THE UNIVERSITY OF BRITISH COLUMBIA

Vancouver Senate Admissions Committee
c/o
Enrolment Services |Senate & Curriculum Services
Brock Hall 2016 – 1874 East Mall
Vancouver BC V6T 1Z1
Tel : (604) 822-8141 | Fax : (604) 822-5945
amandeep.breen@ubc.ca

December 5, 2008

To: Vancouver Senate

From: Admissions Committee

Re: **Calendar Changes on Admission Items (approval)**

I. Changes in Admission Requirements – Bachelor Science in Nursing (approval)(circulated)

This item was reviewed and approved at the September 2008 meeting of Senate. The calendar entry approved at that meeting was incomplete; information on the selection process for and readmission to the Bachelor of Science in Nursing was inadvertently removed and is now included in the circulated document.

Motion: *That Senate approve the revised calendar entry on admission to the Bachelor of Science in Nursing, effective for the 2009 admission cycle and thereafter.*

II. Calendar Changes on Admission Items – Bachelor of Science (approval)(circulated)

The Admissions Committee has reviewed and recommends to Senate for approval the revised calendar entry on admission and transfer to the Bachelor of Science program.

Motion: *That Senate approve the revised calendar entry on admission and transfer to the Bachelor of Science program, effective for the 2009 admission cycle and thereafter.*

III. Calendar Changes on Admission Items – Bachelor of Science in Food, Nutrition & Health, Dietetics Major (approval)(circulated)

The Admissions Committee has reviewed and recommends to Senate for approval the revised calendar entry on admission to the Bachelor of Food, Nutrition and Health, Dietetics Major.

Motion: *That Senate approve the revised calendar entry on admission to the Bachelor of Food, Nutrition and Health, Dietetics Major, effective for the 2009 admission cycle and thereafter.*

Respectfully submitted,

Dr. David Fielding
Chair, Admissions Committee

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UBC Undergraduate Admissions Proposal Form
Change to Admission Requirements

Department: School of Nursing **Effective Session: Winter Session 2009** **Year for Change: 2008**	**Date: July 4, 2008** **Contact Person: Dr. Bernie Garrett** **Phone: 604 822 7443** **Email: bernie.garrett@nursing.ubc.ca**
URL: http://www.students.ubc.ca/calendar/index.cfm?tree=12,211,386,379	**URL:** http://www.students.ubc.ca/calendar/index.cfm?tree=12,211,386,379
Proposed Calendar Entry: **Admission Criteria** All inquiries relating to the Bachelor of Science in Nursing (B.S.N.) Program should be directed to the School. Students considering application should refer to the School of Nursing Website for more details. **Admission to the program requires** advanced standing by either a bachelor's degree or significant progress (48 credits) toward a degree in another field of study. **All prospective students are required to demonstrate a minimum level of English language proficiency before admission: Please refer to the UBC English Language Admission Requirements.** Applicants are required to have a minimum C average, or grade point average of 2.0 (calculated on a 4-point scale) based upon the most recent 30 credits completed at the undergraduate level (Please refer to the UBC requirements for more details). UBC will consider granting transfer credit for all appropriate post-secondary courses completed. The following post-secondary courses are required: ▪ **First-year English (3 credits): English 112 is recommended or an equivalent first year higher education English composition course. Exceptionally, the English prerequisite may be waived for students who completed a bachelor's degree from an accredited University (where English was the main language of instruction during that degree)**. ▪ BIOL 153 (7 credits) or BIOL 155 (6 credits) or an equivalent human anatomy and physiology course/courses. Courses accepted as equivalent to this are listed on the School of Nursing Website. In addition, other human anatomy and physiology courses may be	**Present Calendar Entry:** ~~**Admission**~~ All inquiries relating to the Bachelor of Science in Nursing (B.S.N.) Program should be directed to the School. Students considering application should refer to the Website for more details. The last day for submission of applications for the Winter Session beginning the following September or January ~~is February 28, with necessary documents and~~ official transcripts to be received in Enrolment Services by May 15. ~~For registered nurses, application and documentation submitted to the School's Undergraduate Program Records Office by June 1 will be processed for either September or January admission. Once accepted, registered nurse students should consult a faculty advisor in order to determine their course sequence.~~ The School has a limited enrolment. Since the number of qualified applicants usually exceeds the number of places available, fulfillment of the following requirements is not a guarantee of admission. The School reserves the right of selection of all students for admission and readmission to the School. ~~Applicants whose first language is not English must demonstrate competence in both oral and written English. Please refer to the *English Language Admission Standard*.~~ ~~**Admission from Secondary School**~~ ~~Admission directly from secondary school is suspended, effective September 2006.~~ **Admission with Advanced Standing** Advanced standing includes a bachelor's degree or significant progress (48 credits) toward a degree in another field of study.

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acceptable to the School subject to an internal review. Details of this review process and an application package can be found on the **School Prior Learning Assessment & Recognition (PLAR) Website**.

For students to obtain the required competencies for entry-level Registered Nursing practice certain skills and abilities are required. It is important that you are aware of these prior to applying for admission to the nursing program. These requirements (Requisite Skills and Abilities) can be viewed on the CRNBC Website.

Application and Document Submission

1. Initial application must be made on-line to the University by December 1.

2. The School of Nursing also requires a supplemental application. Applicants must submit the following supplemental admission documents:

- **the Supplemental application form**
- **the names and contact information of two individuals who can provide reference information. It is recommended that one referee be a teacher, instructor, employer, or supervisor.**
- **a current résumé (structured form provided in the application)**
- **a brief written personal statement about the applicant's reasons for requesting admission to the School and understanding of the profession of nursing. (Format provided in the application).**

These forms are available and can be filled in and submitted on-line at the Student Services Centre (select Self Admission). They must be submitted by January 15.

Applications for any human anatomy/physiology course equivalence (if required) may be received at any time but must be received by January 15 for entry the following September.

3. Official transcripts and other required documents must be sent to the following address by January 30.

The University of British Columbia
Enrolment Services
2016 - 1874 East Mall
Vancouver, BC Canada V6T 1Z1

The School will select for admission those students who not only demonstrate academic potential, but who also most aptly display a motivation to study nursing and who demonstrate that they possess the qualities and skills most necessary to be a caring and competent professional nurse. ~~Candidates may be invited for an interview at the discretion of the admissions committee.~~

Applicants from post-secondary institutions are required to have a minimum C average, or grade point average of 2.0 (calculated on a 4-point scale). ~~Note: Due to enrolment limitations, the academic standing required for admission is higher than the above average and is subject to change each academic year. Applicants who have completed college and/or university courses should consult the third- and fourth-year advisor in the School.~~ UBC will consider granting transfer credit for all appropriate post-secondary courses completed. The following courses are required:

- ~~English (3-6) (ENGL 112 is recommended)~~
- BIOL 153 (7) or BIOL 155 (6) or equivalent (pending approval by Senate, BIOL 153 and BIOL 155 will be renumbered as BIOL 253 and BIOL 255, respectively).

~~The following courses are recommended: BIOL 112 and MICB 202 or 3 credits of microbiology.~~

~~Applicants for admission for advanced standing must submit the following additional supplemental admission requirements to Undergraduate Program, School of Nursing, T201-2211 Wesbrook Mall, Vancouver, BC, V6T 2B5, by February 28:~~

1. Name and contact information of two individuals who can provide reference information. It is recommended that one referee be a teacher, instructor, employer, or supervisor.
2. A current resumé (structured form provided in the application package).
3. A brief written personal statement about the applicant's reasons for requesting admission to the School and understanding of the profession of nursing. (Format provided in the application package.)
4. ~~Supplemental application form and processing fee.~~ A processing fee of CAD $107.50 must accompany the supplemental application admission forms that are returned to the School. This fee is non-refundable ~~and should be made payable to the UBC School of Nursing.~~ No applications will be processed unless the fee is received.

~~Inquiries and requests for a supplemental application~~

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Tel: 604.822.9836
Tel: 1.877.272.1422 (Toll free in the US & Canada)

4. Additionally an unofficial transcript/copy must also be sent to the School of Nursing at:

School of Nursing Admissions Office
University of British Columbia
School of Nursing
T201-2211 Wesbrook Mall
Vancouver, B.C. V6T 2B5
Canada

Application Processing Fees

A processing fee of CAD $107.50 plus $50.00 for out-of-province applicants must accompany the supplemental application package. These fees are non-refundable and are paid as part of the supplemental on-line application. No applications will be processed unless the fee is received. Late applications will not be considered. **There is an additional $50 review fee, payable to the UBC School of Nursing, for any human anatomy/physiology course equivalence review (if required). These applications must be accompanied by this fee when submitted.**

Selection Process

The School of Nursing has a limited enrolment. Since the number of qualified applicants usually exceeds the number of places available, fulfillment of the minimum requirements is not a guarantee of admission ***(see the School of Nursing Website for a profile of accepted students).*** *The School reserves the right of selection of all students for admission and readmission to the School.* ***Canadian residents will be given preference in the selection process.***

The School of Nursing will select for admission those applicants who not only demonstrate academic potential, but who also most aptly display a motivation to study nursing and who demonstrate that they possess the qualities and skills most necessary to be a caring and competent professional nurse. In addition, the School will select those applicants who demonstrate the best potential for academic success, leadership, and ability to advance the nursing profession.

Academic documents are assessed by Enrolment Services and the supplemental application documents are assessed by the UBC School of Nursing Admissions Team. ***Human anatomy/physiology course equivalency is assessed by the School of***

~~package may be addressed to the School.~~

Incomplete applications and late applications will not be considered.

Applicants with advanced standing who are accepted will be sent a letter of acceptance and details about the registration procedures.

Supplemental Application Form and Processing Fee

~~A University application and a supplemental application package must be completed and returned to the School by June 1. Along with the supplemental application form, two confidential assessment forms, a resumé, and a personal statement must be submitted. A processing fee of CAD $107.50 plus $50.00 for out-of-province applicants must accompany the supplemental application forms. These fees are non-refundable and should be made payable to the UBC School of Nursing. No applications will be processed unless the fee is received. Late applications will not be considered.~~

~~The School will select for admission those students who demonstrate the potential for academic success, leadership, and ability to advance the nursing profession.~~

Readmission

The School reserves the right to readmit students and to stipulate conditions attached to readmission. Application for readmission to the School will be reviewed on an individual basis.

Type of Action:

1) Reformat of the existing information, and addition of additional information on the selection process and requirements for practice.
2) Removal of information pertaining to direct admissions options
3) Canadian residents are to be given preference
4) Stipulation of earlier application deadlines
5) New process for Human Anatomy and Physiology pre-requisites for entry and internal review process
6) Change of process of Supplemental Application Package being processed online by the Student Service Centre

Rationale:

1. Reformatted for clarity, to prevent duplication of information, and to provide additional detail

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Nursing PLAR Committee.

Based on academic standing and scoring on the supplemental application, a selection of applicants are offered interview. The interview is a critical component of the admission process. Applicants selected for an interview will be contacted by the School of Nursing Admissions Office. The interview dates will likely be scheduled for late March and April.

Applicants who, after interview, are accepted will be sent a letter of acceptance and details about the registration procedures.

Readmission

The School reserves the right to readmit students and to stipulate conditions attached to readmission. Application for readmission to the School will be reviewed on an individual basis.

on selection for applicants, and information on the CRNBC Prerequisite Skills and Abilities needed for practice.

2. Direct entry from High-School is no longer offered by the School (there are no longer program options as previously described) i.e. Entry with advanced standing is the only undergraduate entry now offered.

3. Canadian residents are to be given preference in selection, in order to prioritize the recruitment of nurses who will continue to work in Canadian healthcare system over US and other foreign applicants.

4. An earlier application deadline enables the School to process applications more efficiently and offer places earlier, therefore preventing loss of applicants to other Universities.

5. The School wishes to change the Human Anatomy and Physiology course entry pre-requisites to increase flexibility, and review equivalent courses to BIOL 153/BIOL 155 with an internal review committee. Applicants will be required to send a copy of their transcript, course syllabus and a $30 review fee to the School. Then the School PLAR committee will review the course for equivalency to BIOL 153/BIOL 155 and make a decision on its acceptability for entry.

6. The SSC is now able to process and track supplemental applications online and process supplemental application fees which provides a more efficient process and is easier for applicants to use.

UBC Undergraduate Admissions Proposal Form
Change to Admission Requirements

Faculty: Science **Effective Session: 2009 Summer** **Year for Change: 2008**	**Date: December 1, 2008** **Contact Person: Dr. Paul Harrison** **Phone: 2-3659**
URL: http://www.students.ubc.ca/calendar/index.cfm?tree=12,215,410,406 **Proposed Calendar Entry:** Admission **and Transfer** **General** Application for admission to the Faculty must be made through **the on-line application for undergraduate admission (insert URL).** Procedures, policies, and admission requirements to UBC and the Faculty are specified in Calendar Chapter II, Admissions. **Many students are admitted on the basis of interim grades to ensure that offers of admission meet the needs of both the applicant and the university for timely decision-making. Students who are admitted on interim grades must continue to meet the University's minimum admission requirements (see the Calendar Chapter II, Admissions [insert link]). Admitted students whose final grades indicate that they may face academic challenges may be contacted by the Faculty to arrange for participation in student success workshops and peer support programs offered during the teaching term.** **Admission from Secondary School** **Students interested in the Science One**	**URL:** http://www.students.ubc.ca/calendar/index.cfm?tree=12,215,410,406 **Present Calendar Entry:** Admission Application for admission to the Faculty must be made through ~~Enrolment Services~~. Procedures, policies, and admission requirements to UBC and the Faculty are specified in Calendar Chapter II, Admissions. ~~Approved examinable Grade 11 and 12 courses are also listed there. Students may find it to their advantage to present credit for as many of Biology 12, Chemistry 12, and Physics 12 as possible. Certain programs have reduced requirements in one or more of these subjects for students with Grade 12 credit.~~ For applicants who meet minimum academic requirements but who do not meet the required competitive average for early admission, additional academic criteria, such as achievement in standardized tests, results from national or international competitions, or compelling evidence of outstanding leadership may be considered. Details are available at the Faculty website. Students ~~admitted~~ to the Faculty by transfer from other post-secondary institutions must present credit for MATH 100 (or equivalent) and must either have met the English Requirement of the Faculty (see

program must, in addition to applying for admission to the Faculty, also submit a formal application directly to the Program Office (see *Science One Program*). Students interested in the Coordinated Science Program or in registering individually for courses need only to submit the general application for admission to the Faculty. For applicants who meet minimum academic requirements but who do not meet the required competitive average for early admission, additional academic criteria, such as achievement in standardized tests, results from national or international competitions, or compelling evidence of outstanding leadership may be considered. Details are available at the Faculty website **[insert link to www.science.ubc.ca/students/future].** **Admission as a Post-Secondary Transfer** Students **applying** to the Faculty by transfer from other post-secondary institutions must present credit for MATH 100 (or equivalent) and must either have met the **Communication** Requirement [link to new **Communication Requirement**] of the Faculty under Bachelor of Science, Degree Requirements) or be eligible to enrol in first-year English **at UBC** at the time of admission. **Transfer applicants to Science must also present the required high school academic pre-requisites, as listed in Calendar Chapter II, Admissions. In some cases, university transferable coursework may satisfy these pre-requisites. Any transfer applicant who did not take Chemistry 11 or Physics 11 or acceptable equivalent from outside of BC must have taken transferable first-year courses as a replacement. These courses are critical to degree progression**	~~*Transfer Credit*~~ under Bachelor of Science, Academic Regulations, and ~~English~~ Requirement under Bachelor of Science, Degree Requirements) or be eligible to enrol in first-year English at the time of admission. Students admitted by transfer and those admitted to a second-degree program (see Second Degree Studies under Bachelor of Science, Degree Requirements) will be admitted to the year level that is appropriate according to the First-Degree Promotion Requirements. The Promotion Requirements are based on the number of credits completed (both total and in Science courses) and degree of completion of the Lower-Level Requirements including English (see Lower-Level Requirements under Bachelor of Science, Degree Requirements). ~~Applicants who cannot meet the requirements as specified should submit an appeal to Enrolment Services with their application forms. The Dean, who has discretionary powers on admissions, will consider all appeals.~~ ~~Students applying for admission from secondary schools outside of BC/Yukon must meet the minimum requirements applied to graduates from BC secondary schools for admission to first year. A student required to discontinue from another faculty may be permitted to register only by special permission, and should consult the Dean's Office. A student with unsatisfactory standing from another post-secondary institution will not be admitted.~~ ~~Students interested in applying to the Science One program must apply through Enrolment Services for admission to the Faculty and, in addition, submit a formal application directly to the Program Office (see Science One Program).~~

within the Faculty. **A student with unsatisfactory standing from another post-secondary institution will not be admitted.** Students admitted by transfer and those admitted to a second-degree program (see Second Degree Studies [link to http://www.students.ubc.ca/calendar/index.cfm?tree=12,215,410,408#7478] under Bachelor of Science, Degree Requirements) will be admitted to the year level that is appropriate according to the First-Degree Promotion Requirements. The Promotion Requirements are based on the number of credits completed (both total and in Science courses)**,** degree of completion of the Lower-Level Requirements including English (see Lower-Level Requirements under Bachelor of Science, Degree Requirements)**, and degree of completion of courses required for the chosen specialization. Because there are limits on the number of credits attempted before attaining each year-level standing, students who have exceeded those limits without qualifying for the appropriate year-level will not be admitted. For details, see Promotion Requirements [link to** http://www.students.ubc.ca/calendar/index.cfm?tree=12,215,410,408#14352**] under Bachelor of Science, Degree Requirements.** **To earn the B.Sc. degree, at least 50% of the credits required for the program must be completed as a B.Sc. student at UBC Vancouver.** **See also Transfer Credit [insert new Calendar link] in this chapter.** **Transfer from Another UBC Program** **UBC students who wish to transfer to the UBC Vancouver Faculty of Science**	~~**International Baccalaureate and Advanced Placement [...]**~~ ~~**Registration and Program Approval [...]**~~ **Type of Action:** Rename the section. Remove information not relevant to admission and add details of current practice on the timing of offers of admission and on policy on transfer that are not explicit in the Calendar. Structure into sub-sections. Place section after revised **Advising and Academic Information** section and before new **Registration** section. **Note:** The link to "**Calendar Chapter II, Admissions**" in the entry on Admission as a Post-secondary Transfer should take prospective students to a new table submitted by Enrolment Services. **Rationale:** Much of the information in the current section relates to registration, not admission, and critical parts of it will appear in other sections of these regulations. To meet the goal of having transparent practices, information on admission not readily available to transfer applicants is added. With the developing trend toward making offers of admission on interim, rather than final grades, information is needed to inform students of the possible implications of being admitted early if final grades no longer support the early decision.

must follow the procedures, policies, and admission requirements specified in the Calendar under Readmission or Change of Degree Program/Campus. **Students applying for admission from another UBC program are subject to the requirements noted above under Admission as a Post-secondary Transfer except that an applicant who is eligible only for first-year standing in the B.Sc. program is not required to present credit for MATH 100.** **A student with unsatisfactory standing from another UBC program will not be admitted directly. Successful completion of at least 30 credits of university-transferable credits at a recognized post-secondary institution with an average grade that meets the admission requirement set for the year of application is required before the previous unsatisfactory standing will be ignored.** **Appeals on Admission Decisions** **Please refer to the entry on Appeals in the Calendar Chapter II, Admissions.**	

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UBC Undergraduate Admissions Proposal Form
Change to Admission Requirements

Faculty: Land and Food Systems **Department: Food, Nutrition and Health** **Effective Session: 2009 Winter Session** **Year for Change: 2008**	**Date: September 22, 2008** **Contact Person: Karol Traviss** **Phone: 7-5046** **Email: karol.traviss@ubc.ca**
URL: http://www.students.ubc.ca/calendar/index.cfm?tree=12,194,261,11 **Proposed Calendar Entry:** ***Dietetics Major*** The Dietetics Major is… and includes courses and internship placements to assist students to develop knowledge and skills for dietetic practice. **Admission** Admission to the Dietetics Major is to third-year and is based on: 1. **Initial screening for:** a) **Prerequisite Requirements** Admission to the Dietetics Major is limited to students who will have completed a minimum of 54 credits of university or college coursework by April 30 of the year in which they are applying for admission. This must include the following prerequisites (or their equivalents): ENGL 112; BIOL 112, 121, 140, 200, and 201; CHEM 111/113 or 121/123, and CHEM 205/233 or 203/204; AGSC 250[1]; AGSC 252[2]; FNH 200[1] and 250; Social Science[1] (6 credits; e.g., PSYC 100, SOCI 100). All of these prerequisites can be met by following years one and two of the Nutritional Sciences Major or Food, Nutrition and Health Major. [1] Note that up to 9 credits of AGSC 250, FNH 200, and Social Science (6) can be deferred until a student has been accepted into the Dietetics Major, as long as 54 credits of university or college course work, including all other prerequisite courses, have been completed. [2] Students who transfer into third-year Dietetics from other institutions may take a 3-credit statistics course in lieu of this	**URL:** http://www.students.ubc.ca/calendar/index.cfm?tree=12,194,261,11 **Present Calendar Entry:** ***Dietetics Major*** The Dietetics Major is… and includes courses and internship placements to assist students to develop knowledge and skills for dietetic practice. **Admission** Admission to the Dietetics major is to third-year and is based on ~~three components:~~ ~~1. Academic Performance (60% of Admission Score)~~ Admission to the Dietetics Major is limited to students who will have completed a minimum of 54 credits of university or college coursework by April 30 of the year in which they are applying for admission. This must include the following prerequisites (or their equivalents): ENGL 112; BIOL 112, 121, 140, 200, and 201; CHEM 111/113 or 121/123, and CHEM 205/233 or 203/204; AGSC 250[1]; AGSC 252[2]; FNH 200[1] and 250; Social Science[1] (6 credits; e.g., PSYC 100, SOCI 100). All of these prerequisites can be met by following years one and two of the Nutritional Sciences Major or Food, Nutrition and Health Major. [1]Note that up to 9 credits of AGSC 250, FNH 200, and Social Science (6) can be deferred until a student has been accepted into the Dietetics Major, as long as 54 credits of university or college course work, including all other prerequisite courses, have been completed. [2]Students who transfer into third-year Dietetics from other institutions may take a 3-credit statistics course in lieu of this requirement. Admission is based on a minimum academic standing of 70%, calculated as a cumulative average of grades from all prerequisite (years 1

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requirement.

b) **Academic Performance**

Admission is based on a minimum academic standing of 70%, calculated as a cumulative average of grades from all prerequisite (years 1 and 2) and any program courses (years 3 and 4) taken. Elective courses are not included in this calculation. Note that due to enrollment limitations, the academic standard required for admission is typically higher than the published minimum.

c) **Non-academic application components (cover letter, resume, and references)**

These application components are used to assess an applicant's interest in and suitability for the profession of dietetics. Applicants should refer to guidelines and forms posted on the faculty website http://www.landfood.ubc.ca/programs/dietetics_ug.htm.

The above admissions components are assessed using standardized forms which address the following indicators:

- Commitment to the dietetics profession (demonstrated interest in and understanding of the profession; demonstrated effort to seek professionally-relevant experiences)
- Critical thinking skills (ability to analyze and integrate information and apply knowledge to make sound judgements)
- Decision-making skills (ability to make sound, timely decisions)
- Dependability (ability to work with minimal supervision, be consistently dependable)
- Initiative/self-directedness (ability to independently initiate activities, seek new opportunities)
- Leadership skills (ability to gain support of and lead others)
- Learning approach (ability to learn quickly and independently, quest for knowledge)
- Organizational/planning skills (ability to develop sound plans with attention to detail)
- Perseverance (ability to function effectively despite discouragement and setbacks)
- Response to feedback (ability to accept

and 2) and program courses (years 3 and 4) taken. Elective courses are not included in this calculation. Note that due to enrollment limitations, the academic standard required for admission is typically higher than the published minimum.

~~2. Test of Critical Thinking, Reading, and Writing (20% of Admission Score)~~

~~Candidates write a formal academic essay, of at least 300 words, in response to a proposition drawn from a short reading. The topic of the essay is not directly related to dietetics. Applicants are required to attain a minimum level of achievement on the test to gain consideration in the final selections (regardless of the performance in other criteria). This test can be written at UBC or at another institution if the applicant can arrange for it to be proctored.~~

~~Essays are assessed on four main criteria:~~

- ~~the precision and relevance of the response to the topic,~~
- ~~the clarity and depth of thought about the topic expressed in the response,~~
- ~~the coherence and development of the argument, and~~
- ~~the command of expression, grammar, and punctuation demonstrated in the response.~~

~~Each essay is assessed anonymously and independently by two reviewers. The review process is overseen by an expert facilitator and completed over a short time. It is not possible to re-evaluate essays.~~

~~This is not the type of test for which applicants can study. However, activities or courses that promote development of reading, writing, and critical thinking skills may assist applicants to perform well on this test.~~

~~3. Personal Profile (20% of Admission Score)~~

~~At the time of writing the test of critical thinking, reading, and writing, candidates also complete a written Personal Profile. This has two components:~~

- ~~a brief (maximum two page) Summary of Experience, prepared in advance (using a template available on the faculty website), and brought to the testing session; and~~

constructive feedback , develop plans for improvement and implement these plans)

- Suitability for health care environment (potential to work in a fast-paced environment with diverse patients and clients who face health challenges)
- Team skills (ability to work cooperatively and effectively with others)
- Time management skills (ability to consistently manage time effectively and efficiently)
- Written communication skills (ability to write clearly, concisely, accurately)

2. **Interview (short-listed applicants only)**

Short-listed candidates will be invited to participate in a brief (10-15 minute) personal interview at UBC (expected timing: late April) with a small panel of admissions committee members (2-3). Applicants who reside outside the Lower Mainland and are unable to come to UBC for an interview will be interviewed by telephone.

The main purpose of the interview is to assess oral communication skills (ability to convey information clearly and effectively), as strong oral communication skills are essential for dietetic practice. The interview will also be used (in addition to the cover letter, resume, and references) to assess an applicant's commitment to dietetics as a career choice.

The interview guide will vary each year. Questions will focus on skills and not specific areas of knowledge related to the profession.

A criteria-based scoring form and a consensus process will be used to assess interview performance.

Admission Score

Applicants are admitted on the basis of a final admissions score, as follows:

Academic Performance: 40%
Cover letter/resume: 25%
References: 5%
Interview: 30%

Each assessment component includes minimum acceptable criteria which must be met in order for the applicant to be considered (regardless of scores obtained in other components).

- ~~a short set of questions that will allow candidates to explain why they have chosen to pursue a career in dietetics, their understanding of the role of the dietitian, and why they think their background and skills are appropriate for the profession. The specific questions may vary from year to year. Candidates who have researched the profession and/or have volunteer or work experience in nutrition/dietetics will be better able to answer the questions.~~

Application

The annual application date is February 28 for September admission.

Application procedures:

- ~~Students not already enrolled in the B.Sc. (FNH) program in UBC's Faculty of Land and Food Systems must apply for this program by February 28 through UBC Enrolment Services.~~
- ~~All applicants must submit a completed program application form (available on the faculty website) to the Faculty of Land and Food Systems, along with a cheque for the application fee of $50.00.~~

~~Only those applicants who meet minimum academic requirements for admission are invited to participate in the March applicant testing session. All testing participants are required to bring a completed Summary of Experience form (listing relevant educational, work and volunteer experience) to the testing session. The template for the form is available on the faculty website.~~

Applicants are informed about their admission status by ~~mid-~~June.

Program Information…

Type of Action:

Revised program narrative to reflect proposed changes to admissions process.

Rationale:

- The current admissions process for dietetics was implemented in 2004 when the program transitioned from a campus-based academic

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Preparing to Apply:

Dietetics is a professional program and it is essential that all prospective applicants take steps to consider whether this is an appropriate career choice for them, and obtain relevant skills and experience prior to applying.

To prepare, prospective applicants should:

- Investigate the profession thoroughly (including all areas of practice) and seek exposure to dietitians through volunteer and work roles and events dietitians are involved in.
- Undertake a process of self-reflection to consider personal suitability for this career choice.
- Investigate the program thoroughly so they fully understand all that is required of students in the program.
- Subscribe to the dietetics-volunteering listserv (instructions on dietetics website http://www.landfood.ubc.ca/programs/dietetics_ug.htm) to learn about available volunteer and paid employment opportunities related to the profession and to receive program updates.
- Seek experiences that assist in development of general skills applicable to a variety of career and academic pursuits (e.g., critical thinking, decision-making, leadership, communications).

Application

The annual application date is February 28 for September admission.

Application to the Dietetics Major has two components:

- Online application to enter the B.Sc. (FNH) program in UBC's Faculty of Land and Food Systems (LFS)
- A paper Dietetics Major application package to be submitted to LFS Student Services.

Application procedures:

- Non-UBC students must apply online by February 28 through Enrollment Services to enter the B.Sc. (FNH) program in UBC's Faculty of Land and Food Systems (LFS). External applicants are encouraged to contact LFS Student Services in advance of applying

program to a full professional training program with internship placements included.

- We have now used this process to admit 5 cohorts of students to the program, 2 of which have now completed the program. This year, our admissions committee took the opportunity to review and reflect on the admissions process to date and to review admissions processes used by other UBC health science training programs.
- We would like to move away from a selection process that relies heavily on written submissions prepared during a testing session.
- Given the importance of verbal communication to the profession of dietetics we feel that interviewing short-listed candidates would be advantageous.
- To further assess professional potential of our applicants we would like to add a cover letter, resume and reference requirement.
- The current admissions process involves administration of a written test of critical skills (critical thinking, reading and writing). Although we believe strongly in the value of these skills for dietetics, the test itself has not helped us to differentiate applicants as the scores tend to be clustered (and low). Clearly, ongoing efforts are needed to promote these skills (across the campus and within our own program) but use of this test is not assisting us in applicant selection.
- As per other UBC health science training programs, we would like to avoid publishing detailed applicant scoring criteria within the calendar entry. This will give us the ability to review and refine our approach to assessing applicants without having to update the calendar entry each time. We hold information meetings for applicants each year and share scoring criteria in use with them at that time.

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to ensure they have met prerequisite course requirements. – Current UBC students who are not already enrolled in the B.Sc. (FNH) program must apply online through Enrollment Services to enter the program. In the event of an unsuccessful application, students in good standing have the ability to remain in their original program/faculty. – All applicants must submit a paper Dietetics Major application package (prepared using forms and guidelines posted on the faculty website) to the Faculty of Land and Food Systems. Each application package must include: ▪ Completed application form ▪ Transcripts (as required) ▪ Cover letter ▪ Resume ▪ Two completed reference forms in sealed envelopes ▪ A $50 application fee cheque Short-listed candidates are identified for the interview component based on a preliminary applicant score which considers both academic and non-academic application components. Final applicant scores are computed once interviews are complete and final marks for the term are available. Applicants are informed about their admission status by early June.	