

## THE UNIVERSITY OF BRITISH COLUMBIA



### SENATE POLICY: UBC SENATES [senate.ubc.ca](https://senate.ubc.ca)

#### J- 52.1

##### **Number & Title**

J-52.1: *Admission for Secondary School Applicants following the BC/Yukon Curriculum*

##### **Effective Date:**

For admission to the 2013 Winter Session and thereafter.

##### **Approval Date:**

Approved by the *Okanagan Senate* on February, 27 2013 and by the *Vancouver Senate* on February 13, 2013.

##### **Review Date:**

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

##### **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. The *admission average* is based upon at least four (4) completed *Grade 12 courses* as specified for the program to which they are applying.

*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.

*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.

**Policy:**

1. Academic criteria, generally as indicated by a calculated *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. *Admissions averages* or *interim admission averages* shall be based on at least four (4) *Grade 12 courses* (or the *Grade 11 course* equivalents under this policy) as specified for the program.
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. The *Responsible Committees* shall set out the timing for admission decisions for admission to *direct-entry undergraduate programs* as a procedure to this policy.

#### **Academic 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](#) Admission Requirements

## **Admission Requirements**

[...]

The admission average will be calculated on English 12 or English 12 First Peoples and the three additional UBC Okanagan campus-approved Grade 12 courses from the table below, or the equivalents. Should final or in-progress Grade 12 grades not be available at the time of evaluation, final Grade 11 grades may be used as appropriate.

[...]

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.

[...]

##### **Vancouver URL:**

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

[Homepage](#) [Admissions](#) [Applicants Following the BC/Yukon Secondary School Curriculum](#) Admission Requirements

## **Admission Requirements**

The admission average will be calculated on English 12, or English 12 First Peoples, and the three additional approved Grade 12 courses. Should final or in-progress Grade 12 grades not be available at the time of evaluation, final Grade 11 grades may be used as appropriate.

[...]

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.

[...]

### **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.

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.

**Related Policies:**

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

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

**Appendix:**

N/A