THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY: J-51

Okanagan & Vancouver Senates
c/o 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:

Proposed for implementation 2 March 2011.

Approval Date:

Proposed for consideration by the *Vancouver Senate* on 23 February 2011 and the *Okanagan Senate* on 2 March 2011.

Review Date:

This policy shall be reviewed three (3) years after approval and thereafter as deemed necessary by the *responsible committees.*

Responsible Committees:

Admissions Committee of the Vancouver Senate and *Admissions and 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.

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.

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.

Final course grade shall mean the grade normally issued at the completion of the course.

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.

Policy:

1) An *admission average* will be calculated where all courses required for admission have been completed or are in-progress.

2) 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
    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 *admissions average*.

3) Criteria for *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*.

4) 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.

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Proposed Calendar Statement(s):

Faculty/School: N/A **Dept./Unit:** Undergraduate Admissions **Approval Date:** N/A **Effective Session:** Effective immediately **Year for change:** For publication as soon as possible.	**Date:** January 12, 2011 **Contact Person:** Michael Bluhm, Associate Director, Undergraduate Admissions **Phone:** 604.822.9489 **Email:** michael.bluhm@ubc.ca
Present Calendar Entry: Homepage > Admissions > Applicants Following Secondary School Curricula in Canada, Outside of BC/Yukon **Applicants Following Secondary School Curricula in Canada, Outside of BC/Yukon** **Subcontents** Introduction **Determining Admissibility** Specific Program Requirements	**For draft Vancouver Calendar URL see:** http://www.calendar.ubc.ca/vancouver/proof/edit/index.cfm?tree=2,23,70,0 **Draft Okanagan Calendar URL:** http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,23,0,0 **Present Calendar Entry:** Homepage > Admissions > Applicants Following Secondary School Curricula in Canada, Outside of BC/Yukon **Applicants Following Secondary School Curricula in Canada, Outside of BC/Yukon** **Subcontents** Introduction ~~**Admission Based on Interim Grades**~~ Specific Program Requirements

	For draft Vancouver Calendar URL see: http://www.calendar.ubc.ca/vancouver/proof/edit/index.cfm?tree=2,23,70,0 **Draft Okanagan Calendar URL:** http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,23,70,0
Present Calendar Entry: **Homepage** > **Admissions** > **Applicants Following Secondary School Curricula in Canada, Outside of BC/Yukon** > **Determining Admissibility** ## Determining Admissibility **Academic criteria are the primary basis for determining admissibility to UBCs Okanagan campus; however, many programs consider non-academic information as well. See *Broad-Based Admission* (https://you.ubc.ca/ubc/okanagan/bba.ezc) for further information on non-academic admission criteria.** **[129] Academic averages for the purpose of admission to UBC's Okanagan campus are primarily based on Grade 12 final or in-progress course grades available in the spring; however, an applicant's full academic history may be considered, particularly where sufficient Grade 12 grade information is not yet available.** 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,	**Present Calendar Entry:** **Homepage** > **Admissions** > **Applicants Following Secondary School Curricula in Canada, Outside of BC/Yukon** > ~~**Admission Based on Interim Grades**~~ ## ~~Admission Based on Interim Grades~~ **[129]** ~~**Admission based on interim grades is possible for students with strong academic standing in the final year of secondary school.**~~ Applicants must arrange for their school ~~**to provide an official transcript**~~ to Admissions before the stated document deadline. The ~~**transcript**~~ must include ~~**any**~~ final grades ~~**for the current year**~~ and a list of courses in progress with interim grades. ~~**Applicants who are made offers**~~ of admission ~~**based on interim grades**~~ are subject to satisfactory completion of secondary school graduation requirements, completion of ~~**program-**~~ required courses, and ~~**maintenance of the required threshold average, which is communicated to the applicant in the admission letter**~~. Offers of admission may

completion of **all** required courses, and maintenance of **minimum university admission standards**. Offers of admission may be withdrawn from students who do not satisfy these requirements.	be withdrawn from students who do not satisfy these requirements.

Consultations:

Enrolment Services
Undergraduate Admissions Office

History:

This is an amended version of the change initially approved for admission to the 2009 Winter Session and then extended for the 2010 and 2011 Winter Sessions and most recently recommended by the *Admissions Committee* of the *Vancouver Senate* and the *Admissions and 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 is proposed such that an acceptable Grade 11 course may be substituted for a non-required or elective Grade 12 course.

Related Policies:

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

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;
- average is based on the required grade 12 (or equivalent) courses and appropriate number of elective courses as determined by province;
- if one or more of the approved required or elective 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 required Grade 12 courses (English or a prerequisite 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 laddered to the Grade 12 course) shall be substituted;
- for elective Grade 12 courses (i.e., course is UBC-approved as it meets the *Criteria for Including Secondary School Courses in an Admission Average*), a final Grade 11 course grade may be substituted so long as the course is a) not in a subject area that has already been included at the Grade 12 level (e.g. Biology 12 already included, don't include Biology 11), and b) meets the UBC-approved criteria but is at the Grade 11 level. Province-specific examples are outlined, below.

- In all cases, an applicant's admission average 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 final admission average calculated by the University.

Examples of Grade 11 Grades Substitutions

Alberta

Admission average based on five 30-level courses, including required courses.

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

Admission average based on six “4U” or “4M” courses, including required courses.

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

Admission average based on five 30-level courses, including required courses.

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	Biology 20
Chemistry 30	Chemistry 20
Approved elective 30-level course Examples: Economics 30, History 30, Social Studies 30	Elective 20-level course in an approved subject area not already included at the 30-level Examples: Geography 20, History 20, French 20

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

Manitoba

Admission average based on five “40S” courses, including required courses

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

Admission average based on five “12X” courses, including required courses.

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

Admission average based on five grade 12 courses, including required courses.

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

Admission average based on five 61X or 62X courses, including required courses.

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

Admission average based on five 320X courses, including required courses.

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
Approved elective 320X course Examples: French 3201, Geography 3201, Physics 3201	Elective 220X course in an approved subject area not already included at the 3200 level Examples: French 2201, History 2201, Physics 2201

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. the Senate Admissions Committee or;
    d. 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) or approved for substitution into an admission average by the Senate Admissions Committee;

3. Subject matter is one of the following:
    a. Academic in delivery;[1]
    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 pre-requisites. For example, language course grades based on a challenge exam will not be included in admission averages; however, the same language courses may be used to satisfy the language requirements for a degree program at the University.

[1] 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.