

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

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September 22, 2010

To: Okanagan Senate

From: Admissions and Awards Committee

**Subject: Practice on Admissions Decisions Involving Dean's Discretion
(information)**

The enclosed *Practice on Admissions Decisions Involving Dean's Discretion* was presented to the Admissions and Awards Committee for approval in July 2010 under its Senate-delegated authority to decide on appeals of admission/readmission. After some discussion the Committee resolved to circulate the procedures to all Deans (or their designates in the matter of admission appeals) prior to considering it for approval. All faculties responded with unanimous support. On August 30, 2010, the Admissions and Awards Committee approved the procedures and presents them now to the Okanagan Senate for information.

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Date: July 19, 2010
To: Okanagan Senate Admissions and Awards Committee
From: Michelle Kruiswyk, Admissions and Enrolment Support Manager
Re: Practice on Admissions Decisions Involving Dean's Discretion (approval)

Attached please find a procedural document that identifies the appropriate route for varying admissions appeals. This table, which was presented to the Committee for information in October of 2008, has been updated to reflect current practice on the Okanagan campus and is now being presented for approval.

In the document, three main applicant groups have been identified (high school, post-secondary transfer, and UBC transfer), and applicable policies have been listed and described for each. For each policy, the document specifies whether dean's discretion can be applied to waive the requirement or whether Committee approval is needed. As a general rule, faculty requirements can be waived by a dean (or dean's designate) while university requirements can only be waived through the Committee.

A similar document was approved by UBC Vancouver's Admissions Committee in August of 2009; the proposed Okanagan document differs slightly from the Vancouver version. Beyond the changes incorporated to make the document applicable to Okanagan policies and practices, the authority to waive the requirement that an applicant be from an accredited institution has been retained by the Committee, not a dean, on this campus.

If approved, this document will be referred to Senate for information and be included in the Committee's Procedures Manual. Review of the document will occur when deemed necessary by the Committee.

Practice on Admission Decisions Involving Dean's Discretion

Approved by the Senate Admissions and Awards Committee on August 30, 2010

Applicant Group	Policy	Description	Dean's Discretion to Waive?	A&A Approval Required?
All High School	Minimum Admission Average of 67%	A minimum admission average of 67% is required for admission to all programs	No	Yes
All High School	High School Graduation	A minimum academic qualification for admission is secondary school graduation	No	Yes
BC High School	4 Academic Subjects	The admission average will be calculated for BC high school applicants on English 12 and the three additional approved Grade 12 courses	No	Yes
All Other High School	Minimum # of Academic Subjects	The admission average will be calculated on the minimum number of required courses for each educational jurisdiction	No	Yes
All High School	English Language Admission Standard (ELAS)	All applicants regardless of country of origin or of citizenship status, will be required to demonstrate English language proficiency via one of the prescribed ELAS mechanisms	No*	Only if appealed beyond Undergraduate Admissions
All High School	Recognized/Accredited Institution	The minimum academic qualification for admission is secondary school graduation from a recognized secondary school	No	Yes
All High School	Program Requirements	Specific program requirements (beyond general admission requirements)	Yes	Only if appealed beyond Faculty
All High School	Competitive Average	Successful candidates must present a competitive admission average and/or combination of average and BBA criteria	Yes	Only if appealed beyond Faculty

* There is a published policy for waiver of ELAS requirements published in the Calendar and administered by Undergraduate Admissions

Practice on Admission Decisions Involving Dean's Discretion

Approved by the Senate Admissions and Awards Committee on August 30, 2010

Applicant Group	Policy	Description	Dean's Discretion to Waive?	A&A Approval Required?
Post-Secondary	Minimum Average of 2.0 or 60%	The minimum academic standing to qualify for admission as a transfer students is successful completion of at least 24 transferable credits with a "C" average (60% where 50% is a passing grade), or a grade point average of 2.0 on a 4-point scale	No	Yes
Post-Secondary	Unsatisfactory Standing	A student with an unsatisfactory standing at a college or another university may be inadmissible	No	Yes
Blended Sec/Psec Admission	High School and Post-Sec Evaluation <24 cr.	Applicants presenting fewer than 24 credits are evaluated on the basis of both final secondary school grades and the partial post-secondary studies completed	Yes	Only if appealed beyond Faculty
Post-Secondary	Accredited/Recognized Institution	The basis of admission as a transfer student must be from study at a UBC-recognized institution (not all institutions are accredited and not all accreditation meets UBC standards for admission and transfer)	No	Yes
Post-Secondary	English Language Admission Standard (ELAS)	All applicants regardless of country of origin or of citizenship status, will be required to demonstrate English language proficiency prior to admission	No*	Only if appealed beyond Undergraduate Admissions
Post-Secondary	Program Requirements	Specific program admission requirements	Yes	Only if appealed beyond Faculty
Post-Secondary	Competitive Average	Competitive admission requirement	Yes	Only if appealed beyond Faculty

* There is a published policy for waiver of ELAS requirements published in the Calendar and administered by Undergraduate Admissions

Applicant Group	Policy	Description	Dean's Discretion to Waive?	A&A Approval Required?
UBC Students Program Transfers	Minimum Average of 2.0 or 60%	Currently attending UBC students who wish to change faculties must meet the University minimum average of 60% or 2.0 grade point average	Yes	Only if appealed beyond Faculty
UBC Students Program Transfers	Competitive Average	Currently attending UBC students who wish to change faculties must meet the competitive admission requirement of the program to which they are applying	Yes	Only if appealed beyond Faculty
UBC Students	Readmission	Students applying for readmission to a faculty in which they were previously enrolled must meet the University minimum average of 60% or 2.0 grade point average	Yes	Only if appealed beyond Faculty