

Teaching Learning and Student Experience Admission Framework December 2022

This document is to guide the decision-making process for establishing admission requirements for your program. Admission requirements are made up of several factors including admission qualifications and selection criteria. Note: The University of Saskatchewan has a Policy on Admission to Degree Programs (May 1, 2012) that outlines definitions, authorities and responsibilities related to the admission of students to credit programs at the University. See <http://policies.usask.ca/policies/academic-affairs/policy-on-admission-to-degree-programs.php>.

Information determined here should then be used to inform the completion of an Admission Template as found on <https://programs.usask.ca/programs/admission-requirements.php>

<p>Admission Qualifications</p> <p>These are the credentials that an applicant must present 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 admission averages, English proficiency, and minimum scores on standardized tests. Qualifications may vary for some admission categories. Admission Qualifications become part of your “Admission Requirements” for applicants.</p>	<ul style="list-style-type: none"> • Graduation from high school? • Specific high school prerequisite courses? • Any post-secondary studies/courses required prior to admission? • What courses will be used to calculate your average? • What will the minimum admission average be for consideration? • Any standardized tests? • English proficiency level? Is the USask minimum sufficient? (https://policies.usask.ca/policies/academic-affairs/english-proficiency-policy.php) • Will you allow conditional admission for those enrolled in the USask Language Centre?
<p>Selection Criteria</p> <p>These are the means by which a college assesses and ranks applicants for admission.</p>	<ul style="list-style-type: none"> • How will you rank and select your applicants? This is important if you are anticipating more applicants than seats available. • Some selection criteria examples include: ranking by admission average, admission test scores, interview scores, departmental recommendations, auditions, portfolios, letters of reference, admission essays, definitions of essential abilities for professional practice. • If selection criteria are based on more than an academic average, you MUST consider the relative weighting to be given to the various requirements. Selection criteria may vary for some admission categories.
<p>Admission Categories</p> <p>These are the categories of applicants you will be considering. Qualifications and criteria might be applied slightly</p>	<ul style="list-style-type: none"> • Regular Admission (applicant meets minimum standards of admission) • Special (Mature) Admission (mature students who do not meet some of the requirements but have the prerequisite courses to succeed).

<p>differently to different categories of applicant.</p>	<ul style="list-style-type: none"> • Indigenous Equity Admission • Provisional Admission (Alternate means of admission for applicants who wish to take a class without going through the full admission process or applicants have been RTD'd and are not meeting minimum averages) • Home Based Learners (students who have been home-schooled and demonstrate a reasonable probability of academic success).
<p>Admission Models</p> <p>The admission requirements above, lead to a decision about admission model.</p>	<ul style="list-style-type: none"> • Direct-entry: At USask, direct-entry programs are generally those that require no previous post-secondary education for admission. Admission is based on high school admission average and specific high school prerequisite courses are often required). Currently, most colleges use the same 5 subjects to establish their admission average on high school courses, but prerequisite subjects vary. Students with previous post-secondary education are also considered direct-entry applicants. Those with 18 credits or more are considered based on the postsecondary average (specific high school prerequisites or their equivalents are also required). • Non-Direct Entry: At USask, non-direct entry programs are generally those that require one or more years of post-secondary education completed in order to be considered for admission. Specific post-secondary courses are often required as well as a minimum number of credit units (i.e., 30 credits). • Ranked competitive or Cutoff Average (rolling): Will you hold and rank applicants – then admit after a specific deadline? Or will you set a “cutoff average” and admit all applicants with that average? Will you establish a waitlist or pool of qualified applicants to backfill no shows or withdrawals? • Confirmation of Admission – will you ask applicants to confirm their offer of admission (currently all direct-entry programs use this feature).
<p>Intake (capacity of seats available for new admits)</p>	<ul style="list-style-type: none"> • How many students do you want to admit each year (intake of “bums in seats” that are there on the first day of class). • Considerations may include how many you wish to graduate (after attrition), or how many you can educate each year 1,2,3,4 (what retention rate do you expect?). Another consideration is faculty complement, facilities and service courses. • Note: for direct-entry programs, you WILL need to determine seats for both first year (avg based on high school) and transfer applicants (avg based on post-secondary studies) to provide a pathway for both.

	<ul style="list-style-type: none"> • What diversity are you wanting to achieve? • Will there be reserved seats for Indigenous applicants? • Normally, seats are open to all student (SK, out-of-province and international). Who will you consider? • Which campus (and/or off campus locations) can you be admitted to for this program?
Application Process	<ul style="list-style-type: none"> • When can new students being? May cycle, June cycle, September cycle or also January cycle in addition to Fall? • Online application in RECRUIT? • When does the application cycle open? • When is the application deadline? (domestic vs intl applicants) • When is the document deadline? (domestic vs intl applicants) • Scholarship deadlines to be considered • Planning first intake of students for a new program • Returning students (when applicable typically in year 3 of a new program) – what are the rules to return? Follow typical returning rules or not?
Admissions Administration	<ul style="list-style-type: none"> • Which office(s) ideally manages the admission process? Central Admissions, TLSE or the College or the department or a combination of both? • Currently, direct-entry admissions are managed by Central Admissions and Transfer Credit Office, TLSE (service to colleges). This includes receipt and processing of applications, receipt and assessment of related documents, transfer credit evaluations, admission decisions and communication with applicants. This service is conducted with regular consultation with colleges. Benefits: there are economies of scale, it facilitates accurate reporting of statistics, a knowledgeable and professional admissions team up to date on best practices in Admissions and Transfer credit practices and it simplifies contact/communication with applicants. • Many non-direct entry colleges handle their own admission process. TLSE handles the full Nursing admissions process and assists with the Transfer Credit reviews for Dentistry applicants.

	<ul style="list-style-type: none"> • TLSE Central Admissions provides international credential evaluation services to many non-direct entry colleges and College of Graduate and Postdoctoral Studies.
<p>Marketing and Promotion of New Program</p>	<p>Once a timeline is established, consideration needs to be given to a communications plan and marketing of the new program. Deadlines and timelines for inclusion in specific materials and events should be noted. Some examples include:</p> <ul style="list-style-type: none"> — USask prospective student website (admissions.usask.ca) — USask promotional materials — USask presentations (fairs, high schools, international) — High school guidance counselor newsletter — Open House <ul style="list-style-type: none"> • Indicate who the intended audience for this program will be. Demographics (Age, location, education level). Who do you see as your future students? • Indicate “selling points” of your new program. What sets this program apart from other programs? Who are the direct competitors? Do similar programs exist? What are the unique features? What career paths would this allow students to follow?
<p>Admission Appeals</p>	<p>The Policy on Admission to Degree Programs contains a statement that applicants have a right to appeal under certain conditions. What will this process be?</p>
<p>Transfer Credit</p>	<p>When will this be assessed and by which office should be considered. Generally direct-entry is assessed automatically Central Admissions, TLSE in consultation with academic departments. Non-direct follows different models, with entry assistance by Central Admissions, TLSE. The Articulation and Transfer Credit Policy can be found at https://policies.usask.ca/policies/academic-affairs/articulation-and-transfer-credit-policy.php.</p>