



**November 2, 2012**

To: Vancouver Senate

From: Senate Admissions Committee

Re: Proposed Policy: *V-52: Admission for Secondary School Applicants following the BC/Yukon Curriculum* (approval)

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Motion: *That Senate approve the attached Policy V-52: Admission for Secondary School Applicants following the BC/Yukon Curriculum*

### **Rationale**

On September 19, 2012, the Vancouver Senate voted to approve the immediate discontinuation of Senate policy *J-52: Admission for Secondary School Applicants following the BC/Yukon Curriculum* (for the full text of the policy, see: [http://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/va\\_Admission\\_BC\\_Yukon.pdf](http://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/va_Admission_BC_Yukon.pdf)) This policy, approved by the Vancouver Senate in March 2012 (and by the Okanagan Senate in February 2012), was in response to the BC Teachers' Federation job action in early 2012, and was designed to allow the use of final Grade 11 course grades where a grade for a required Grade 12 course was not yet available.

Policy J-52 came into effect April 1, 2012 for the 2012/13 Winter Session, and was to be reviewed no later than one year from its approval. The Vancouver Senate directed the Admissions Committee to review the policy by August 2012, and, at its next meeting thereafter, report back with a recommendation for the continuation, modification, or discontinuation of the policy. This directive culminated in the September 2012 Admissions Committee's recommendation to the Vancouver Senate that Policy J-52 be discontinued. In its recommendation, the Committee noted that it had begun work on and intended to bring forward for approval at the November Vancouver Senate meeting a new (replacement) policy or set of policies to address the broader issue of using Grade 11 grades in calculating admission averages for the purpose of making timely admission offers.



In preparing the proposed policy, the Admissions Committee and Undergraduate Admissions have engaged in a process of broad consultation. A summary of the consultations can be found here: <http://senate.ubc.ca/vancouver/policies>. The proposed policy has also been shaped by UBC's *Principles of Effective Undergraduate Admission to UBC*, approved by both Senates in 2008.

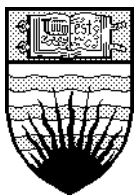
The proposed policy is intended to address issues around making timely offers to UBC applicants on a competitive basis with UBC's peer institutions. It is commonly understood within the BC/Yukon secondary school community that UBC's offers of admission arrive later than those from other universities. In 2011, 54% of top applicants from BC/Yukon secondary schools indicated that their offer of admission from UBC came either a) later than offers from most other institutions, or b) so late that it negatively affected their decision to attend UBC. The changes suggested will allow UBC to provide applicants and their families with the information they need in a timely manner and encourage more BC students to choose UBC for their post-secondary studies.

The proposed policy is also intended to address issues where it is suspected that an artificially inflated English 12 or English 12 First Peoples course grade results in the admission of a student who is not properly prepared to be successful in first-year UBC. The issue has become an acknowledged concern in the BC/Yukon Secondary Schools, and is often reported in the media.

The Vancouver Senate's discontinuation of policy J-52 does not, by extension, discontinue the policy for the Okanagan campus. At its meetings of October 29 and 31, 2012, the Okanagan Admissions and Awards Committee discussed whether to reconsider policy J-52 as an "O" or Okanagan policy, or to explore a parallel discontinuation and replacement with a policy or set of policies that include conditions around the use of final Grade 11 course grades when a grade for a required Grade 12 course is not yet available. The Admissions and Awards Committee intends to deliberate and consult on this further, and intends to bring a) its recommendation on J-52, and/or b) its recommendation on a similar "O" policy forward to the Okanagan Senate in December 2012.

The Senate Admissions Committee also intends to bring forward shortly a policy to address course-specific minima for admission, which will affect not only applicants following the BC/Yukon curriculum, but all undergraduate applicants.

# THE UNIVERSITY OF BRITISH COLUMBIA



## SENATE POLICY: V-52

**VANCOUVER SENATE**  
c/o Enrolment Services  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

**DRAFT VERSION 2.2**

### **Number & Title**

V-52: *Admission for Secondary School Applicants following the BC/Yukon Curriculum*

### **Effective Date:**

For admission to 2013 Winter Session and thereafter.

### **Approval Date:**

Proposed for consideration at the *Vancouver Senate* on 14 November 2012.

### **Review Date:**

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

### **Responsible Committees:**

*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 Vancouver campus 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 Admissions* shall mean the consideration of non-academic and academic information (other than the *admission average* and pre-requisite 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 based primarily 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 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 grade* 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 pre-requisite 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 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 Committee.
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.

**Calendar Statement:**

<p><b>Approval Date:</b>  <b>Effective Session:</b> Effective immediately  <b>Year for change:</b> For publication as soon as possible  <b>Faculty/School:</b> all</p>	<p><b>Date:</b> 1 January 2013  <b>Contact Person:</b> Andrew Arida, Associate Registrar, Undergraduate Admissions  <b>Phone:</b> 604.822.2890  <b>Email:</b> <a href="mailto:andrew.arida@ubc.ca">andrew.arida@ubc.ca</a></p>
<p><i>Homepage &gt; Admissions &gt; Applicants Following the BC/Yukon Secondary School Curriculum &gt; Admission Requirements</i></p> <p>URL:  <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0">http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0</a></p> <p>Revised Entry:</p> <p>The admissions average will be calculated on English 12/English 12 First Peoples, and three additional approved Grade 12 courses. <b>Should final or in-progress Grade 12 grades not be available at the time of evaluation, Grade 11 final grades may be used as appropriate.</b></p>	<p><i>Homepage &gt; Admissions &gt; Applicants Following the BC/Yukon Secondary School Curriculum &gt; Admission Requirements</i></p> <p>URL:  <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0">http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0</a></p> <p>Current Entry:</p> <p>The admission average will be calculated on English 12, or English 12 First Peoples, and the three additional approved Grade 12 courses. [Vancouver]</p>

<p><b>Approval Date:</b>  <b>Effective Session:</b> Effective immediately  <b>Year for change:</b> For publication as soon as possible  <b>Faculty/School:</b> all</p>	<p><b>Date:</b> 1 December 2012  <b>Contact Person:</b> Andrew Arida, Associate Registrar and Director, Undergraduate Admissions  <b>Phone:</b> 604.822.2890  <b>Email:</b> <a href="mailto:andrew.arida@ubc.ca">andrew.arida@ubc.ca</a></p>
<p><i>Homepage &gt;&gt; Admissions &gt;&gt; Applicants Following the BC/Yukon Secondary School Curriculum &gt;&gt; Admission</i></p>	<p><i>Homepage &gt;&gt; Admissions &gt;&gt; Applicants Following the BC/Yukon Secondary School Curriculum &gt;&gt;</i></p>

<i>Requirements</i>	<i>Admission Requirements</i>
<p>URL: <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0">http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0</a></p> <p>Revised Entry:</p> <p>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 considered if the examination result increases the applicant's admission average. <b>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.</b></p>	<p>URL: <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0">http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0</a></p> <p>Current Entry</p> <p>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.</p>

## Consultations

The following groups / individuals have been consulted during the development of this policy:

1. The UBC Vancouver Enrolment Executive Committee
2. The UBC Vancouver Enrolment Management Committee
3. All UBC Vancouver Deans
4. All UBC Okanagan Deans (pending as of November 2012)
5. Over 300 secondary school counselors from secondary schools on Vancouver Island, in the Lower Mainland and in the Okanagan.
6. The UBC Vancouver Senate
7. The UBC Vancouver Student Senator Caucus
8. The Alma Mater Society
9. The UBC Vancouver English Department
10. The UBC Vancouver Math Department
11. Enrolment Services – Undergraduate Admissions Office

## 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 Senate



Minutes, April 22, 1992), 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*.

In 2009, again following the lead of other Canadian universities, the UBC Vancouver Senate 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 Teacher's Federation.

While policy J-52 was reviewed by the 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 September 2012 Vancouver Senate, and will be considered for discontinuance at the 20 November Okanagan Senate, with the promise of a forthcoming policy that will be more appropriate and comprehensive over the long-term.

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 May 2008, the UBC Vancouver Senate decided that the policy requiring *BC/Yukon Secondary School Applicants* to write optional provincial examinations be discontinued. A similar decision had been reached by the UBC Okanagan Senate in March 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.

The policy 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 Senate's decision, 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*

**Appendix:**

N/A

## Procedures:

### Part 1: Calculation of *Interim Admission Averages*

1. The calculation of an *interim admission average* shall be based on the following, with course-by-course substitutions outlined below:
  - the *BC/ Yukon Secondary School Applicant* must have all required courses either in progress, completed, or anticipated to be complete by the end of their ultimate year of secondary school;
  - if one or more of the required or elective *Grade 12 courses* does not yet have a *final* or *interim course grade* then (a) *final course grade(s)* for a *Grade 11 course* 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 course 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., a course that is UBC-approved as it meets the “Criteria for Including Secondary School Courses in an Admission Average”), a *final course grade* for a *Grade 11 course* 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, do not include Biology 11), and b) meets the UBC-approved criteria but is at the Grade 11 level.
2. The calculation of an *admission average* or an *interim admission average* shall be based on the following, with the use of the English 12/English 12 First Peoples examination grade incorporated as outlined below:
  - if the *BC/ Yukon Secondary School Applicant* presents an *interim course grade* for English 12/English 12 First Peoples, the *course grade* is used in the calculation of the *interim admission average*;
  - if the *BC/ Yukon Secondary School Applicant* has already completed English 12/English 12 First Peoples at point of evaluation, *examination grades* will be used if the *examination grade* increases the applicant's *admission average* or *interim admission average*;
  - in cases where a significant discrepancy exists between the English 12/English 12 First Peoples *course grade* and the *examination grade*, UBC 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*.
  - in all cases, a *BC/ Yukon Secondary School Applicant's admission average* or *interim admission average* will be optimized such that the highest possible average is calculated while adhering to the rules outlined above.

## Part 2: Timing of Admission Decisions

1. The University will make initial admission decisions for *direct-entry undergraduate programs* based upon data that is available /verifiable as of 1 April each year for the following Winter Session; the *admission average* used for these decisions will be made based upon *final* or *interim course grades* for *Grade 12 courses*(or equivalent *final course grades* for *Grade 11 courses*).
2. An additional round of admission decisions for *BC/Yukon Secondary School applicants* may be made based upon data that is available as of 15 May each year if it is anticipated that space will remain in the program to which the applicant has applied. The *admission average* used for these decisions will be made based upon *final* or *interim courses* for *Grade 12 courses* only.
3. Once a complete set of *final course grades* for *Grade 12 courses* becomes available (usually in the summer), an additional round of admission decisions for *BC/Yukon Secondary School Applicants* may be made if it is anticipated that space will remain in the program to which the applicant has applied.
4. Once a complete set of *final course grades* for *Grade 12 courses* becomes available (usually in the summer), *BC/ Yukon Secondary School Applicants* who have already been admitted based upon an *interim admission average* will be evaluated to determine if all the conditions of admission (as referenced on the admission letter) have been met.
5. In all instances, if the *BC/ Yukon Secondary School Applicant* has already completed the English 12/English 12 First Peoples BC Provincial Examination, the results will be used as outlined above.

### Part 3: Grade 11 Grade Substitutions

#### Specific substitutions Viable grade 11 courses

<b>BC/Yukon secondary school curriculum Grade 12 courses that may be used on the calculation of the admission average</b>	<b>BC/Yukon curriculum Grade 11 courses that may be used as a substitute</b>
American Sign Language (ASL) 12	American Sign Language (ASL) 11
BC First Nations Studies 12	BC First Nations Studies 11
Biology 12 <sup>1</sup>	Biology 11
Calculus 12	n/a
Chemistry 12 <sup>1</sup>	Chemistry 11
Economics 12	n/a
English Literature 12	English Literature 11
English 12 <sup>1</sup> or English 12 First Peoples <sup>1</sup> (but not both)	English 11 or English 11 First Peoples (but not both)
Français Langue 12 or French 12 (but not both)	Français Langue 11 or French 11 (but not both)
Geography 12	Social Studies 11 <sup>3</sup>
Geology 12 <sup>1</sup>	Earth Science 11
German 12	German 11
Halq'eméylem 12	Halq'eméylem 11
Heiltsuk 12	Heiltsuk 11
History 12	Social Studies 11 <sup>3</sup>
Hul'q'umi'num' 12	Hul'q'umi'num' 11
Japanese 12	Japanese 11
Kwak'wala 12	Kwak'wala 11
Law 12	n/a
Liqwala/Kwakwala 12	Liqwala/Kwakwala 11
Mandarin 12	Mandarin 11
nsíylxcən (Okanagan Language) 12	nsíylxcən (Okanagan Language) 11
Nte?kepmxcin 12	Nte?kepmxcin 11
Nuu-chah-nulth 12	Nuu-chah-nulth 11
Pre-Calculus 12 <sup>1</sup>	Pre-Calculus 11
Physics 12 <sup>1</sup>	Physics 11
Punjabi 12	Punjabi 11
Secwepemctsin (Shuswap Language) 12	Secwepemctsin (Shuswap Language) 11
Shashishalhem (Sechelt Language) 12	Shashishalhem (Sechelt Language) 11
Sim'algaxhl Nisga'a 12	Sim'algaxhl Nisga'a 11
Sm'algayax 12	Sm'algayax 11
Social Justice 12 <sup>2</sup>	n/a
Spanish 12	Spanish 11
Sustainable Resources 12 <sup>2</sup>	Sustainable Resources 11 <sup>2</sup>
Tsek'ene 12	Tsek'ene 11
Upper St'at'imcets 12	Upper St'at'imcets 11

#### Notes:

1. Indicates a pre-requisite course used by one or more direct-entry Faculties.
2. UBC Okanagan only
3. Social Studies 11 may not be double-counted if both Geography 12 and History 12 are in progress.