



THE UNIVERSITY OF BRITISH COLUMBIA

MEMORANDUM

Date: December 5, 2008

To: Senate Admissions Committee

From: Dale Griffin
Senior Associate Dean, Academic
Sauder School of Business

Janet Giltrow,
Associate Dean (Students),
Faculty of Arts

Scholarships

A handwritten signature in black ink, appearing to be 'Dale Griffin', written over a light blue grid background.

Subject: Substitution of Grade 11 Grades for Timely Admission Evaluations

In order to identify top applicants in a timely fashion and provide them with offers of admission early enough to yield them for our programs, the Sauder School of Business and the Faculty of Arts propose a pilot project to permit the Undergraduate Admissions Office to incorporate a Grade 11 grade into an admission average in place of a required Grade 12 grade for applicants to our Bachelor of Arts and Bachelor of Commerce programs.

The substitution of Grade 11 for Grade 12 grades would occur only if the following conditions were in place:

- 1) the applicant is a secondary school applicant from outside of British Columbia (a process is already in place to collect verifiable grades for this group in sufficient time to make offers);
- 2) the applicant has all of the required courses either in progress or completed;
- 3) one or more of the approved or required Grade 12 courses does not yet have a grade; and
- 4) a grade in a comparable Grade 11 course (in the same subject area) is available to substitute into the calculation of the admission average.

This practice would allow for earlier calculation of admission averages by staff in the Undergraduate Admissions Office and will help to facilitate deadline-driven admission decisions (getting an offer to an applicant by the date when they need it) for a larger proportion of our applicants, rather than waiting for applicants with Grade 12 courses in progress to submit grades in May or June.

For future tracking and analysis purposes, we propose that a code be used by Undergraduate Admissions to identify admission averages that incorporate one or more Grade 11 grades.

Any students admitted based on an admission average that incorporates a Grade 11 grade would still have to satisfy all published admission requirements to the university and for our programs in order to retain their offer. Final transcripts would continue to be checked for completion of all required courses, graduation, and a final admission average that meets the published university minimum for admission.

It is our hope that this change in the procedure for early admission evaluations will be viewed as a progressive move that aligns with the "Principles of Effective Undergraduate Admission" and that it will be endorsed by the Senate Admissions Committee for implementation as a pilot in the current admission cycle.

