

UNIVERSITY COUNCIL  
ACADEMIC PROGRAMS COMMITTEE OF COUNCIL  
NOTICE OF MOTION

---

- PRESENTED BY:** Len Proctor, Chair, Academic Programs Committee
- DATE OF MEETING:** June 16, 2011
- SUBJECT:** **University of Saskatchewan Admissions Policy**
- COUNCIL ACTION:** Notice of motion is provided that the following motion will be brought to the September 22, 2011 University Council meeting:

**That Council approve the University of Saskatchewan Admissions Policy**

**Background**

Under the University of Saskatchewan Act 1995, decisions regarding admission qualifications and enrolment quotas for university programs are to be approved by Council and confirmed by Senate.

Since the implementation of the Enrolment Plan in 2007 and the adoption of enrolment targets by a number of colleges, it has been difficult to advise colleges on the approvals required when they wanted to make changes in admission qualifications and criteria. The Academic Programs Committee decided that a policy document should be drafted which would gather together existing admissions procedures and practices, provide a summary of admission qualification and enrolment targets, and act as a framework for admission decisions in the future. The attached policy was assembled by a Subcommittee of the Academic Programs Committee and has been discussed several times with the Associate and Assistant Deans. It was brought as a Request for Input to the May, 2011 Council meeting.

**Issues**

Most of the policies covered in this document are long-standing admissions policies already in place which are presently being applied to admission decisions. The background attachments to the draft lay out existing university admission qualifications and enrolment targets.

The committee draws Council's attention to the following aspects of this policy document, including several areas where the committee intends to undertake additional discussion and consultation in the next year.

- 1. Qualifications and Criteria:** The policy draws a distinction between admission “qualifications” and admission “criteria”, with the intention that qualifications will continue to require approval by Council and confirmation by Senate, while criteria will be determined by the college concerned, with an annual report to Council and Senate regarding admission numbers.
- 2. Enrolment targets:** In regard to enrolment targets and quotas, the policy also lays out a procedure whereby enrolment plans will be approved by Council and confirmed by Senate as part of the integrated planning process.
- 3. Exceptions:** The policy lays out a procedure whereby a dean could authorize the admission of a student who does not meet the usual qualifications or criteria. The Academic Programs Committee will discuss whether the university admissions office should also be able to authorize such an admission for a direct entry college.
- 4. Equivalent qualifications or criteria:** The policy gives a college or school admissions officer the authority to use equivalent alternative or non-traditional admission qualifications or criteria.
- 5. Refusal of admission:** The policy describes existing practice which permits the university to refuse admission based on professional licensing requirements. The Academic Programs Committee will discuss whether the university should consider admitting students to a degree program even though they could not qualify for a professional license.
- 6. Saskatchewan residency:** The policy describes existing practice where colleges make their own definition of Saskatchewan residency. The Academic Programs Committee will discuss whether there should be a university-wide definition of “Saskatchewan resident”.
- 7. Special (Mature) Admission:** This is a category of admission used by some direct-entry colleges to admit older students who did not finish high school. At present, only Saskatchewan residents are eligible for Special Admission. The Academic Programs Committee will discuss whether this admission category should be opened to people from other provinces or international students.

#### **ATTACHMENTS:**

Draft Admissions Policy May 2011

# University of Saskatchewan Policy

## Policy on Admission to Degree Programs

Category:

Number:

Responsibility: Director of Enrolment Services

Approval: University Council

Date: Sept. 22, 2011

### **Purpose:**

To establish the University of Saskatchewan's position on admission of students to degree programs, to clearly identify responsibilities under the policy and for the policy's implementation, and to ensure relevant criteria and mechanisms are accessible.

### **Principles:**

**One: Quality** The University of Saskatchewan will recruit and admit students locally, provincially, nationally and internationally who have demonstrated commitment to learning and have the potential to successfully complete the academic requirements of the program.

**Two: Equity** Applicants for admission to the University of Saskatchewan can expect to be treated fairly and equitably and in accordance with published admission qualifications and criteria.

**Three: Diversity** The University of Saskatchewan is committed to admitting a diverse body of students.

**Four: Transparency** The University of Saskatchewan admission policies will be based on published admission qualifications and criteria including the professional requirements of the program to which the applicant is seeking admission.

**Five: Stewardship** The University of Saskatchewan may manage enrolment in programs of study based on considerations of residency, capacity, space, resources program quality, availability of faculty, and workforce needs, including the requirements of Saskatchewan communities.

### **Definitions**

**Admission qualifications:** These are the credentials that an applicant must present in order to establish eligibility for admission. They include but are not restricted to objective qualifications such as high school subjects, secondary or post-secondary standing and credentials, minimum averages, and minimum scores on standardized tests. Qualifications can vary for some admission categories, such as Regular admission and Special (Mature) admission.

**Admission criteria:** These are the means by which a college or school assesses and ranks its applicants for admission. They include but are not restricted to application deadlines, admission test scores, cut-off averages, interview scores, departmental recommendations, auditions, portfolios, letters of reference, admission essays, definition of essential abilities for professional practice, and the relative weighting to be given to the various requirements. Criteria can vary for some admission categories such as Regular provisional, Regular conditional, Visiting student, Exchange student, Education Equity, and Audit student.

**Authority:**

The *University of Saskatchewan Act 1995* gives University Council the responsibility to oversee and direct the university's academic affairs, the power to prescribe academic and other qualifications for admission as a student, and the power to prescribe and limit the number of students who may be admitted to a college or a program of study.

The Act also requires that a decision to change academic and other qualifications required for admission as a student, or a decision to change the number of students who may be admitted to a college or a program of study, are to be reported to Senate and are not to be implemented until either Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is the earlier.

The Council and Senate delegate to each college faculty council and school faculty council the following authority:

1. Colleges and schools may make recommendations to University Council concerning the qualifications for admission to programs offered by that college or school.
2. Colleges and schools may establish specific admission criteria for admission to programs administered by the college or school, subject to the general requirements for admission to the university.
3. Having received overall approval by Council and confirmation by Senate of enrolment targets and quotas, colleges and schools may manage their enrolment in accordance with integrated planning documents.
4. Colleges and schools may make offers of admission on behalf of the university to the programs they administer based on approved admission qualifications and criteria.

This delegation is made with the understanding that decisions taken by a college or school faculty council with respect to changes in admission criteria or the number of applicants admitted to a program will be reported annually to Council through the Academic Programs Committee, and to Senate.

**Scope**

This policy encompasses and provides a framework for existing university policies concerning Special (Mature) Admissions, Saskatchewan residency, [criteria for university admissions \(English proficiency, American high schools\)](#) (January, 2009), [general principles governing admission decisions and the appeal process](#) (March, 2002), and [admission calculation and average](#) (April, 2004)

---

## **POLICY**

### **Admission Qualifications and Criteria**

Admission to the University of Saskatchewan is based on documented qualifications as established by University Council and confirmed by Senate. These qualifications may be defined in areas of objective qualifications such as high school subjects, secondary or post-secondary standing and credentials, minimum averages, and minimum scores on standardized tests.

The Council and Senate delegate to each college faculty council or school faculty council the authority to establish such other reasonable criteria for eligibility as each faculty council may consider appropriate to its program of study.

Applicants requesting admission to the College of Graduate Studies & Research may also need to meet additional criteria from specific academic departments.

It is the responsibility of each faculty council that has been delegated authority over admission decisions to ensure that the qualifications and criteria for admission, relative weighting, application procedures, deadline for applications, and the process for evaluation of applicants are stated clearly on the university website and reported annually to Council and to Senate.

### **Enrolment Management**

Each faculty council may select the best qualified applicants from all the applicants.

Meeting admission qualifications and criteria does not guarantee admission to any college or program, if the number of qualified applicants exceeds the enrolment target.

### **Admission Decisions**

The authority and responsibility for making admission decisions based on approved admission qualifications and criteria is delegated by Council to the faculty council responsible for the program to which application is made. The faculty council may further delegate this authority and responsibility to the admissions office of the University of Saskatchewan or to a college or school admission office.

Each faculty council may agree to admit applicants who do not meet all of the admission qualifications or criteria as stated but who, in the opinion of the college admission committee or the college dean or executive director of a school, will have the potential to successfully complete the academic program.

The college or school admissions office may also consider for admission applicants who do not meet all regular admission requirements but who, in the judgment of the admissions office, present equivalent alternative or non-traditional admission qualifications or criteria.

No applicant will be excluded from admission to the university based on prohibited grounds as described in the Saskatchewan Human Rights Code .

Each college faculty council or school faculty council may allocate spaces for a designated group as authorized by the Saskatchewan Human Rights Commission.

Each faculty council may allocate some or all of its spaces first to applicants defined as residents of Saskatchewan. Criteria for determining eligibility for consideration as a Saskatchewan resident are, for direct entry programs, the responsibility of the University of Saskatchewan Director of Enrolment Services and, for non- direct-entry programs, the responsibility of the faculty council.

The University reserves the right to refuse admission to any applicant on the basis of professional licensing requirements or if the applicant poses a danger to university students, faculty, staff or property.

The University also reserves the right to offer conditional admission and may revoke admission if conditions are not fulfilled by the applicant.

### **Appeal of admission decisions**

Applicants who have not been successful in gaining admission may appeal the decision to the relevant appeals committee.

Grounds for an admission appeal shall be limited to (1) unit procedural errors, or (2) evidence that the information used in the assessment of the decision was wrong or incomplete. A failure by the applicant to provide accurate and complete information in accordance with the established admission qualification and criteria shall not be grounds for an appeal.

The unit with authority for the decision shall establish an admission appeals committee to hear the case and to rule on an appropriate remedy.

The decision of the appeals committee is final and no further appeal procedure will be entertained.

### **Compliance**

The Director of Enrolment Services will have the responsibility to monitor compliance of faculty councils to this policy and to bring cases of non-compliance to the attention of Council.

An applicant who submits falsified or fraudulent documents for admission or who otherwise attempts to gain admission through dishonest means may be refused admission, either for the current program and academic year or for any future application to the university or any of its programs. Information concerning fraudulent applications may be shared with other post-secondary institutions. Should such an application be discovered after the applicant has been admitted and registered, the student will be subject to disciplinary action under the university's regulations on academic misconduct.

---

## **Policy Attachments**

### **1. Format for Enrolment Management Reports to Council and Senate**

(to be drafted)

### **2. Current Regular Admission Qualifications to the University of Saskatchewan**

**English proficiency:** The language of instruction at the University of Saskatchewan is English. Applicants for admission whose first language is not English must present evidence of proficiency in English. Approved measures of English proficiency were approved by Council in January, 2009 and earlier, and will be listed in the University Calendar.

**Educational requirements:** Applicants must have complete Grade 12 or equivalent secondary level standing. Applicants must have successfully completed the 30-level (or equivalent Grade 12) subject prerequisites determined by individual colleges with a minimum overall average of 70 per cent. Required subjects were approved by Council in April 2004 and will be listed in the University Calendar. Applicants to a Masters or Doctoral degree program in the College of Graduate Studies and Research should consult with the appropriate college, school or department for specific admission requirements

#### **College and program admission qualifications**

In addition to the above, each college or school determines its specific course and other qualifications for admission to the college and/or its programs. These include objective qualifications such as high school subjects, secondary or post-secondary standing and credentials, minimum averages, and minimum scores on standardized tests. These must be published and readily available to applicants. Changes must be approved by University Council and confirmed by Senate.

#### **College and program admission criteria**

Each college or school determines criteria to rank applicants including application deadlines, admission test scores, cut-off averages, interview scores, departmental recommendations, auditions, portfolios, letters of reference, admission essays, definition of essential abilities for professional practice, and the relative weighting to be given to the various requirements. Changes must be reported annually to University Council and to Senate.

#### **Course prerequisites**

Some departments may also require completion of specific high school courses or university prerequisites for admission to specific courses.

#### **Special (Mature) Admission**

University Council has approved separate University admission qualifications for some direct-entry colleges, for Saskatchewan applicants who do not have a complete Grade 12 but who are 21 years of age or older. Not more than 10 per cent of an incoming class is to be admitted under this admission category.

## Background Information

### University of Saskatchewan Targets for Student Enrolment

As described in the [Enrolment Plan \(2003\)](#) and the [Enrolment Action Plan \(April 2009\)](#), the following list of enrolment targets is provided by the Office of Institutional Planning and Assessment, as of January 20, 2009. The targets below are based on the best available institutional data. For specific breakdowns by college, refer to the Planning Parameters document for that college, available at [www.usask.ca/ip](http://www.usask.ca/ip).

#### Statistical Definitions

**Student Numbers:** The majority of student number statistics (also called headcount statistics) are based on the fall census data (~2nd week of October) for the winter session and exclude spring and summer session activity. The headcount data for international data is obtained from registration information in the Student Information System. The data for Aboriginal students is obtained from self-declaration in the Student Information System. National undergraduate data was obtained from Statistics Canada.

**3 Credit Unit (3 CUE)** is a measure of teaching activity for undergraduate degree programs and is calculated as the academic credit assigned to a class section divided by 3 and then multiplied by the number of students enrolled in the section, i.e. a course with 6 academic credit units and 20 students would have 40 CUE. 3 CUE teaching activity is reported based on the college with academic responsibility for the subject area.

**Full-Load Equivalent (FLE)** is a calculation is based on the full year (12 months) by combining regular session with spring & summer session activity. The FLE calculation is dependent on the student's college, program, registration status (full-time or part-time) and number of registered sessions.

#### 1. Undergraduate Student Enrolment Targets

##### Undergraduate

<b>Student Numbers</b>	<b>Actual 2002/03</b>	<b>Actual 2007/08</b>	<b>Target 2011/12</b>
Agriculture and Bioresources	567	619	752
Arts & Science	9,358	8,490	8,590
Edwards School of Business	1,597	1,713	1,854
Dentistry	126	111	119
Education	1,146	1,177	1,177
Engineering	1,395	1,551	1,551
Kinesiology	465	475	475
Law	317	338	368
Medicine/Physical Therapy	318	279	336
Nursing	794	954	1,007
Pharmacy & Nutrition	416	455	455
Western College of Veterinary Medicine	282	284	312
<b>Institution Total</b>	<b>16,781</b>	<b>16,446</b>	<b>16,996</b>

##### International Undergraduate

<b>Student Numbers</b>	<b>Actual 2002/03</b>	<b>Actual 2007/08</b>	<b>Target 2011/12</b>
Agriculture and Bioresources	18	19	23
Arts & Science	475	413	502
Edwards School of Business	29	98	257
Dentistry	7	1	1
Education	2	3	3

Engineering	79	103	151
Kinesiology	6	2	2
Law	1	4	4
Medicine/Physical Therapy			
Nursing		10	15
Pharmacy & Nutrition	1		
Western College of Veterinary Medicine			
<b>Institution Total</b>	<b>618</b>	<b>653</b>	<b>958</b>

### Aboriginal Undergraduate

<b>Student Numbers</b>	<b>Actual 2002/03</b>	<b>Actual 2007/08</b>	<b>Target 2011/12</b>
Agriculture and Bioresources	8	33	40
Arts & Science	616	720	956
Edwards School of Business	74	103	125
Dentistry	5	13	16
Education	228	410	498
Engineering	24	56	68
Kinesiology	9	21	26
Law	8	22	27
Medicine/Physical Therapy	1	26	32
Nursing	18	95	115
Pharmacy & Nutrition	7	34	41
Western College of Veterinary Medicine	9	8	10
Open Studies		126	52
<b>Institution Total</b>	<b>1007</b>	<b>1667</b>	<b>2006</b>

### 3 CUE Activity -

<b>Spring/Summer Session</b>	<b>Actual 2002/03</b>	<b>Actual 2007/08</b>
Agriculture and Bioresources	21	77
Arts & Science		
Interdisciplinary Programs	108	23
Humanities & Fine Arts	2,088	1,806
Natural Sciences	1,697	1,472
Social Sciences	2,739	2,116
Edwards School of Business	672	636
Dentistry		
Education	666	663
Engineering		28
Kinesiology	291	235
Law		
Medicine/Physical Therapy	84	28
Nursing	464	976
Pharmacy & Nutrition	231	306
Western College of Veterinary Medicine	69	33
<b>Institution Total</b>	<b>9,130</b>	<b>8,399</b>

### 3. Graduate Student Enrolment Targets

#### Total Graduate

<b>Student Numbers</b>	<b>Actual 2002/03</b>	<b>Actual 2007/08</b>	<b>Target 2011/12</b>
Agriculture and Bioresources	157	228	322
Arts & Science		568	
Humanities & Fine Arts		142	183

Natural Sciences		293	377
Social Sciences		267	343
Edwards School of Business	123	169	169
Education	295	335	370
Engineering	260	294	385
Kinesiology	33	44	45
Law	12	17	20
Medicine/Physical Therapy	142	209	285
<i>Post-Grad Medical Residents</i>	<i>213</i>	<i>279</i>	<i>419</i>
Nursing	41	56	91
Pharmacy & Nutrition	29	41	60
Western College of Veterinary Medicine	104	152	199
Grad Studies - Interdisciplinary Programs	45	88	97
Schools		23	180
<b>Institution Total</b>	<b>1,809</b>	<b>2,358</b>	<b>3,126</b>

### **International Graduate Student**

<b>Numbers</b>	<b>Actual 2002/03</b>	<b>Actual 2007/08</b>	<b>Target 2011/12</b>
Agriculture and Bioresources	33	86	117
Arts & Science	128	182	248
Edwards School of Business	17	12	16
Education	10	20	27
Engineering	100	129	176
Kinesiology	3	2	3
Law	3		
Medicine/Physical Therapy	28	46	63
Nursing			
Pharmacy & Nutrition	7	9	12
Western College of Veterinary Medicine	22	52	71
Grad Studies - Interdisciplinary Programs	6	16	22
Schools			
<b>Institution Total</b>	<b>357</b>	<b>554</b>	<b>755</b>

#### **4. Graduate Student Enrolment Targets by Full-Load Equivalent (FLE)**

<b>Graduate FLE</b>	<b>Actual 2002/03</b>	<b>Actual 2007/08</b>	<b>Target 2011/12</b>
Agriculture and Bioresources	145	223	316
Arts & Science			
Humanities & Fine Arts	130	137	168
Natural Sciences	219	323	396
Social Sciences	156	273	335
Edwards School of Business	146	227	242
Education	239	300	332
Engineering	233	291	380
Kinesiology	28	43	42
Law	10	16	19
Medicine/Physical Therapy	132	316	384
Nursing	25	47	73
Pharmacy & Nutrition	28	40	58
Western College of Veterinary Medicine	102	135	179
Grad Studies - Interdisciplinary Programs	46	94	78
Schools		180	
<b>Institution Total</b>	<b>1639</b>	<b>2465</b>	<b>3182</b>

