University of Victoria | Senate Committee on Admission, Re-Registration and Transfer Appeals

MEMO

Date: **November 27, 2020**

To: Senate

From: Senate Committee on Admission, Re-Registration & Transfer Appeals

Re: **2019-2020 Annual Report**

The Terms of Reference for the Senate Committee on Admission, Re-Registration and Transfer Appeals define its scope and relationship with Senate and other Senate committees. Annually in January, the committee presents a report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Admission, Re-Registration and Transfer met thirteen times during 2019-2020: July 16, 2019, July 29, 2019, August 21, 2019, September 10, 2019, October 8, 2019, November 19, 2019, December 11, 2019, January 16, 2020, February 12, 2020, March 18, 2020, April 8, 2020, June 10, 2020 and June 23, 2020. There were two meetings cancelled due to no cases. A total of 45 student appeals and 6 proposals to establish or revise admission requirements were considered within this timeframe.

Appeals considered:

There were 22 appeals from Undergraduate Admissions, of which 11 were allowed and 11 were dismissed. Of the Undergraduate Admissions appeals, the categories of appeal were as follows: 16 were below the high school admission cut-off; 5 were below the post-secondary admission cut-off; 0 were homeschooled and 1 was considered under the Special Access Aboriginal category. Most appeals were submitted under the SCART Terms of Reference specified grounds for "significant physical affliction or psychological distress."

There were 23 appeals from Undergraduate Records, of which 18 were allowed and 5 were dismissed. Of the Undergraduate Records appeals, 8 were from students who had been Required to Withdraw once from the university, and 11 were from students who had been Required to Withdraw twice, and 3 were from students who had been Required to Withdraw for the third time. One appeal was related to a transfer credit matter. Most appeals were submitted under the SCART Terms of Reference specified grounds for "significant physical affliction or psychological distress."

To summarize, the appeal results for this timeframe were as follows: 29 were allowed; 16 were dismissed. 16 of the 45 appeals were from international students and 3 appeals were from indigenous applicants.

Proposals considered:

The Senate Committee on Admission, Re-Registration and Transfer (SCART) also considered six proposals to establish or revise admission requirements. The Senate Committee on Admission, Re-Registration and Transfer consults with the Senate Committee on Academic Standards on all approved policy recommendations before a further recommendation is made to Senate. These are as follows:

- **Faculty of Education, Kinesiology program, to revise Year 2 admission requirements**
- **Faculty of Engineering, Computer Science program, to revise the transfer requirements**
- **Faculty of Engineering, Bachelor of Engineering/Bachelor of Software Engineering programs, to revise the transfer evaluation process for Year 1 and Year 2 entry**
- **Faculty of Humanities, Academic Writing Requirement, to accommodate the updated BC high school curriculum**
- **Division of Continuing Studies, Special Access Pathway Program, to accommodate the updated BC high school curriculum and corresponding admission requirements for all students**
- **SEM, Student Recruitment and Conversion Implementation Committee, to revise application deadlines for undergraduate programs**

The Senate Committee on Admission, Re-Registration and Transfer (SCART) also considered one proposal that sought to consult with the committee. This proposal was as follows:

- **School of Business, to establish Year 3 admission requirements for Dual Degree applicants**

Recommendations to Senate:

To approve recommendations from the Faculty of Education to revise Year 2 admission requirements for the Bachelor of Science Kinesiology program.

At the October 2019 meeting, the committee considered a proposal to revise Year 2 admission requirements for the Bachelor of Science, Kinesiology program. The goal is to reduce barriers to admission from other post-secondary institutions, and maintain appropriate program progression. The recommendation was approved by Senate at its December 2019 meeting.

To approve recommendations from the Faculty of Engineering, Computer Science program, to revise the transfer requirements and ensure the same admission standards are applied to those transferring from other institutions, faculties and departments.

At the October 2019 meeting, the committee considered a proposal to revise the transfer requirements. Four revisions were made: added transfer from other

'program/programs' in addition to 'other faculty/faculties', CSC111 was added as an acceptable substitute for CSC110, the requirement for a minimum C grade was expanded to include all Year 1 CSC and MATH courses, MATH 100 or MATH 109 was removed as a specific transfer requirement. The goal is to ensure the same admission standards are applied to those transferring from other institutions, faculties and departments. The recommendation was approved by Senate at its December 2019 meeting.

To approve recommendations from the Faculty of Engineering, Bachelor of Engineering/Bachelor of Software Engineering programs, to revise the transfer evaluation process for Year 1 and Year 2 entry, retaining the admission criteria but allowing the Faculty more discretion if select admission criteria are not completed.

At the November 2019 meeting, the committee considered a proposal to revise the transfer evaluation process. The goal is to provide the Faculty of Engineering more discretion in the admissions process for applicants who do not present all required courses. The recommendation was approved by the Senate Committee on Curriculum at its December 2019 meeting, and Senate at its February 2020 meeting.

To approve recommendations from the Faculty of Humanities, Academic Writing Requirement, to accommodate the updated BC high school curriculum.

At the January 2020 meeting, the committee considered a proposal to revise the Academic Writing Requirement (AWR). Effective September 2020, students will present English Studies 12 or English First Peoples 12 for admission. These new courses do not include a provincial examination and thus a final grade of 86% within the three years immediately prior to admission will be applied to satisfy the AWR. The goal is to provide newly-admitted students with correct information as they prepare to register and to accurately update their AWR status when final grades are received. The recommendation was approved by Senate at its May 2020 meeting.

To approve recommendations from the Division of Continuing Studies, Special Access Pathway Program, to accommodate the updated high school curriculum and corresponding admission requirements for all students.

At the February 2020 meeting, the committee considered a proposal to retain the previous 50% admission requirement in English Studies 12 or equivalent for the remedial training for EAL learners, despite the university minimum requirement of at least 67% for all students. Students who begin their studies via this Pathway Program have proven successful upon full entry to UVic. The goal is to provide a pathway for EAL learners who have weaker English language ability at the end of high school. The recommendation was approved by Senate at its May 2020 meeting.

To approve recommendations from the SEM, Student Recruitment and Conversion Implementation Committee, to revise application deadlines for undergraduate programs.

At the March 2020 meeting, the committee considered a proposal to revise the application deadlines for all undergraduate programs to an earlier point in the year, effective September 1, 2020. The goal is to both streamline workflow and decision-making while improving communications and applicant expectations through standardized deadlines. The recommendation was approved by Senate at its May 2020 meeting.

To consider recommendations from the School of Business, to establish Year 3 admission requirements for Dual Degree applicants.

At the December 2019 meeting, the committee considered a proposal to establish Year 3 admission requirements for Dual Degree applications. The goal is to formalize the School of Business practices and add an entry into the academic calendar. The committee provided feedback on the proposal and referred the School of Business to submit the proposal to the Senate Committee on Academic Standards.

Continued Projects for the Upcoming Year

Ongoing enhancements to the committee's procedures and the Terms of Reference have occurred throughout the year, outside of committee meetings. Further recommendations to revise the Terms of Reference were presented to the committee for its consideration on September 8, 2020, before they are presented to the Senate Committee on Agenda and Governance and Senate for approval. The revised Terms of Reference were approved on October 2, 2020. A notable change is that the committee's title, now includes the word "Appeal" to better reflect the committee responsibilities.

Thank-you to all members of the Senate Committee on Admission, Re-registration and Transfer Appeals. The work of this committee is very important to the just operation of the university and your contributions are greatly appreciated.

Respectfully submitted,

2019/2020 Senate Committee on Admission, Re-registration and Transfer Credit

Dr. Sandra Hundza, Chair, Faculty of Education
Dr. Anne Bruce, Vice-Chair, Faculty of Human & Social Development
Ms. Susan Butler, Computer Science Academic Advising
Ms. Tricia Best, International Student Services
Dr. Dale Ganley, Peter B. Gustavson School of Business
Dr. Fraser Hof, Faculty of Science
Dr. Cindy Holder, Associate Dean, Academic Advising, Faculties of Science, Social Sciences and Humanities
Dr. LillAnne Jackson, Representative to the BC Council on Transfer Credit
Mr. Joel Lynn, Executive Director, Student Services
Dr. Stuart MacDonald, Faculty of Social Sciences
Ms. Emma Mason, Counselling Services
Dr. Phalguni Mukhopadhyaya, Faculty of Engineering
Mr. Jack Ni, Student Senator
Dr. Kathy Sanford, Faculty of Education
Mr. Marshall Scott-Bigsby, Student Senator
Ms. Wendy Taylor, Acting Registrar
Mr. Efe Turker, UVSS Representative
Ms. Laurie Barnas, Associate Registrar, Secretary
Ms. Patricia Konkin, Recording Secretary

2020/2021 Senate Committee on Admission, Re-Registration and Transfer Credit Appeals

Dr. Stuart MacDonald, Chair, Faculty of Social Sciences
Ms. Tricia Best, International Student Services
Ms. Ai-Lan Chia, Counselling Services
Mr. Logan Cucksey, Student Senator
Dr. Carmen Galang, Peter B. Gustavson School of Business
Ms. Jonathan Granirer, Student Senator
Ms. Nicole Greengoe, Registrar
Dr. Fraser Hof, Faculty of Science
Dr. LillAnne Jackson, Representative to the BC Council on Transfer Credit
Dr. Erin Kelly, Faculty of Humanities
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Dr. Victoria Wyatt, Faculty of Fine Arts
Ms. Laurie Barnas, Associate Registrar, Secretary
Ms. Pat Konkin, Recording Secretary

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Date: October 29, 2020

To: Senate Committee on Admission, Re-registration and Transfer Appeals

From: Stephen Evans, PhD, Acting Dean, Faculty of Graduate Studies

Re: **Faculty of Graduate Studies Annual Report 2019/2020**

The Faculty of Graduate Studies received 63 admission appeals and 6 re-registration/re-instatement requests for 2019-2020. In each case, it is the academic unit wishing to admit a student who must submit an appeal. The appeal must contain appropriate justification for consideration by one of the Associate Deans of Graduate Studies (*see below*), who exercise this authority on behalf of the Dean of Graduate Studies. Admission appeals submitted directly by graduate student applicants are not considered, and these students are advised to approach the academic unit.

Appeals fall into two categories:

- Appeals using processes described in the Graduate Calendar.
- Appeals of the Admission Standards set forth in the Graduate Calendar.

Many of the appeals fall into the first category, such as Faculty of Graduate Studies policies for Admission as a Mature Student or Admission without a Baccalaureate, which are normally granted if the applicant meets the relevant criteria set forth in the Graduate Calendar (*see below*). Other Admission Waivers involve specific Admission Standards, such as the English Language Proficiency requirement or the minimum GPA requirement. *In the latter cases, while the Associate Deans will be receptive to justifications made by the academic units, the Associate Deans are required to give deference to the Graduate Calendar requirements and will normally consider only a minor variance from the published Admission Standards and only if the academic units provide a compelling rationale.*

Finally, Associate Deans of Graduate Study will normally not grant more than one waiver to an applicant, *i.e*. they will not grant, for example, a waiver both to the minimum GPA requirement and English Language Proficiency requirement.

Categories and results of appeals to the Faculty of Graduate Studies are presented in Table 1. Detailed procedures and expectations for each major category are provided below.

Table 1: Admission Waivers granted by the Faculty of Graduate Studies in 2019/20

Category	Accepted	Denied
Admission as a Mature Student	34	0
Admission without a Baccalaureate	5	0
Waiver of the English Language Proficiency requirement	12	4
Waiver of the minimum GPA requirement	12	0
Re-registration	6	0

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Admission as a mature student

The Graduate Calendar stipulates the following:

> *Four years after completion of a baccalaureate degree as defined above, applicants whose grade point average is below 5.0 (B) but have four years relevant professional experience since completion of their degree may be admitted to a certificate, diploma, or Master's program as mature students provided they are recommended by the academic unit. Submission of a complete resumé is required to determine eligibility as a mature student. Such recommendations must be approved by the Dean of Graduate Studies.*
>
> *Direct admission to doctoral programs is not permitted, but mature students in a Master's program may be eligible for transfer to the doctoral program after a minimum of two terms (see Transfer from a Master's to a Doctoral Program).*

Associate Deans will not consider for Mature Entry any applicant who will not have fulfilled these minimum requirements upon the anticipated date of first registration.

Admission without a Baccalaureate

The Graduate Calendar stipulates the following:

> *In exceptional cases, applicants without a baccalaureate degree or equivalent but who can demonstrate significant (normally at least 15 years) relevant expertise, professional experience, or formal training, that would prepare them for successful study in a specific certificate, diploma, or Master's program may be admitted provided they are recommended by the academic unit. Submission of a complete resumé is required, along with a detailed justification from the unit of the relevance of the applicant's experience to the proposed area of study, and a plan from the unit listing additional formal course work designed to mitigate any academic deficit.*
>
> *Direct admission to doctoral programs is not permitted, but non baccalaureate students in a Master's program may be eligible for transfer to the doctoral program after a minimum of two terms (see Transfer from a Master's to a Doctoral Program).*
>
> *Such recommendations must be approved by the Dean of Graduate Studies, who will set a quota on the number of such students permitted in any academic unit.*

Associate Deans will normally not consider for Admission Without a Baccalaureate any applicant who does not fulfill these minimum requirements; however, the academic unit may provide compelling rationale for reducing the required 15-years of demonstrated relevant experience by 1-3 years. For example, the applicant completed 56 units of a 60-unit baccalaureate before having to abandon their program for personal or professional reasons, or the applicant has recognized national or international standing in the field and would be in a position to benefit from the graduate program immediately upon acceptance. In no case will the Associate Deans consider applicants with less than 12 years of demonstrated relevant experience for entry without a baccalaureate.

English Language Proficiency Waivers

The Graduate Calendar stipulates (in part) the following:

> *As per the Faculty of Graduate Studies English Language Proficiency policy, those applicants that are required to demonstrate competence in the English language through an examination must achieve minimum scores as below:*
>
> - *Minimum score on the Test of English as a Foreign Language (TOEFL)* of 575 on the paper-based test or 90 on the Internet Based TOEFL (IBT), with the following minimum section requirements: Listening 20; Speaking 20; Reading 20; Writing 20*
> - *Overall score on the International English Language Testing System (IELTS)* of at least Band 6.5 with no score of less than 6.0 on each academic component*
> - *Score of 90 on the Michigan English Language Assessment Battery (MELAB)**

A waiver of this requirement will be considered by the Associate Deans normally only where the applicant has achieved the minimum required overall score and is no more than one band or point shy of the individual component/section requirements. Associate Deans will also consider exceptional cases where the applicant has achieved well above the minimum required overall score but is two bands or points shy in any one category except writing (*i.e.* listening, speaking, or reading).

GPA Waivers

As is stated in various places in the Graduate Calendar, admission to the Faculty of Graduate Studies normally requires a minimum grade point average of 5.0 (B) in the work of the last two years (30 units) leading to the Bachelor's degree. The Faculty of Graduate Studies considers requests for waivers of this requirement from academic units for applicants with a GPA between 4.0 and 5.0 based on appropriate disciplinary evidence of the following:

- Academic success
- Outstanding research potential
- Ability to succeed

Normally, for the Associate Deans to consider a waiver to admit an applicant with a GPA below 4.0 to the Faculty of Graduate Studies, the academic unit would have to demonstrate unambiguously that the applicant had world-class creative potential.