THE UNIVERSITY OF BRITISH COLUMBIA

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Senate and Curriculum Services

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March 2, 2011

To: **Okanagan Senate**

From: **Admissions and Awards Committee**

Subject: **Admissions Proposals (approval)**
i. Change of Degree Program
ii. Change of Campus
iii. College of Graduate Studies – Master of Arts, English

The Admissions and Awards Committee is pleased to recommend the following to Senate:

i. Change of Degree Program

Clarify the Academic Calendar language on applying to change one's undergraduate degree program.

Motion: *That Senate approve the proposed changes to the Academic Calendar entry* 'Change of Degree Program'.

ii. Change of Campus

Clarify the Academic Calendar language on applying to change one's campus.

Motion: *That Senate approve the proposed changes to the Academic Calendar entry* 'Change of Campus'.

iii. College of Graduate Studies – Master of Arts, English

Revise the Academic Calendar entry for 'College of Graduate Studies – Master of Arts, English' to better reflect intended admission practice.

Motion: *That Senate approve the proposed changes to the Academic Calendar entry* 'College of Graduate Studies – Master of Arts, English'.

For the Committee,
Dr. Sharon McCoubrey
Chair, Admissions and Awards Committee

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Admissions Proposal Form – Okanagan Campus

Faculty/School: N/A **Dept/Unit:** Undergraduate Admissions **Faculty/School Approval Date:** N/A **Effective Session:** 2011W (effective immediately, to be posted in the Calendar upon approval for the purpose of advising students)	**Date:** December 3rd, 2010 **Contact Person:** Michelle Kruiswyk, Admissions and Enrolment Support Manager **Phone:** 250.807.8835 **Email:** michelle.kruiswyk@ubc.ca
Proposed Calendar Entry: Homepage > Admissions > **Change of Degree Program** **Change of Degree Program** **This section applies to students who are currently attending UBC and who wish to change to a different degree program at the same campus.** **Current students who wish to change to a different campus, please see *Change of Campus.*** **Students who have previously attended UBC and wish to return, please see *Readmission.*** **To be eligible for a program change, currently attending UBC students must be in good academic standing. They must also meet the University minimum average of 60% or 2.0 grade point average (calculated on a 4.0-point scale)[1]. Some programs may require a higher minimum competitive admission average and completion of specific**	**Draft Calendar URL:** http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,274,0,0 **Present Calendar Entry:** Homepage > Admissions > ~~Changing Degree Programs~~ ~~**Changing Degree Programs**~~

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courses. **Students on academic probation and those who have been required to withdraw from their faculty due to poor academic performance are not normally eligible to change degree programs, but applications will be reviewed on a case-by-case basis.** **[11842] Students** who wish to **change programs** must complete the Change of Degree Program/Campus form on the Student Service Centre **(under "Registration")** and pay **a non-refundable** $60 application fee. **[11843] Normally students may transfer a maximum of 60 credits applicable to their new program.** **[1]Academic evaluations are based on the average of the most recent courses attempted, including any failed or repeated courses, to a maximum of 30 credits unless otherwise prescribed by the program to which a student is applying. In cases where counting back 30 credits lands in the middle of an academic term, the average of that term will be used for the remaining credits required to reach the total of 30. Please see *youbc Okanagan* <<https://you.ubc.ca/ubc/vancouver/cdnpostsec.ezc?pageID=1604> for more information.**	**[11842]** ~~**UBC students**~~ who wish to ~~**transfer to a different program**~~ must complete the Change of Degree Program/Campus form on the Student Service Centre 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.**~~ **[11843]** ~~**Students applying to change degree programs are required to meet faculty or school prerequisites.**~~ ~~**[15027] 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.**~~ **Type of Action:** Clarify the Calendar language on applying to change one's undergraduate degree program. **Rationale:** To provide distinction and consistent language between the sections on ***Readmission*** (for former UBC students), ***Changing Degree Programs*** (for current UBC students), and ***Changing Campuses*** (for current UBC students), while providing details of the basis of admission for each.

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Admissions Proposal Form – Okanagan Campus

Faculty/School: N/A **Dept/Unit:** Undergraduate Admissions **Faculty/School Approval Date:** N/A **Effective Session:** 2011W (effective immediately, to be posted in the Calendar upon approval for the purpose of advising students)	**Date:** December 3rd, 2010 **Contact Person:** Michelle Kruiswyk, Admissions and Enrolment Support Manager **Phone:** 250.807.8835 **Email:** michelle.kruiswyk@ubc.ca
Proposed Calendar Entry: Homepage > Admissions > Change of Campus ***Change of Campus*** **This section applies to students who are currently attending UBC and who wish to change from the Okanagan campus to the Vancouver campus, or vice versa, with the exception of students in the Bachelor of Applied Science program[1].** **Current students who wish to change to a different program at the same campus, please see *Change of Degree Program.*** **Students who have previously attended UBC and wish to return, please see *Readmission.*** **To be eligible for a campus change, currently attending UBC students must be in good academic standing. They must also meet the University minimum average of 60% or 2.0 grade point average (calculated on a 4.0-point scale)[2]. Some programs may require a higher minimum competitive admission**	**Draft Calendar URL:** http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,21,0,0 **Present Calendar Entry:** Homepage > Admissions > ~~Changing Campuses~~ ~~***Changing Campuses***~~

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average and completion of specific courses. **Students on academic probation and those who have been required to discontinue their studies due to poor academic performance are not normally eligible to change campuses, but applications will be reviewed on a case-by-case basis.** **[11844]** Students who wish to change campuses must complete the Change of Degree Program/Campus form on the Student Service Centre **(under "Registration")** and pay **a non-refundable** $60 application fee. **Normally students may transfer a maximum of 60 applicable credits unless registered in a special inter-campus program.** **[1] Bachelor of Applied Science students who wish to change campuses should contact the School of Engineering Student Development Office on the Okanagan campus or Engineering Student Services on the Vancouver campus.** **[2]Academic evaluations are based on the average of the most recent courses attempted, including any failed or repeated courses, to a maximum of 30 credits unless otherwise prescribed by the program to which a student is applying. In cases where counting back 30 credits lands in the middle of an academic term, the average of that term will be used for the remaining credits required to reach the total of 30. Please see *youbc Okanagan* <https://you.ubc.ca/ubc/vancouver/cdnpostsec.ezc?pageID=1604> for more information.**	**[11844]** Students who wish to change campuses ~~**from UBC Vancouver to UBC Okanagan, or vice versa**~~, must complete the Change of Degree Program/Campus form on the Student Service Centre and pay ~~**the**~~ $60~~**.00**~~ application fee. ~~**Students changing campuses must meet all faculty or school requirements as well as meet the competitive average for the program. Students may normally transfer a maximum of 60 credits.**~~ **Type of Action:** Clarify the Calendar language on applying to change one's campus. **Rationale:** To provide distinction and consistent language between the sections on ***Readmission*** (for former UBC students), ***Change of Degree Program*** (for current UBC students), and ***Change of Campus*** (for current UBC students), while providing details of the basis of admission for each.

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Admissions Proposal Form – Okanagan Campus

Faculty/School: FCCS **Department/Unit:** Critical Studies **Faculty/School Approval Date:** January 17, 2011 **Effective Session:** 2011S	**Date:** Sept. 19, 2010 **Contact Person:** John LeBlanc **Phone:** 250-807-9324 **Email:** john.leblanc@ubc.ca
Proposed Calendar Entry: Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > English > Admission Requirements ***Admission Requirements*** **[14866]** The M.A. degree program is governed by the regulations of the College of Graduate Studies, including its standards for admission of students. **[14867]** Applicants to the M.A. in English program **should have a B.A. degree with a Major in English or a background that sufficiently prepares them for advanced work in English.** Applicants are expected to have a standing of a B+ (76%) average or better in their third- and fourth- year classes or at least 12 credits in third- and fourth- year English classes with an A- (80%) or better average. For applicants for whom English is not a native language, minimum acceptable TOEFL scores are 580 (paper), 230 (computer), and 86 (internet). **[14868]** At the discretion of the English Graduate Committee, a student who does	**Draft Calendar URL:** http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,285,1022,1263 **Present Calendar Entry:** Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > English > Admission Requirements ***Admission Requirements*** **[14866]** The M.A. degree program is governed by the regulations of the College of Graduate Studies, including its standards for admission of students. **[14867]** Applicants to the M.A. in English program ~~**are expected to have a B.A. degree in English or at least a significant concentration in literary studies as part of their baccalaureate degree. Their background must sufficiently prepare them for advanced work in English.**~~ Applicants are expected to have a standing of a B+ (76%) average or better in their third- and fourth- year classes or at least 12 credits in third- and fourth- year English classes with an A- (80%) or better average. For applicants for whom English is not a native language, minimum acceptable TOEFL scores are 580 (paper), 230 (computer), and 86 (internet). **[14868]** At the discretion of the English Graduate Committee, a student who does

not meet the minimal requirements, but who has a strong undergraduate record, may be allowed to take a qualifying term in the M.A. program. The student's admission will be assessed at the end of the qualifying term to ascertain whether the student can continue in the M.A. English program.	not meet the minimal requirements, but who has a strong undergraduate record, may be allowed to take a qualifying term in the M.A. program. The student's admission will be assessed at the end of the qualifying term to ascertain whether the student can continue in the M.A. English program. **Type of Action:** Have MA in English Admission Requirements language clearly reflect intended admission practice. **Rationale:** The present language is vague and confusing for applicants considering entering the degree. The revised language makes it clear that a BA Major in English is the normal requirement, but consideration is given to relevant study in other disciplines. **Checklist note:** Required forms/documentation for a Category 2 Graduate Studies proposal: 1. Graduate Studies Consult Form