

**UNIVERSITY COUNCIL  
ACADEMIC PROGRAMS COMMITTEE OF COUNCIL  
REQUEST FOR DECISION**

---

**PRESENTED BY:** Len Proctor, Chair, Academic Programs Committee

**DATE OF MEETING:** January 26, 2012

**SUBJECT:** **University of Saskatchewan Admissions Policy**

**COUNCIL ACTION:** That Council approve the University of Saskatchewan Admissions Policy effective May 1, 2012.

**PURPOSE:**

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. This policy will be presented to the Spring, 2012 meeting of University Senate for confirmation.

**BACKGROUND:**

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 selection 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 and as a Notice of Motion to the June, 2011 Council meeting. At that time some questions were raised about whether the policy provided sufficient clarity around Council approvals of College decisions. Following discussion of this issue, the Academic Programs Committee revised the wording of the policy, adding a section on "Accountability". As well, the university's new Director of Enrolment Services, Alison Pickrell, suggested several improvements to the wording of the policy.

Most of the policies covered in this document are long-standing admissions policies and practices already in place which are presently being applied to admission decisions. Current admission-related policies and practices that have been previously approved by Council and will remain in effect include: English Proficiency (January, 2009), American High Schools (January, 2009), Calculation of Admission Averages (April, 2004).

The following policy is included in this document and will be removed once the new Admissions Policy has been approved: General principles governing admission decisions and the appeal process (March, 2002)

## **CHANGES**

The committee draws Council's attention to the following aspects of this policy document which have been changed from the version discussed in June, 2011

**1. Authorities:** This policy document clarifies authority and delegation of authority. Council and Senate delegate to the college faculty council the authority to recommend admission qualifications, to establish selection criteria, to manage their admissions and make offers of admission. Colleges may delegate to the University Admissions Office or an academic unit admissions office the authority to manage admissions and make offers of admission..

**2. Admission Qualifications and Selection Criteria:** This policy document draws a distinction between admission qualifications and selection criteria, with the intention that admission qualifications will continue to require approval by Council and confirmation by Senate, while selection criteria will be determined by the college concerned with a notification to Council and Senate.

**3. Enrolment targets:** Revised enrolment targets and quotas will be determined as part of the Strategic Enrolment Management Project in 2012. A document outlining enrolment quotas and targets will be developed as part of the Strategic Enrolment Management Project in 2012. This will be presented to Council for approval when it is completed.

**4. Accountability:** A procedure will be developed to confirm through APC, on an annual basis, admission qualifications, selection criteria and enrolment targets and quotas. This information will be maintained centrally in an appendix attached to the Admissions Policy.

**5. Equivalent qualifications or selection criteria:** The June 2011 document included a provision to authorize the admission of a student who did not meet the usual qualifications. This provision has been deleted from the policy document because the authority of an admissions office to use equivalent or alternative admissions qualifications or selection criteria is sufficient to cover this circumstance.

**6. Saskatchewan residency:** This policy document continues existing practice regarding definitions of residency; the Academic Programs Committee intends to discuss whether there should be a university-wide definition of "Saskatchewan resident".

**7. Additional definitions:** Definitions of "Admission Category" and "Admission Requirements" are added to this document. An appendix is being developed that will outline admission categories, admission qualifications and selection criteria for all colleges. This will be presented to Council for approval when it is completed.

## **ATTACHMENTS:**

Admissions Policy May 1, 2012

[Link to final version of policy as posted](#)

# University of Saskatchewan Policy

## Policy on Admission to Degree Programs

Category:

Number:

Responsibility: Director of Enrolment Services

Approval: University Council

Date: ~~June, 2011~~ May 1, 2012

### Purpose:

To establish the University of Saskatchewan's position on admission of students to undergraduate and graduate 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 selection criteria.

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

**Four: Transparency** The University of Saskatchewan admission practices will be based on published admission qualifications and selection 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, minimum averages, English proficiency, and minimum scores on standardized tests. Qualifications may vary for some admission categories.

**Admission-Selection criteria:** These are the means by which a college assesses and ranks its applicants for admission. They include but are not restricted to admission test scores, cut-off averages, interview scores, departmental recommendations, auditions, portfolios, letters of reference, admission essays, definitions of essential abilities for professional practice, and the relative weighting to be given to the various requirements. Selection criteria may vary for some admission categories.

**Admission category:** A way to differentiate and compare applicants with similar qualifications (i.e. Regular Admission, Special Admission).

**Admission requirements:** These consist of all admission qualifications, selection criteria and administrative processes (such as completion of application form, payment of application fee, adhering to application deadlines) that an applicant must present or complete to be considered.

**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 the following authority:

1. Colleges may make recommendations to University Council concerning the qualifications for admission to programs offered by that college or school.
2. Colleges may establish specific selection criteria for admission to programs administered by the college, subject to the general qualifications for admission to the university.
3. Having received approval by Council and confirmation by Senate of a strategic enrolment plan, colleges will manage their admissions in accordance with that plan.
4. Colleges may make offers of admission on behalf of the university to the programs they administer based on approved admission qualifications and selection criteria.

This delegation is made with the understanding that decisions taken by a college faculty council with respect to changes in selection criteria will be reported annually to Council through the Academic Programs Committee, and to Senate.

**Scope**

This policy ~~encompasses and~~ provides a framework for new and existing university policies and practices concerning admission categories and types (such as Special (Mature) Admissions), definition of Saskatchewan residency, admissions qualifications and selection criteria (English proficiency (January, 2009), American high schools (January, 2009), and calculation of admission averages (April, 2004).

---

## POLICY

### **Admission Qualifications and Selection 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, minimum averages, English proficiency, and minimum scores on standardized tests.

The Council and Senate delegate to each college faculty council the authority to establish such other reasonable selection criteria as each faculty council may consider appropriate to its program of study. Selection criteria are a means by which a college can assess or rank its qualified applicants.

Admission decisions for entry into the College of Graduate Studies and Research may also take into consideration the availability of suitable faculty supervisors, funding and other factors.

It is the responsibility of each college faculty council that has been delegated authority over admission decisions to ensure that the admission qualifications and selection criteria for admission, relative weighting, application procedures, deadline for applications, and the process for evaluation of applicants are published and readily available to the general public and reported annually to Council and to Senate.

### **Enrolment Management**

Meeting admission qualifications and selection criteria does not guarantee admission to any college or program, if the number of qualified applicants exceeds the enrolment target. Each college faculty council may select the best qualified applicants from all the applicants according to their published admission qualifications and selection criteria.

### **Admission Decisions**

The authority and responsibility for making admission decisions based on approved admission qualifications and selection criteria is delegated by Council to the college faculty council responsible for the program to which application is made. The college faculty council may further delegate this authority and responsibility to the admissions office of the University of Saskatchewan or to a school, or academic unit admissions 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 university admissions office may consider for admission applicants who do not meet published admission qualifications but who, in the judgment of the admissions office, present equivalent or alternative admission qualifications.

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 may allocate spaces for a designated group as identified by the Saskatchewan Human Rights Commission.

Each college faculty council may allocate some or all of its spaces first to applicants defined as residents of Saskatchewan. The definition of Saskatchewan resident for direct entry programs is the responsibility of the University of Saskatchewan Director of Enrolment Services and, for non-direct-entry and graduate programs, the responsibility of the college faculty council.

The University reserves the right to refuse admission to any applicant on the basis of professional licensing requirements, if the applicant has been suspended or expelled from another postsecondary institution, 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.

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.

### **Appeal of admission decisions**

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

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, (2) evidence that the information used in the assessment of the decision was wrong or incomplete, or (3) evidence that the assessment was not made according to the published admission qualifications and selection criteria. A failure by the applicant to provide accurate and complete information in accordance with the established admission qualifications and selection criteria shall not be grounds for an appeal.

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

### **Compliance-Accountability**

~~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.~~

College faculty councils and admissions offices, and the University of Saskatchewan admissions office are ultimately accountable to Council, through the Academic Programs Committee, for fulfilling requirements of this policy. The Academic Programs

Committee will review admission reports from colleges and schools, notify colleges of any concerns, and report to Council.

**Appendices to be attached:**

1. Admission categories, admission qualifications, and selection criteria
2. Enrolment management report