



Vancouver Senate Admissions Committee
c/o
Enrolment Services | Senate & Curriculum Services
Brock Hall 2016 – 1874 East Mall
Vancouver BC V6T 1Z1
Tel : (604) 822-8141 | Fax : (604) 822-5945

December 4, 2009

To: Vancouver Senate
From: Admissions Committee
Re: **Policy J-50: Secondary School Grade Adjustments for Undergraduate Admission to the University (approval)**

Bachelor of Science in Nursing – Calendar Entry Changes (approval)

Item b: Policy J-50: Secondary School Grade Adjustments for Undergraduate Admission to the University (approval)(circulated)

As part of its review of Undergraduate admission polices, the Committee has examined jurisdictional variations in grading scales and qualitative assessment of student performance. The Committee's findings indicate that the consideration of indigenous grading scales in admission decisions results in more equitable decision making and better identifies applicants who are most likely to prosper at the University.

As outlined the attached policy, grades presented for the calculation of an admission average will be adjusted to accurately assess the grades in terms of their ability to predict future performance at the University. Adjustments will be based primarily on a review of academic performance of students previously admitted from that educational jurisdiction. All grade adjustments approved by the Committee will be reported to Senate for information.

Motion: *That Senate approve Policy J-50: Secondary School Grade Adjustments for Undergraduate Admission to the University.*

NB: This motion requires a vote of two-thirds (2/3) majority to be carried.

Item c: Bachelor of Science in Nursing – Calendar Entry Changes (approval)(circulated)

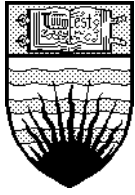
The Committee has reviewed and recommends for approval the proposed changes to the Calendar entry on Bachelor of Science in Nursing to remove references to the Post-Registered Nurse advanced standing entry option as it is no longer offered by the School of Nursing. The deadline to submit supplemental application and supporting documents has also been extended.

Motion: *That Senate approve the proposed changes to the Calendar entry on Bachelor of Science in Nursing.*

Respectfully submitted,

Dr. David Fielding
Chair, Admissions Committee

THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY: J-50

Okanagan & Vancouver Senates
Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1

Number & Title:

J-50: Secondary School Grade Adjustments for Undergraduate Admission to the University

Effective/Implementation Date:

Proposed for implementation 1 January 2010.

Approval Date:

Proposed for consideration by the *Okanagan Senate* on 17 December 2009 and by the *Vancouver Senate* on 16 December 2009.

Review Date:

This policy shall be reviewed two (2) years after approval and thereafter as deemed necessary by the *responsible committees*.

Responsible Committees:

Admissions Committee of the *Vancouver Senate* and *Admissions & Awards Committee of the Okanagan Senate*.

Authority:

University Act:

S. 37(1)

“The academic governance of the university is vested in the senate and it has the following powers:

(b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;”

(c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or any faculty, and to determine which faculty the students pursuing a course of study must register.”

Purpose and Goals:

This policy is designed to provide a clear mechanism for the approval and modification of grade adjustments for applicants from all educational jurisdictions not following the BC/Yukon Secondary School Curriculum, for the purposes of undergraduate direct-entry admission to the *University*.

Applicability:

This policy is applicable to secondary school applicants to direct-entry undergraduate programs at the University from all jurisdictions not following the BC/Yukon Secondary School Curriculum.

Exclusions:

None.

Definitions:

BC/ Yukon Secondary School Curriculum shall mean a secondary school program of study prescribed and approved by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon.

Extra-Provincial Curriculum or Extra-Provincial Curricula shall mean any school system not following the *BC/Yukon Secondary School Curriculum*

Policy:

- 1) In calculating an admission average, grades reported for secondary schools following *Extra-Provincial Curricula* may be adjusted to accurately assess the grades in terms of their ability to predict future performance at the *University*.
- 2) Grade adjustments shall be made by the *responsible committees* as set out in the procedures of this policy.
- 3) For Canadian *Extra-Provincial Curricula*, grade adjustments shall be based primarily on a review of academic performance at the *University* of students previously admitted having followed that *Extra-Provincial Curriculum*.
- 4) For all other *Extra-Provincial Curricula*, grade adjustments shall be based primarily on the best available published data.
- 5) In such cases where insufficient data is available for an *Extra-Provincial Curriculum* to make an assessment under this policy for a systematic grade adjustment, the Undergraduate Admissions Office shall evaluate each student's grades on a case-by-case basis under the procedures for assessment established by the *responsible committees*.
- 6) Recommendations for grade adjustments for admission to the following academic year shall be submitted by the Undergraduate Admissions Office for

approval by the *responsible committees* no later than November 30 of each year.

- 7) At least annually or as otherwise requested, a summary report on grade adjustments approved by the *responsible committees* shall be submitted for information to the *Senates*.

Calendar Statement(s):

[Homepage](#) > [Admissions](#) > [Policy on Admissions](#)

URL: <http://www.students.ubc.ca/calendar/index.cfm?tree=2,13,0,0>

New paragraph to be included:

“In calculating an admission average, grades reported for secondary schools not following the *BC/Yukon Secondary School Curriculum* may be adjusted to accurately assess the grades in terms of their ability to predict future performance at the *University*.”

Consultations:

The following groups have been consulted during the development of this policy:

Associate Deans Students (or equivalent)
Strategic Enrolment Management Committee
Enrolment Services

History:

This is the first version of this policy.

Related Policies:

None.

Appendix:

There is no appendix to this policy.

Procedures:

- 1) Grade Adjustment by Jurisdiction:
Procedures to be developed by the *responsible committees*, in consultation with the Undergraduate Admissions Office.
- 2) Procedures for Case-by-Case Evaluations
Procedures to be developed by the *responsible committees*, in consultation with the Undergraduate Admissions Office.



UBC Undergraduate Admissions Proposal Form Change to Admission Requirements & Calendar

<p>Department: School of Nursing Approval Date: Effective Session: for immediate publication in the Calendar</p>	<p>Date: July 4, 2008 Contact Person: Dr. Bernie Garrett Phone: 604 822 7443 Email: bernie.garrett@nursing.ubc.ca</p>
<p>URL: http://www.students.ubc.ca/calendar/index.cfm?tree=12,211,386,377</p> <p><u>Homepage</u> > <u>Faculties, Colleges, and Schools</u> > <u>The School of Nursing</u> > <u>Bachelor of Science in Nursing</u> > Introduction</p> <p>Proposed Calendar Entry</p> <p>The baccalaureate program offers courses in the theory and practice of nursing. Students with significant progress toward a degree in another field or with a previous bachelor's degree begin studies in nursing with the 300-level courses.</p>	<p>URL: http://www.students.ubc.ca/calendar/index.cfm?tree=12,211,386,377</p> <p><u>Homepage</u> > <u>Faculties, Colleges, and Schools</u> > <u>The School of Nursing</u> > <u>Bachelor of Science in Nursing</u> > Introduction</p> <p>Present Calendar Entry</p> <p>The baccalaureate program offers courses in the theory and practice of nursing. Students with significant progress toward a degree in another field or with a previous bachelor's degree begin studies in nursing with the 300-level courses. Registered nurse students also enter the program at the 300-level and may complete the program through on-campus study, distance delivery, or a combination of modes.</p>
<p>Type of Action:</p> <ol style="list-style-type: none"> Remove reference to the Post-Registered Nurse advanced standing entry, as the School no longer offers this access to the program <p>Rationale: Update calendar to prevent confusion.</p>	
<p>URL: http://www.students.ubc.ca/calendar/index.cfm?tree=12,211,386,379</p> <p><u>Homepage</u> > <u>Faculties, Colleges, and Schools</u> > <u>The School of Nursing</u> > <u>Bachelor of Science in Nursing</u> > Admission Criteria</p> <p>Proposed Calendar Entry</p> <p>All inquiries relating to the Bachelor of Science in Nursing (B.S.N.) Program should be directed to the School. Students considering application should refer to Nursing for more details. Admission to the program requires advanced standing by either a bachelor's degree or significant progress (48 credits) toward a degree in another field of study. All prospective students are required to demonstrate a minimum level of English language proficiency before admission. Please refer to the English Language Admission Standard.</p> <p>Applicants are required to have a minimum C average, or grade point average of 2.0 (calculated</p>	<p>URL: http://www.students.ubc.ca/calendar/index.cfm?tree=12,211,386,379</p> <p><u>Homepage</u> > <u>Faculties, Colleges, and Schools</u> > <u>The School of Nursing</u> > <u>Bachelor of Science in Nursing</u> > Admission Criteria</p> <p>Present Calendar Entry:</p> <p>All inquiries relating to the Bachelor of Science in Nursing (B.S.N.) Program should be directed to the School. Students considering application should refer to Nursing for more details. Admission to the program requires advanced standing by either a bachelor's degree or significant progress (48 credits) toward a degree in another field of study. All prospective students are required to demonstrate a minimum level of English language proficiency before admission. Please refer to the English Language Admission Standard.</p> <p>Applicants are required to have a minimum C average, or grade point average of 2.0 (calculated</p>



on a 4-point scale) based upon the most recent 30 credits completed at the undergraduate level.

UBC will consider granting transfer credit for all appropriate post-secondary courses completed. The following post-secondary courses are required:

- First-year English (3 credits): English 112 is recommended, or an equivalent first year higher education English composition course. Exceptionally, this English prerequisite may be waived for students who have completed a bachelor's degree from an accredited University (where English was the main language of instruction during that degree).
- BIOL 153 (7 credits) or BIOL 155 (6 credits), or an equivalent human anatomy and physiology course/courses. Courses accepted as equivalent to this are listed on the School's website. In addition, other human anatomy and physiology courses may be acceptable to the School subject to an internal review. Details of this review process and an application package can be found at [Prior Learning Assessment & Recognition \(PLAR\)](#).

For students to obtain the required competencies for entry-level registered nursing practice certain skills and abilities are required.

It is important that applicants are aware of these prior to applying for admission to the nursing program. These requirements (Requisite Skills and Abilities) are available at [CRNBC](#).

Application and Document Submission

1. Initial application must be made on-line to the [University](#) by December 1.

2. The School also requires a supplemental application. Applicants must submit the following supplemental admission documents:

- the supplemental application form¹
- the names and contact information of two individuals who can provide reference information (it is recommended that one referee be a teacher, instructor, employer, or supervisor)
- a current **résumé** (structured form provided in the application)
- a brief written personal statement about the applicant's reasons for requesting admission to the School and understanding of the profession of nursing (format provided in the application)

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The supplemental forms are available and can be filled in and submitted on-line at the [Student Service Centre](#) (select "Self Admission"). Supplemental applications must be submitted by **January 30th**.

Applications for any human anatomy/physiology course equivalence (if required) may be received at any time but must be received by **January 30th** for entry the following September.

3. Official transcripts and other required **documents** must be sent to the following address by January 30:
Enrolment Services
The University of British Columbia
2016-1874 East Mall
Vancouver, BC V6T 1Z1
Canada
Tel: 604.822.9836 or 1.877.272.1422 (toll free in the US and Canada)

Application Processing Fees

1. A processing fee of \$107.50 CAD plus \$50.00 for out-of-province applicants must accompany the supplemental application package. These fees are non-refundable and are paid as part of the supplemental on-line application. No applications will be processed unless the fee is received. Late applications will not be considered.

2. There is an additional \$50.00 review fee, payable to the UBC School of Nursing, for any human anatomy/physiology course equivalence review (if required).
Please note: Both the application processing fee and the review fee (if required) must accompany the application.

Selection Process

The BSN has a limited enrolment. Since the number of qualified applicants usually exceeds the number of places available, fulfillment of the minimum requirements is not a guarantee of admission (see the [School](#) for a profile of accepted students). The School reserves the right of selection

The supplemental forms are available and can be filled in and submitted on-line at the [Student Service Centre](#) (select "Self Admission"). Supplemental applications must be submitted by ~~January 15.~~

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~~**4. Additionally an unofficial transcript/copy** must also be sent to the School of Nursing at:
School of Nursing Admissions Office
University of British Columbia
School of Nursing
T201-2211 Westbrook Mall
Vancouver, BC V6T 2B5
Canada~~

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of all students for admission and readmission to the School. Canadian residents will be given preference in the selection process.

The School will select for admission those applicants who not only demonstrate academic potential, but who also most aptly display a motivation to study nursing and who demonstrate that they possess the qualities and skills most necessary to be a caring and competent professional nurse. In addition, the School will select those applicants who demonstrate the best potential for academic success, leadership, and ability to advance the nursing profession.

Academic documents are assessed by Enrolment Services and the supplemental application documents are assessed by the UBC School of Nursing Admissions Team. Human anatomy/physiology course equivalency is assessed by the School's PLAR Committee.

Based on academic standing and scoring on the supplemental application, a selection of applicants are offered interview. The interview is a critical component of the admission process. Applicants selected for an interview will be contacted by the School of Nursing Admissions Office. The interview dates will likely be scheduled for late March and April.

Applicants who, after interview, are accepted will be sent a letter of acceptance and details about the registration procedures.

Readmission

The School reserves the right to readmit students and to stipulate conditions attached to readmission. Application for readmission to the School will be reviewed on an individual basis.

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Readmission

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Type of Action:

1. Correct typos in application and document submission points to "Resume" and "The Nursing..."
2. Change in our Supplemental Admissions deadline for our BSN program from January 15th to January 30th to standardize on one date for all supplemental document submissions (bringing it into line with our document deadline).
3. Remove Point 4. of application process on requesting unofficial transcripts sent to the School, as this is no longer necessary (everything now goes through Enrolment Services)

Rationale:

This will help prevent confusion and simplify the process. Students will have another 15 days to submit this material, and all supplemental materials will be due the same date; January 30th.



URL:

<http://www.students.ubc.ca/calendar/index.cfm?tree=12,211,386,380>

[Homepage](#) > [Faculties, Colleges, and Schools](#) > [The School of Nursing](#) > [Bachelor of Science in Nursing](#) > [Academic Regulations](#)

Proposed Calendar Entry

Advancement

The minimum passing grade in each nursing course is 60%. The minimum cumulative grade average to continue in the program is 65%.

In clinical nursing courses the student is required to have successfully completed clinical practice before being allowed to undertake **the final course assessment**.

Supplemental examinations are not offered.

Students who do not achieve the minimum grade average for promotion will normally be required to discontinue study in the School for at least one year.

Although satisfactory academic performance is a prerequisite to advancement, it is not the sole criterion in the consideration of the suitability of a student for promotion or graduation. The School reserves the right to require a student to withdraw from the School if considered to be unsuited to proceed with the study or practice of nursing.

Costs Other Than Sessional Fee

There are additional expenses for uniforms, travel, and clinical practice. Students should be prepared to have clinical practice outside the Vancouver area and therefore should include travel costs for this experience in estimating total expenses. Students must have access to a car for transportation to minimize time and effort expended in travel to the varied areas used for clinical experiences. It is the student's responsibility to arrange transportation to clinical practice settings and to arrive at scheduled times. **Information regarding these additional costs is available [here](#).**

URL:

<http://www.students.ubc.ca/calendar/index.cfm?tree=12,211,386,380>

[Homepage](#) > [Faculties, Colleges, and Schools](#) > [The School of Nursing](#) > [Bachelor of Science in Nursing](#) > [Academic Regulations](#)

Present Calendar Entry

Advancement

The minimum passing grade in each nursing course is 60%. The minimum cumulative grade average to continue in the program is 65%.

In clinical nursing courses the student is required to have successfully completed clinical practice before being allowed to write the ~~final examination~~.

Supplemental examinations are not offered.

Students who do not achieve the minimum grade average for promotion will normally be required to discontinue study in the School for at least one year.

~~Students admitted as registered nurses must maintain current practising provincial registration and provide evidence of it upon request in order to continue in the program.~~

Although satisfactory academic performance is a prerequisite to advancement, it is not the sole criterion in the consideration of the suitability of a student for promotion or graduation. The School reserves the right to require a student to withdraw from the School if considered to be unsuited to proceed with the study or practice of nursing.

Costs Other Than Sessional Fee

There are additional expenses for uniforms, travel, and clinical practice. Students should be prepared to have clinical practice outside the Vancouver area and therefore should include travel costs for this experience in estimating total expenses. Students must have access to a car for transportation to minimize time and effort expended in travel to the varied areas used for clinical experiences. It is the student's responsibility to arrange transportation to clinical practice settings and to arrive at scheduled times. The School will provide applicants with information regarding these additional costs.



Time Period for Program Completion

Students entering the B.S.N. program must normally meet all requirements within a maximum of five years from initial enrolment. Students interrupting their program are advised that curriculum changes may necessitate a period of supplementary work to enable them to fit into the subsequent courses.

Where time normally permitted for completion of degree has elapsed, candidates will be required to provide evidence to justify special consideration.

Time Period for Program Completion

Students entering the B.S.N. program must normally meet all requirements within a maximum of five years from initial enrolment. ~~Post-R.N. students must normally meet all requirements within a minimum of 12 months and a maximum of six years after beginning the first nursing course.~~ Students interrupting their program are advised that curriculum changes may necessitate a period of supplementary work to enable them to fit into the subsequent courses.

Where time normally permitted for completion of degree has elapsed, candidates will be required to provide evidence to justify special consideration.

Type of Action

1. Changes text referring to final examination to assessment as some courses do not have a final examination.
2. Change to text to point to the Web page where the additional costs are outlined.
3. Remove text referring to the Post-RN program, now no longer offered

Rationale

Clarify regulations, improve access to information, and remove text referring to a discontinued program.

URL:

<http://www.students.ubc.ca/calendar/index.cfm?tree=12.211.386.381>

[Homepage](#) > [Faculties, Colleges, and Schools](#) > [The School of Nursing](#) > [Bachelor of Science in Nursing](#) > [Degree Requirements](#)

Proposed Calendar Entry

English Requirements

To qualify for the B.S.N., all students must have completed the 3 credits of first-year English. **Exceptionally, this English prerequisite may be waived for students who have completed a bachelors degree from an accredited University (where English was the main language of instruction during that degree).**

URL:

<http://www.students.ubc.ca/calendar/index.cfm?tree=12.211.386.381>

[Homepage](#) > [Faculties, Colleges, and Schools](#) > [The School of Nursing](#) > [Bachelor of Science in Nursing](#) > [Degree Requirements](#)

Present Calendar Entry

English Requirements

To qualify for the B.S.N., all students must have a minimum of 3 credits in English. ~~Students entering the program from secondary school (or those with advanced standing) must have completed the 3 credits of first-year English prior to taking clinical nursing courses. Completion of the [Language Proficiency Index Requirement for First-Year English](#) is prerequisite to all first-year English courses at UBC. Post-R.N. students are encouraged to complete the required 3 credits of English prior to entry into the nursing program. Students who wish to complete the program in 12 months must have completed 3 credits of English prior to admission.~~



~~Please Note: Admission directly from secondary school is suspended, effective September 2006.~~

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~~Required Nursing Courses~~

NURS 450	3
NURS 453	3
Clinical Nursing Courses	6 credits minimum
Non-Clinical Nursing Courses	15-24 credits
Electives	9-18 credits
English First Year	3
Total Credits	45

~~Interprofessional Electives~~

~~Under the auspices of the Council, the [College of Health Disciplines](#) is responsible for the administration of interprofessional courses (IHHS), which are recommended as electives to students in Nursing. For more information see IHHS [Courses](#) or visit the [College of Health Disciplines](#).~~

~~Post-R.N. Program~~

~~Registered nurse students are required to complete a program of 45 credits, consisting of 27-33 credits of nursing courses, 9-15 credits of electives, and 3 credits of first-year English. R.N. students will build a program in consultation with a faculty advisor.~~

Type of Action

1. Changes text referring to English language for graduation to duplicate that described in the admissions section
2. Remove text and tables referring to the Post-RN program, which is now no longer offered. There are no longer any electives and the required nursing courses section removed (N450 etc.) was specific to the Post RN program.

Rationale

Clarify regulations, and remove text referring to a discontinued program.