School Courses in an Admission Average

Procedures:

1. Calculation of Interim Admission Averages

The calculation of an interim admission average shall be based on the following, with province-specific details outlined below.

- applicant must have all required courses either in progress or completed;
- if one or more of the required or other Grade 12 (or equivalent) courses does not yet have a final or interim grade then a final Grade 11 (or equivalent) course grade(s) shall be substituted into the admission average as follows:
 - for specified Grade 12 courses (English or a pre-requisite mathematics or science course), only a final grade in a Grade 11 course in the same subject-area (i.e., a course that is directly ladderred to the Grade 12 course) shall be substituted as follows;

English 12	Composition 11; Focused Literary Studies 11; or Creative Writing 11 ¹
English First Peoples 12	English First Peoples 11
Pre-Calculus 12	Pre-Calculus 11
Anatomy & Physiology 12	Life Sciences 11
Chemistry 12	Chemistry 11
Physics 12	Physics 11

- for other Grade 12 courses a final Grade 11 course grade may be substituted in the core admission average so long as the course is not in a subject area that has already been included at the Grade 12 level (e.g. Biology 12 already included, do not include Biology 11) Province-specific examples are outlined, below.
- In all cases, an applicant’s overall and core admission averages will be optimized such that the highest possible average is calculated while adhering to the rules outlined above.

Any grade adjustments approved by the *responsible committees* as set out in the procedures of Policy J-50 shall be applied to the overall and core admission averages calculated by the University.

¹ See Appendix 1 for a background on how the new English 11 and 12 courses can be used in the admission decision.

2. Timing of Admission Decisions

1. The University will make initial admission decisions for *direct-entry undergraduate programs* based upon data that is available /verifiable as of 1 April each year for the following Winter Session; the *admission average* used for these decisions will be made based upon *final* or *interim course grades* for *Grade 12 courses* (or equivalent *final course grades* for *Grade 11 courses*).

1.1 Section 1 notwithstanding, the University may also calculate an *interim admissions average* using only *final course grades* for *grade 11 courses* for outstanding applicants based upon data that is available/verifiable as of September 1 the year prior to admission. For the purposes of this section, “outstanding applicants” will be taken to mean applicants whose *final course grades* for all applicable *grade 11 courses* are within the top 25% of admitted applicants to that program for the previous Winter Session. Applicants who wish to be considered for admission on the basis of *final course grades* for *Grade 11 courses* must submit an application for admission by 1 December each year for the following Winter Session.

Examples of Grade 11 Grades Substitutions

Alberta, NWT and Nunavut

Grade substitutions for interim evaluations shall occur as follows:

30-level course with missing grade	20-level course that may be substituted
English 30 or English Language Arts 30-1	English 20 or English Language Arts 20-1
Pure Math 30	Pure Math 20
Chemistry 30 or 30X	Chemistry 20
Biology 30 or 30X	Biology 20
Approved elective 30-level course Examples: French Language and Culture 30-1, Physics 30, World Religions 30	Elective 20-level course in an approved subject area not already included at the 30-level Examples: French Language and Culture 20-1, Geography 20, Physics 20

Note that in Alberta, the coding of a course as “30” denotes a grade 12 course and as “20” denotes grade 11.

Ontario

Grade substitutions for interim evaluations shall occur as follows:

4U or 4M course with missing grade	3U or 3M course that may be substituted
English 4U	English 3U
Advanced Functions 4U, or Advanced Functions and Introductory Calculus 4U	Mathematics 3U
Chemistry 4U	Chemistry 3U
Biology 4U	Biology 3U
Approved elective 4U or 4M course Examples: TEJ4M Computer Engineering, BBB4M (International Business), CGU4U World Geography	Elective 3U or 3M course in an approved subject area not already included at the 4U or 4M level Examples: TEJ3M Computer Engineering, SPH3U Physics, CGF3M Physical Geography

Note that in Ontario, the coding of a course as “4U” denotes university preparation and “4M” denotes university/college preparation at the grade 12 level. The coding of “3U” denotes grade 11 university preparatory and “3M” denotes grade 11 university/college preparation.

Courses from Ontario that are from the old Grade 13 system do not factor into interim evaluations for current high school applicants and are therefore not addressed in this procedure.

Quebec

Students attending secondary schools in Quebec are not directly admissible to UBC and, as a result, these procedures do not apply to this group.

Saskatchewan

30-level course with missing grade	20-level course that may be substituted
English Language Arts A30 or B30	English Language Arts 20
Mathematics A30, B30 or C30	Mathematics 20
Biology 30	N/A
Chemistry 30	N/A
Physics 30	N/A
Approved elective 30-level course	Elective 20-level course in an approved subject area not

Examples: Economics 30, History 30, Social Studies 30	already included at the 30- level Examples: Geography 20, History 20, French 20
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Note that in Saskatchewan, the coding of a course as “30” denotes grade 12 level and “20” denotes grade 11.

Manitoba

40S course with missing grade	30S course that may be substituted
English 40S	English 30S
Pre-Calculus Mathematics 40S	Pre-Calculus Mathematics 30S
Biology 40S	Biology 30S
Chemistry 40S	Chemistry 30S
Approved elective 40S course Examples: French 40S, Physics 40S, World Issues 40S	Elective 30S course in an approved subject area not already included at the 40 level Examples: Physics 30S, Physical Geography 30S, Social Studies 30S

New Brunswick

12X course with missing grade	11X level course that may be substituted
English Language Arts 122	English Language Arts 112
Advanced Math with Calculus 120	Functions and Relations 111
Biology 121	Biology 111
Chemistry 121	Chemistry 111
Approved elective 12X course Examples: Environmental Science 120, French 122, Music 121	Elective 11X course in an approved subject area not already included at the 120 level Examples: French 112, Music 111, Physical Geography 110

Note that grade 12 academic courses in New Brunswick are noted as either 120, 121 or 122 and grade 11 courses are 111 or 112.

Nova Scotia

Grade 12 course with missing grade	Grade 11 level course that may be substituted
English 12	English 11
Pre-Calculus Math 12	Advanced Mathematics 11
Biology 12	Biology 11
Chemistry 12	Chemistry 11
Approved elective grade 12 course Examples: Economics 12, French 12, History 12	Elective grade 11 course in an approved subject area not already included at the grade 12 level Examples: Geography 11, History 11, Physics 11,

Prince Edward Island

61X or 62X course with missing grade	51X or 52X course that may be substituted
English 621A	English 521A
Mathematics 621A	Mathematics 521A
Biology 621A	Biology 521A
Chemistry 621A	Chemistry 521A
Approved elective 61X or 62X course Examples: French 621A, History 621A, Music 621A	Elective 51X or 52X course in an approved subject area not already included at the 600 level Examples: Geography 521A, Music 521A, Physics 521A

Newfoundland

320X course with missing grade	220X course that may be substituted
English 3201	English 2201
Mathematics 3205	Mathematics 2205
Biology 3201	Biology 2201
Chemistry 3202	Chemistry 2202

<p>Approved elective 320X course</p> <p>Examples: French 3201, Geography 3201, Physics 3201</p>	<p>Elective 220X course in an approved subject area not already included at the 3200 level</p> <p>Examples: French 2201, History 2201, Physics 2201</p>
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Appendix A: Criteria for Including Secondary School Courses in an Admission Average

Secondary school courses included in an admission average must meet all of the following criteria:

1. Offered by a recognized institution. Recognized institutions, for the purpose of UBC admission, include those that are approved by:
 - a. the Ministry of Education (or equivalent) in the relevant educational jurisdiction. Ministry-approved schools may offer both ministry developed courses and locally developed courses. Locally developed courses that are approved to satisfy graduation requirements may be included in admission averages if they meet the other criteria below or;
 - b. a UBC-recognized accrediting body or;
 - c. a Senate-approved designate (e.g., Deans in cases of admission from non-accredited institutions on ‘Deans Discretion’).

2. Delivered at the Grade 12 level (or equivalent)

3. Subject matter is one of the following:
 - a. Academic in delivery;²
 - b. Supportive of broad academic goals and objectives of the University (e.g., the selection of Aboriginal students);
 - c. Relevant to the selection of qualified students by a particular program or faculty. Inclusion of such courses in an admission average is subject to the approval of the Senate Admissions Committee on course-by-course basis.

4. Grades based on prior learning assessment and/or challenge exams are to be *excluded* from admission averages but may be used to satisfy program prerequisites. For example, language course grades based on a challenge exam will not be included in admission averages; however, the same language

² Academic courses are typically those that involve critical or analytical thinking on the part of the student. Examples include mathematics, sciences, and most arts courses (e.g. history, psychology, or economics). Academic courses include some depth and prepare the scholar for further scholarly activities in the same or a related field. Academic courses that may be included in admission averages will often be associated with a particular discipline of study offered by UBC. Non-academic courses are typically those that are based in activities, vocations or applied skills. Non-academic courses also include those that are based in religious or social/political indoctrination (most often seen at religious schools or schools delivering a curriculum that is mandated by a non-democratic state), or activity courses such as physical education, military training, etc. Non-academic courses may sometimes be described as “terminal courses”, those that do not prepare students for further scholarly activities in a related subject. Finally, non-academic courses may convey a lot of information but lack depth or the requirement for critical or analytical thinking.

courses may be used to satisfy the language requirements for a degree program at the University.