

# THE UNIVERSITY OF BRITISH COLUMBIA



## SENATE POLICY: J- 52.2

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

### **Number & Title:**

*J-52.2: Admission for Secondary School Applicants following the BC/Yukon Curriculum*

### **Effective Date:**

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 Committee*.

### **Responsible Committees:**

*Admissions and Awards Committee of the Okanagan Senate and Admissions Committee of the Vancouver 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 more timely and accurate academic assessments of secondary school applicants from the BC/Yukon curriculum applying to *direct-entry undergraduate programs*, including a mechanism to use *final course grades* for *Grade 11 courses* when a *final course grade* for a required *Grade 12 course* is not yet available, and more effective incorporation of English 12/English 12 First Peoples provincial examination results into admissions decisions.

**Applicability:**

This policy is applicable to *BC/Yukon Secondary School Applicants* to *direct-entry undergraduate programs* offered by faculties of the *University*.

**Exclusions:**

This policy does not apply to applicants who have another basis of admission.

**Definitions:**

For the purposes of this policy:

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

*BC/Yukon Secondary School Applicant* shall mean an applicant following a secondary school program of study described and approved by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon.

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

*Broad-Based Admission* shall mean the consideration of non-academic and academic information (beyond the *admission average* and prerequisite courses) in undergraduate admission decisions.

*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*.

*Course grade* shall mean the school-issued percentage grade for a course.

*Examination grade* shall mean the percentage grade result of the provincial examination.

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

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

*Final course grade* shall mean the grade issued after 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 provincial examination.

*Grade 11 course* shall mean a course designated by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon to be at the Grade 11 academic level.

*Grade 12 course* shall mean a course designated by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon to be at the Grade 12 academic level and on the list of approved courses for consideration in calculating an *admission average*.

*Interim admission average* shall mean an *admission average* that includes one or more *interim course grades* for *Grade 12 courses* or one or more *final course grades* for *Grade 11 course* equivalents under this policy.

*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. Academic criteria, generally as indicated by a calculated *overall admission average*, a *core admission average*, and the completion of prerequisite courses, are the primary basis for determining admissibility to *direct-entry undergraduate programs*. However, with the approval of Senate, faculties and programs may elect to use *Broad-Based Admission* or other criteria to select

from applicants whose *admission average* meets or exceeds faculty or program thresholds for admission which may vary from year to year.

2. An *admission average* or *interim admission average* will be calculated where all *Grade 12 courses* required for admission have been completed or are in-progress and all required verifiable or official *final* or *interim course grades* are available to the University.
3. An *overall admission average* shall be based on all academic *Grade 11 and Grade 12 course grades* subject to the following provisions. A minimum of six (6) *Grade 12 course grades* is recommended.
  - a. The *overall admission average* shall include a maximum of two (2) *Grade 11 course grades* and a maximum of two (2) *Grade 12 course grades* in the area of Visual and Performing Arts.
  - b. The lowest *Grade 11* or *Grade 12* course grade will be excluded from the calculation of the *overall admission average*.
  - c. Applicants presenting fewer than six (6) *Grade 12 courses* will be evaluated on a case-by-case basis.

A *core admission average* shall include all *Grade 11* and *Grade 12 course grades* relevant to the *direct-entry undergraduate program*. The assessment focuses on the grades presented in all relevant academic *Grade 11* and *12* (or equivalent) coursework, although in cases where the student presents at both the *Grade 11* and the *Grade 12* level, emphasis is placed upon the mark obtained in the more senior-level course.

4. Where available, *final* or *interim course grades* for *Grade 12 courses* shall be used in calculating an *admission average* or an *interim admission average*; however, notwithstanding point 2 above, 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 one or more appropriate *Grade 11 courses* will be substituted into the calculation of the *interim admission average* as follows:
  - a. for specified *Grade 12 courses* (English 12/English 12 First Peoples for all programs, or prerequisite Mathematics or Science courses for some programs), a *final course grade* for a *Grade 11* course in the same subject-area shall be substituted; and,
  - 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 inclusion as a secondary school course 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 *admissions 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 Committees*.
6. Offers of admission based on *interim admission averages* that include one or more *final course grades* for *Grade 11 courses* and/or *interim course grades* for *Grade 12 courses* are conditional subject to the satisfactory completion of

all required courses and the meeting of any requirements referenced in the letter of admission. Failure to meet any of the requirements referenced in the letter of admission may result in the withdrawal of the offer of admission.

7. Conditions required to retain an offer of admission will be determined by individual faculties on a year-to-year basis, and faculty thresholds may be higher than the published University minima.
8. Offers of admission for applicants who fail to meet the referenced conditions will be reviewed by the admitting faculty on a case-by-case basis.
9. When English 12/English 12 First Peoples is in progress at the point of evaluation, an *interim course grade* shall be used in the calculation of the *interim admission average*.
10. When English 12/English 12 First Peoples has been completed at point of evaluation, the *admission average* or *interim admission average* is calculated on whichever is the higher of the English 12/English 12 First Peoples *final grade* (weighted 60% *course grade* and 40% *examination grade*) or *course grade* alone.
11. In cases where a significant discrepancy exists between the English 12/English 12 First Peoples *course grade* and the *examination grade*, the University reserves the right to use the *examination grade* only. A significant discrepancy is determined by a difference of no less than 20% between the English 12/English 12 First Peoples *course grade* and the *examination grade*.
12. Notwithstanding points 10-12, applicants who have completed the British Columbia Ministry of Education's New Graduation Program Requirements and are applying to the 2020 Winter Session and thereafter must present a completed Graduation Literacy Assessment.
13. The *Responsible Committees* shall set out the timing for admission decisions for admission to *direct-entry undergraduate programs* as a procedure to this policy.

#### **Calendar Statements:**

#### **Okanagan URL:**

<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,22,63,0>

[Homepage](#) → [Admissions](#) → [Applicants Following the BC/Yukon High School Curriculum](#) → **Minimum Academic Qualification**

**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](#).**

## Minimum Academic Qualifications

The minimum academic qualification for admission is secondary school graduation from a recognized secondary school, including the following Grade 11 and 12 courses:

| Grade    | Required Courses <sup>1</sup>                       |
|----------|---|
| Grade 12 | English 12 or English 12 First Peoples <sup>1</sup> |

<sup>1</sup>Or approved equivalent International Baccalaureate, Advanced Placement, or Post-secondary course. See the table [Specific Program Requirements for Applicants Following the BC/Yukon Secondary School Curriculum](#) and the sections titled [Advanced Placement and International Baccalaureate Courses Approved to Satisfy Pre-requisites](#) and [Post-Secondary Course Credits that Count Toward High School Graduation](#).

Approved courses offered in French will also be accepted. (Français 12 is not accepted in place of English 12.)

For BC/YT students graduating in 2018 and 2019: Applicants are required to write the final examinations offered by the BC Ministry of Education (BC Provincial Examinations) that are required for graduation. For admission decisions, BC Provincial Examination results will be used if the examination result increases the applicant's admission average. However, in cases where a significant discrepancy exists between the course grade and the examination grade, UBC reserves the right to use the examination grade only.

For BC/YT students graduating in 2020: Applicants are required to provide a completed Literacy Assessment (part of the Ministry of Education graduation program) before UBC can make an offer of admission.

### Vancouver URL:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0>

## Minimum Academic Qualifications

**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](#).**

The minimum academic qualification for admission is secondary school graduation from a recognized secondary school, including the following Grade 11 and 12 courses:

| Grade    | Required Courses <sup>1</sup>   |
|----------|---|
| Grade 12 | English 12 or English 12 First Peoples <sup>1</sup>   |
| Grade 11 | English 11 or English 11 First Peoples<br>Principles of Mathematics 11, Pre-Calculus 11, or Foundations of Mathematics 12<br>Any course which satisfies the Social Studies 11 BC/YT graduation requirement<br>At least one approved Science 11 <sup>2</sup><br>An approved Language 11 <sup>3</sup> |

<sup>1</sup> Or approved equivalent International Baccalaureate, Advanced Placement, or Post-secondary course. See the table [Specific Program Requirements for Applicants Following the BC/Yukon Secondary School Curriculum](#) and the sections titled [Advanced Placement and International Baccalaureate Courses Approved to Satisfy Pre-requisites](#) and [Post-Secondary Course Credits that Count Toward High School Graduation](#).

<sup>2</sup> Applied Physics 11 and 12 (together these courses meet both the Grade 11 Science requirement and the Physics 11 requirement), Biology 11, Chemistry 11, Earth Science 11, Environmental Sciences 11, Life Sciences 11, or Physics 11

<sup>3</sup> A beginner's Language 11 does not satisfy this requirement. Applicants may present any International Baccalaureate (IB) Ab Initio Language in place of Language 11.

Approved courses offered in French will also be accepted. (Français 12 is not accepted in place of English 12.)

For BC/YT students graduating in 2018 and 2019: Applicants are required to write the final examinations offered by the BC Ministry of Education (BC Provincial Examinations) that are required for graduation. For admission decisions, BC Provincial Examination results will be used if the examination result increases the applicant's admission average. However, in cases where a significant discrepancy exists between the course grade and the examination grade, UBC reserves the right to use the examination grade only.

For BC/YT students graduating in 2020: Applicants are required to provide a completed Literacy Assessment (part of the Ministry of Education graduation program) before UBC can make an offer of admission.

### **Consultations:**

Extensive consultation was undertaken outside of UBC: over 300 secondary school counselors from secondary schools on Vancouver Island, in the Lower Mainland, and in the Okanagan; and within UBC: Enrolment Services, Undergraduate Admissions, and UBC Okanagan and Vancouver Deans.

### **History:**

#### The use of Grade 11 grades in calculating the *admission average*

Up until 1992, the University used both *Grade 11* and *Grade 12 course* grades to render admission decisions for *BC/Yukon Secondary School Applicants*. Following the lead of a number of other Canadian universities (UBC Vancouver Senate Minutes, April 22, 1992), the University Senate approved a revision of

requirements for *BC/Yukon Secondary School Applicants* so that the *admission average* would be based solely upon grades in four *Grade 12 courses*. The Okanagan Senate was officially constituted in the fall of 2005.

In 2009, again following the lead of other Canadian universities, the UBC Vancouver and Okanagan Senates approved a pilot project that allowed the substitution of a *final course grade* for a *Grade 11 course* for an unavailable *interim course grade* for a *Grade 12 course* for secondary school applicants following Canadian *Extra-Provincial Curricula*. In 2011, the outcomes of the pilot project were reviewed and it was determined that there were not any significant differences in first-year performance between the students admitted on (a) *final course grade(s)* for *Grade 11 course(s)* and *final course grades* for *Grade 12 courses*, and (b) those admitted on *interim* and *final course grades* for *Grade 12 courses* only. As a result, policy J-51 was approved, allowing for the ongoing use of *final course grades* for *Grade 11 courses* for secondary school applicants from Canadian jurisdictions outside of BC when an *interim course grade* for a *Grade 12 course* is not yet available.

In March 2012, Policy J-52 was approved, allowing the use of BC secondary school *final course grades* for *Grade 11 courses* as substitutes for missing *interim course grades* for *Grade 12 courses*. Policy J-52 was put in place as a short-term measure to address issues related to *BC/Yukon Secondary School Applicants'* grade collection in light of the job action initiated by the BC Teachers' Federation.

While Policy J-52 was reviewed by both the Okanagan Senate Admissions and Awards Committee and the Vancouver Senate Admissions Committee and deemed appropriate for the extraordinary circumstances in which it was created, it was seen as insufficient as a long-term policy. As such, Policy J-52 was discontinued at the 19 December 2012 Okanagan Senate meeting and at the 19 September 2012 Vancouver Senate meeting. At the 19 December 2012 Okanagan Senate meeting and the 14 November 2012 Vancouver Senate, Policy O-52 and Policy V-52 (which are campus specific versions of this Policy J-52.1) respectively were approved. Due to the similarity of the policies, the Okanagan Senate Admissions and Awards Committee and the Vancouver Senate Admissions Committee decided to bring them together in this Policy J-52.1.

Prompted by changes to the Ministry of Education's New Graduation Program Requirements, 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, including an evaluation based on 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.

For entry to the 2019 Winter Session and thereafter, evaluation for admission include the calculation an *overall admission average*, designed to broadly assess an applicant’s academic history. The assessment will be the same regardless of the *direct-entry undergraduate program* of choice and will focus on grades presented in all academic *Grade 11* and *Grade 12* courses. The admission process also includes the calculation of a program-specific *core admission average* which will assess an applicant’s suitability for a specific *direct-entry undergraduate program*.

In addition to the *overall admission average* and *core admission average*, a holistic approach to admission includes the consideration of the depth, breadth, rigour and relevancy of coursework, and the applicant’s specific circumstances with respect to access to a wide selection of courses or personal circumstances that may require an applicant to take a smaller course load. Applicants will be able to present personal circumstances in the admission application, to be reviewed on a case-by-case basis within the admission process.

The use of English 12/English 12 First Peoples provincial examination results in the calculation of undergraduate *admission average*.

Up until 2008, if a BC secondary school applicant had already completed English 12/English 12 First Peoples at the point of evaluation for undergraduate admission, the University always used the *final course grade* (composed of 60% school-assigned course grade and 40% provincial examination score) in the calculation of the *admission average*.

In March 2008, the UBC Okanagan Senate decided that the policy requiring *BC/Yukon Secondary School Applicants* to write optional provincial examinations be discontinued. A similar decision was also reached by the UBC Vancouver Senate in May of the same year. Going forward, in cases where a *BC/Yukon Secondary School Applicant* had already completed an optional Grade 12 examination, the *final course grade* (including the examination grade) would be incorporated in the *admission average* in March/April, but only if advantageous to the applicant. Otherwise, the *admission average* would now be calculated on the *course grade* only and the *examination grades* were discarded.

Policy J-52 was silent on whether the same principle should apply when the provincial examination remained mandatory (as in the case of English 12/English 12 First Peoples). In the spirit of both Senates’ decisions, it was decided that in practice, the *examination grade* in English 12/English 12 First Peoples would only be incorporated into the *admission average* if it proved beneficial to the applicant.

The 2017 changes to the Ministry of Education’s New Graduation Program Requirements which specifically impacted UBC admission decisions included the elimination of the English 12 provincial examination requirement for all students entering Grade 12 in 2019/2020. Instead, students will complete a Graduation Literacy Requirement. The assessment will be scored on a detailed numerical scale (i.e., >100) and with a qualitative assessment (i.e., “meets expectations”),

although only the qualitative assessment will be transcribed and made available to the student.

Students entering Grade 12 in 2018/2019 will be required to complete a Language Arts 12 course and the associated provincial examination to satisfy the requirements of the New Graduation Program. For entry to UBC in the 2019 Winter Session, applicants will be required to present a provincial examination grade and meet all requirements related to English 12/English 12 First Peoples as set out in Policy J-52.2.

**Related Policies:**

J-51.1: *Admission Based on Interim Grades for Applicants following Canadian Extra-Provincial Curricula*

J-53: *Course-specific Minima for Secondary School Applicants*

**Appendix:**

N/A

**Procedures:**

In all cases, a *BC/ Yukon Secondary School Applicant's admission average* or *interim admission average* will be optimized such that the highest possible average is calculated while adhering to the rules outlined below.

**Part 1: Calculation of *Interim Admission Averages***

1. The calculation of an *interim admission average* shall be based on the following, with course-by-course substitutions outlined below:
  - the *BC/ Yukon Secondary School Applicant* must have all required courses either in progress, completed, or anticipated to be complete by the end of their ultimate year of secondary school;
  - if one or more of the required or elective *Grade 12 courses* does not yet have a *final* or *interim course grade* then (a) *final course grade(s)* for a *Grade 11 course* shall be substituted into the *admission average* as follows:
    - for specified *Grade 12 courses* (English or a prerequisite Mathematics or Science course), only a *final course grade* in a *Grade 11 course* in the same subject-area (i.e., a course that is directly laddered to the *Grade 12 course*) shall be substituted;
    - for other *Grade 12 courses*, a *final course grade* for a *Grade 11 course* may be substituted 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).

2. The calculation of an *admission average* or an *interim admission average* shall be based on the following, with the use of the English 12/English 12 First Peoples examination grade incorporated as outlined below:
  - if the *BC/ Yukon Secondary School Applicant* presents an *interim course grade* for English 12/English 12 First Peoples, the *course grade* is used in the calculation of the *interim admission average*;
  - if the *BC/ Yukon Secondary School Applicant* has already completed English 12/English 12 First Peoples at point of evaluation, *examination grades* will be used if the *examination grade* increases the applicant's *admission average* or *interim admission average*;
  - in cases where a significant discrepancy exists between the English 12/English 12 First Peoples *course grade* and the *examination grade*, UBC reserves the right to use the *examination grade* only. A significant discrepancy is determined by a difference of no less than 20% between the English 12/ English 12 First Peoples *course grade* and the *examination grade*.

### **Part 2: Calculation of Admission Averages**

1. The calculation of an *admission average* shall be based upon the following:
  - the *BC/Yukon Secondary School Applicant* must have all required courses completed or in-progress at the point of evaluation;
  - if the *BC/Yukon Secondary School Applicant* has not yet been admitted, the *overall-- and core admission average* is used to determine the applicant's relative competitiveness for admission;
  - if the *BC/Yukon Secondary School Applicant* has already been admitted (based upon their *interim admission averages*), the *admission averages* used to determine whether the applicant meets the conditions of admission referenced with the initial offer of admission. This may include minimum thresholds in both the *core* and *overall admission averages* and specific prerequisite Grade 12 courses;
  - if these conditions are not met, the original offer of admission may be revoked at the discretion of the Faculty on a case-by-case basis.

### **Part 3: 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.

2. An additional round of admission decisions for *BC/Yukon Secondary School applicants* may be made based upon data that is available as of 15 May each year if it is anticipated that space will remain in the program to which the applicant has applied. The *admission average* used for these decisions will be made based upon *final* or *interim courses* for *Grade 12 courses* only.
3. Once a complete set of *final course grades* for *Grade 12 courses* becomes available (usually in the summer), an additional round of admission decisions for *BC/Yukon Secondary School Applicants* may be made if it is anticipated that space will remain in the program to which the applicant has applied.
4. Once a complete set of *final course grades* for *Grade 12 courses* becomes available (usually in the summer), *BC/ Yukon Secondary School Applicants* who have already been admitted based upon an *interim admission average* will be evaluated to determine if all the conditions of admission (as referenced on the admission letter) have been met.
5. In all instances, if the *BC/ Yukon Secondary School Applicant* has already completed the English 12/English 12 First Peoples BC Provincial Examination, the results will be used as outlined above.

## **Part 4: Grade 11 Grade Substitutions**

### **Specific substitutions**

|                          |  |
|--------------------------|--|
| English 12               | Composition 11; Focused Literary Studies 11; or Creative Writing 11 <sup>1</sup> |
| 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   |

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