



ACADEMIC COUNCIL REPORT

Action Required:

Public:
Non-Public:

Discussion
Decision
Information

TO: Academic Council

DATE: May 15, 2018

FROM: Joe Stokes, Registrar

SUBJECT: Minor Amendments to Admissions Section of Undergraduate Calendar

A. Purpose

To report to Academic Council the attached non-substantive amendments to the Admissions Section of the Undergraduate Calendar for 2018-2019.

B. Background/Context

The attached editorial amendments were made in order to update the language in the Admissions Section of the Undergraduate Calendar for 2018-2019.

Admissions

Application procedure

All applicants apply to the University of Ontario Institute of Technology (UOIT) through the Ontario Universities' Application Centre (OUAC) at ouac.on.ca. Students attending an Ontario secondary school are normally informed of OUAC application procedures and deadlines through their schools in September. ~~Home-schooled, part~~[Part](#)-time and special visiting students applications are electronic. Additional application information is available at admissions.uoit.ca.

Application deadlines

Specific dates pertaining to the specific applicant type and the current year are provided on the university website at admissions.uoit.ca. Applications submitted after published deadlines will be considered on an individual basis.

Assessment of eligibility

The actual cut-off levels for admission cannot be determined until applications and grades are received. Preference will be given to students presenting the strongest admission averages. Students whose grades have been affected by exceptional circumstances that can be documented should refer to applicants with disabilities. Ontario universities support the full disclosure of all marks achieved in all attempts at secondary and postsecondary school courses (see honesty in applications). UOIT will use the highest grade obtained in a course in the calculation of averages.

Applicants seeking information on the applicability of their educational backgrounds may seek informal guidance from the Registrar's office if their circumstances are straightforward. Applicants who want a formal assessment of their credentials prior to application should contact a credential evaluation service. Official determination of admissibility cannot be made until the point of application. Transfer credit assessments will only be made available once a student has received an offer of admission.

Admission requirements for post-degree programs

Admission requirements for Bachelor of Education program (consecutive)

Primary/Junior (P/J) — see Education (Consecutive) – Primary/Junior for details.
Intermediate/Senior (I/S) — see Education (Consecutive) – Intermediate/Senior for details.

Admission requirements for undergraduate programs

Regardless of educational background, all applicants to undergraduate programs must have specific prerequisite subject knowledge for their intended program of study. The prerequisite subjects for each program and other program specific requirements are listed under the specific program.

Current students and graduates of secondary schools (no post-secondary education) will be evaluated based on their secondary school courses. Students who have followed a secondary school curriculum other than those listed below are encouraged to visit admissions.uoit.ca or contact the Registrar's office for further information.

The specific average or standing required for admission varies from year to year. Students are selected by taking into consideration a wide range of criteria including school marks, distribution of subjects taken, relevance to the academic program and supplementary assessment mechanisms such as CASPer™. Possession of the minimum requirements does not guarantee acceptance. Preference will be given to applicants with the best qualifications.

Note: Admission requirements are subject to change. The admission requirements listed in this Undergraduate Academic Calendar and Course Catalogue were the requirements for admission to UOIT for the 2017-2018 academic year. Applicants seeking admission to UOIT for a different academic year should visit admissions.uoit.ca for specific admission requirements. The university reserves the right to accept or deny students based on overall performance through the variety of measures listed below.

Applicants from Ontario secondary schools

Applicants must have an Ontario Secondary School Diploma with a minimum of six 4U or 4M credits or equivalent, including credits and courses to satisfy the academic prerequisites of specific programs and present a competitive admission average.

Home-schooled applicants

Home-schooled applicants will be evaluated on the basis of examinations (through distance learning or alternative education centres) or on a combination of SAT Subject Tests in prerequisite courses and a portfolio. Parent-generated transcripts will be accepted as a reflection of courses completed and marks attained, but these transcripts must be submitted in conjunction with standardized test scores. Applicants who have completed courses through distance learning or alternative education centres should include marks from these courses at the time of application. If official transcripts like these indicate completion of specific prerequisite subjects then there is no need to submit SAT Subject Test scores or a portfolio.

Alternatively, applicants may write four specific SAT Subject Tests and submit a personal/career portfolio. A minimum score is required to demonstrate sufficient background each of the Subject Tests. The portfolio should detail personal and community participation and achievements including academic, volunteering and mentorship. The portfolio should also include an essay detailing future goals and reasoning for application to their program of choice. A letter of reference to support the application should also be submitted. For additional information, including the specific SAT Subject Tests required for each program, please visit admissions.uoit.ca or email admissions@uoit.ca or connect@uoit.ca.

Applicants from secondary schools in other Canadian provinces

Specific information on admission requirements for students completing high school in other provinces can be viewed online at uoit.ca/outofprovince. The normal minimum requirement consists of meeting the necessary academic program requirements, presenting a competitive admission average and completion of secondary school.

Applicants from secondary schools in other countries

Applicants from the United States must achieve high school graduation with a competitive admission average including the prerequisite courses for the intended program of study. All applicants must present a SAT or an ACT score. UOIT does not accept scores more than five years after the test date. UOIT's SAT code is 4192.

Applicants from other countries should visit uoit.ca/internationalrequirements for admission requirements specific to their curriculum.

International Baccalaureate students

Full diploma candidates who achieve passes in six subjects with at least three at the Higher Level, and who accumulate a grade total of 24 with no score lower than 4 are eligible for admission to first year. Students must hold the appropriate prerequisite subjects at the Higher Level. English may be held at either Higher or Standard Level. Applicants offering prerequisites at Standard Level will be given individual consideration. See advanced standing for information on advanced standing for International Baccalaureate students.

Students applying from other colleges and universities

Transfer students must present a competitive average in the specific prerequisite subjects for their intended program of study. The prerequisite subjects for each program are listed in the faculty sections of this calendar. Prerequisite subject requirements may be met by a combination of secondary and post-secondary studies. Applicants must be in good academic standing at their previous post-secondary institution.

Mature applicants

A mature applicant is defined as one who meets all of the following criteria:

- Has not completed any post-secondary education
- Has been away from formal education for at least two years
- Will have reached the age of 21 by December 31 of the year of application
- Is a Canadian citizen or permanent resident
- Does not qualify for admission as a secondary school graduate

Mature applicants may be admitted upon successful completion of secondary-level courses in the prerequisite subjects for their intended program of study and must present a competitive admission average.

Visiting students

With a letter of permission from a recognized institution, a student studying elsewhere may be allowed to enrol in UOIT courses, subject to availability. In some instances the letter of permission may be used in lieu of transcripts from their home institution; however, some faculties require the submission of academic transcripts. As a result, it is the responsibility of the student to ensure they have the necessary prerequisites and are academically prepared for the course. These students will be admitted as special students not seeking a degree and will be subject to the applicable application process and letter of permission deadlines.

Readmission of former UOIT students

Students previously admitted to UOIT who have not been in attendance for ~~a period of one academic year~~ [two consecutive semesters](#) and have not received a deferral will be required to apply for readmission to the university. Applications for readmission are submitted directly to the Registrar's office and adhere to specific deadlines.

For admission following suspension, see academic standing.

Advanced standing

Secondary school students

Applicants who have completed Advanced Placement (AP) examinations, International Baccalaureate (IB) examinations, Caribbean Advanced Proficiency Examinations (CAPE) or General Certificate of Education (Advanced Level) courses may be granted up to a maximum of 18 credit hours toward their UOIT degree. Other university-level courses taken while in high school/ secondary school will be considered on a case-by-case basis. Official documents must be supplied directly from the issuing institution to the Registrar's office to ensure granting of credit. Minimum subject scores of 4 in the Advanced Placement examinations, 5 in the International Baccalaureate examinations, 3 in CAPE examinations and a grade of C or better in Advanced Level (A Level) courses are required for advance standing; minimum subject scores may vary by subject.

Credit and exemption will not be given for completion of high school Advanced Placement, International Baccalaureate, Caribbean Advanced Proficiency Examinations, or Advanced Level (A Level) courses unless an acceptable score is attained on the examination administered by the appropriate board. [Students in the Faculty of Engineering and Applied Science and the Faculty of Energy Systems and Nuclear Science are not eligible for advanced standing for core or professional engineering courses.](#)

Students transferring from other post-secondary institutions

Credits from other post-secondary institutions within and outside Canada will be evaluated on an individual basis following issuance of an offer. Credit is subject to the university's residency policy (residency requirements) and to faculty-specific regulations. Transfer credits will be indicated by a T on the student's transcript and will not be used in the GPA calculation. Transfer credit assessments will be considered final one year after the date of admission to the university, after which, no further requests for transfer credit will be accepted.

Challenge for credit

Faculties may offer examinations that allow students to demonstrate their competence in a subject for the purpose of advance standing. Please consult the appropriate dean's office. The fee for such examinations is 50 per cent of the applicable course fee. Unsuccessful attempts are counted as failures on the transcript.

English language proficiency

All applicants are required to give evidence of their oral and written proficiency in English. This requirement can be satisfied with one of the following criteria:

1. Your mother tongue or first language is English.
2. You have studied full-time for at least three years (or equivalent in part-time studies) or at least six semesters (studying no less than three courses per semester) in a secondary school or university where the language of instruction and examination was English. If this applies to you, please provide verification from your school that the language of instruction and examination was English. Please note: The minimum three-year requirement does not include full-time enrolment in an ESL program.
3. You have achieved the required proficiency on one of the tests in English language acceptable to UOIT. For more detailed information, including recommended scores, visit uoit.ca/englishproficiency. Students must arrange for original test scores to be sent directly from the testing centre to the Registrar's office.

Applicants who meet all the admission requirements, with the exception of the English language proficiency requirement, can enrol in one of the approved on-campus or off-campus English for Academic Purposes (EAP) programs. Upon successful completion of the EAP program, applicants can begin their UOIT degree program without further testing. For more information on UOIT's approved EAP programs, visit uoit.ca/englishproficiency.

Conditional admission

If an applicant is currently completing courses at a secondary or post-secondary institution, a conditional admission decision will be made. This decision will be based upon the applicant's eligibility for admission subject to successful completion of the courses for which he/she is currently registered. This decision will remain conditional until final results for the applicant's current program of study are available. All courses must be complete by the final document deadline. Please see application deadlines.

The university may, in other circumstances, grant conditional acceptance to a student who is eligible for admission subject to satisfying specified conditions. These conditions will be outlined in the conditional offer of admission.

Deferral of application and offers

Applicants who are offered admission may apply to defer their application by one year. In exceptional circumstances, an applicant may defer their offer of admission up to one year. Where an application is deferred, the applicant will not have to re-apply but will be reassessed for admissibility on a competitive basis in the relevant admission period. Where an offer is deferred, the applicant may register in a subsequent session within the one-year period without re-application.

A request for deferral must be made before the end of the regular registration period for the specific application term. Competitive programs may present earlier deadlines. Visit uoit.ca/deferral to apply.

Applicants with disabilities

Applicants with disabilities who have received disability-related accommodations in high school or during a previous degree or diploma program are expected to have grades that accurately reflect their academic ability. Applicants who were not accommodated for all or part of their high school or degree or diploma program, or who believe that there are extenuating circumstances related to their disability that have negatively impacted on their grades may be eligible for consideration on the basis of their disability. For information, please visit uoit.ca/studentaccessibility or contact the Admissions office.

Indigenous applicants

A student who has self-identified as Indigenous, who does not meet the competitive GPA for admission, but who still meets a minimum 70 per cent high school grade point average, may apply to have a separate assessment conducted by a committee which includes a member from the faculty of application, the Admissions office and the Indigenous Education and Cultural Services office (IECS). The committee will consider student history, cultural knowledge, work experience, educational goals and other achievements in delivering a recommendation for admissibility. For information, please contact the Admissions office.

Program/degree changes

Students wishing to pursue a program of study other than the one to which they were originally admitted must submit a change of program request through the Registrar's office. Such requests will be subject to the admission requirements of the new program of study and permitted only if space is available in the destination program. For "changes of degrees" all courses with a grade of D or lower will remain on the transcript, but will be excluded from the grade point calculation. For more information, including deadline dates, visit uoit.ca.

Honesty in applications

Students must fully declare their educational history when applying to the university. Students must also advise the Registrar's office should they attend another post-secondary institution while a student at UOIT. Failure to declare previous or concurrent post-secondary education, or the falsification of any documents related to such academic pursuits, may result in suspension or expulsion from the university, including possible revocation of degrees awarded.

Review of admission decisions

Individuals may request a review of their admission decision by submitting a formal written request for review to the Registrar's office within 10 days of the original decision. Reviews will only be considered on the grounds of procedural irregularity and the decision of the Registrar shall be final. There is a charge for the review of admission decisions, which is refundable if the original decision is overturned on review.