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THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY: J-51

Okanagan & Vancouver Senates 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:

2 March 2011.

Approval Date:

Okanagan Senate on 2 March 2011 and the Vancouver Senate on 23 February 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 & 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 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
 - **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 *admission 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.

Proposed Calendar Statement(s):

Vancouver Calendar

URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,23,70,0

http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,23,0,0

Determining Admissibility

Academic criteria are the primary basis for determining admissibility to UBC; however, many programs consider non-academic information as well. See <u>Broad Based Admission</u> for further information on non-academic admission criteria.

Academic averages for the purpose of admission to UBC are primarily based on grade 12 final or in-progress course grades; 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, 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.

Okanagan Calendar

URL: http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,23,0,0

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.

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, 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.

Consultations:

Enrolment Services
Undergraduate Admissions Office

History:

This is an amended version of the change initially approved for admission to the 2009 Winter Session, then extended for the 2010 and 2011 Winter Sessions and most recently recommended by the *Admissions Committee* of the *Vancouver Senate* and the *Admissions & 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:
 - o for required Grade 12 courses (English or a pre-requisite 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;
- o 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, do not 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 | 20-level course that may be |
|----------------------------|--------------------------------|
| missing grade | substituted |
| English 30 or English | English 20 or English |
| Language Arts 30-1 | 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 | Elective 20-level course in an |
| course | approved subject area not |
| | already included at the 30- |
| Examples: | level |
| French Language and | |
| Culture 30-1, Physics 30, | Examples: |
| World Religions 30 | 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 | 3U or 3M course that may |
|---------------------------|-------------------------------|
| missing grade | be substituted |
| English 4U | English 3U |
| Advanced Functions 4U, or | Mathematics 3U |
| Advanced Functions and | |
| Introductory Calculus 4U | |
| Chemistry 4U | Chemistry 3U |
| Biology 4U | Biology 3U |
| Approved elective 4U or | Elective 3U or 3M course in |
| 4M course | an approved subject area not |
| | already included at the 4U or |
| Examples: | 4M level |

| TEJ4M Computer | |
|---------------------------|-------------------------|
| Engineering, BBB4M | Examples: |
| (International Business), | TEJ3M Computer |
| CGU4U World Geography | 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 | 20-level course that may be |
|----------------------------|--------------------------------|
| missing grade | substituted |
| English Language Arts A30 | English Language Arts 20 |
| or B30 | |
| Mathematics A30, B30 or | Mathematics 20 |
| C30 | |
| Biology 30 | Biology 20 |
| Chemistry 30 | Chemistry 20 |
| Approved elective 30-level | Elective 20-level course in an |
| course | approved subject area not |
| | already included at the 30- |
| Examples: | level |
| Economics 30, History 30, | |
| Social Studies 30 | 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 | 30S course that may be |
|--------------------------|----------------------------|
| grade | substituted |
| English 40S | English 30S |
| Pre-Calculus Mathematics | Pre-Calculus Mathematics |
| 40S | 30S |
| Biology 40S | Biology 30S |
| Chemistry 40S | Chemistry 30S |
| Approved elective 40S | Elective 30S course in an |
| course | approved subject area not |
| | already included at the 40 |
| Examples: | level |
| French 40S, Physics 40S, | |
| World Issues 40S | 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 | 11X level course that may |
|---------------------------|-----------------------------|
| grade | be substituted |
| English Language Arts 122 | English Language Arts 112 |
| Advanced Math with | Functions and Relations 111 |
| Calculus 120 | |
| Biology 121 | Biology 111 |
| Chemistry 121 | Chemistry 111 |
| Approved elective 12X | Elective 11X course in an |
| course | approved subject area not |
| | already included at the 120 |
| Examples: | level |
| Environmental Science | |
| 120, French 122, Music | Examples: |
| 121 | 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 | Elective grade 11 course in |
| course | an approved subject area not |
| | already included at the grade |
| Examples: | 12 level |
| Economics 12, French 12, | |
| History 12 | 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 | 51X or 52X course that |
|--------------------------|-----------------------------|
| missing grade | may be substituted |
| English 621A | English 521A |
| Mathematics 621A | Mathematics 521A |
| | |
| Biology 621A | Biology 521A |
| Chemistry 621A | Chemistry 521A |
| Approved elective 61X or | Elective 51X or 52X course |
| 62X course | in an approved subject area |
| | not already included at the |
| Examples: | 600 level |
| French 621A, History | |
| 621A, Music 621A | Examples: |
| | Geography 521A, Music |
| | 521A, Physics 521A |

Newfoundland

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

| 320X course with missing | 220X course that may be |
|--------------------------|------------------------------|
| grade | substituted |
| English 3201 | English 2201 |
| Mathematics 3205 | Mathematics 2205 |
| | |
| Biology 3201 | Biology 2201 |
| Chemistry 3202 | Chemistry 2202 |
| Approved elective 320X | Elective 220X course in an |
| course | approved subject area not |
| | already included at the 3200 |
| Examples: | level |
| French 3201, Geography | |
| 3201, Physics 3201 | 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 prerequisites. 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.

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.