

Program Admission Policy: Defining Entrance Requirements For Engineering Disciplines

Academic Affairs

Responsibility: Dean, College of Engineering
Authorization: Student Academic Affairs Committee, College of Engineering
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Revisions

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Purpose

The purpose of the *Program Admission Policy* is to delegate the responsibility of defining admission criteria into the upper-year of engineering studies from the College of Engineering to its affiliated departments. In doing so, this policy establishes the parameters by which departments within the College of Engineering should operate in developing admission requirements for their respective programs.

Authority and Responsibility

Under the Bylaws of Faculty Council, the Student Academic Affairs Committee, as well as its associated subcommittees, is granted the authority to develop and recommend adequate and appropriate policies pertaining to academic matters, such as developing college policies on student promotion, discontinuation, and defining admission and readmission requirements.

The Student Academic Affairs Committee, as well as its associated subcommittees, is responsible for the enforcement of the policies and procedures prescribed in the *Program Admission* policy, as well as to ensure that undergraduate students are treated fairly and in accordance with established policies within the College of Engineering.

Principles

Admission into each of the undergraduate programs offered by the College of Engineering is competitive in nature. As a result, the *Program Admission Policy* strives to ensure that undergraduate students are aware of all departmental admission requirements, and to promote a fair assessment of a student's eligibility to be admitted into each of the eight engineering disciplines.

The principles that will guide the departments in defining their respective program admission criteria are: transparency, consistency, and relevancy.

Scope of this Policy

All academic departments established within the College of Engineering at the University of Saskatchewan are subject to the provisions detailed in the *Program Admission Policy*.

Policy Overview

This policy establishes the parameters by which departments within the College of Engineering should operate in developing admission requirements for their respective programs; it does so by mandating the following as requirements of a program admission policy:

- I. Categories for Admission
- II. Program Admission Averages
- III. Procedures for Admission

Policy

I. Categories for Admission

While admission to an engineering discipline commonly occurs following the completion of the first-year common core, the College of Engineering acknowledges the importance of student mobility between departments, colleges, and institutions.

In establishing departmental program admission policy, departments must establish requirements for assessing a student's eligibility to be admitted into an engineering discipline for the four admission categories, each listed below:

1. Students who have completed their first-year common core at the College of Engineering (and are being considered for their primary program preference);
2. Students who have transferred to the College of Engineering from another college or institution;
3. Students in either admission category one or two who are being considered for their secondary or tertiary program preference;
4. Students who wish to change from one engineering program to another.

II. Program Admission Average

Prior to being admitted to an engineering discipline, undergraduate students currently registered in their first-year of undeclared studies within the College of Engineering will be required to declare their primary, secondary, and tertiary program preferences by May 31st of each academic year. Undergraduate students transferring from another college or post-secondary institution will also be required to declare their primary, secondary, and tertiary program preferences by May 31st of each academic year.

Following the receipt of all applications to the engineering disciplines, the College of Engineering will rank undergraduate applications, on the basis of a program admission average, from highest to lowest. To do so, the College of Engineering requires that each of its departments define which suite of courses will be used in generating a program admission average.

In establishing a departmental program admission policy, departments within the College of Engineering are required to identify a minimum of 24 credit units that will be used to calculate a

program admission average for students wishing to gain entry into an engineering discipline.

Once the departmental program admission policy (or criteria) has been identified, and to ensure transparency, the College of Engineering will ensure that the program admission policies are formalized and made accessible to the public.

It is imperative to note that, while the departments are required to define a minimum of 24 credit units to be used in the calculation of their departmental program admission average, the College of Engineering will accept course equivalencies as well as a student's final grade in their most recent attempt at a course to calculate a program admission average.

III. Procedures for Admission

The College of Engineering requires undergraduate students to declare their primary, secondary, and tertiary program preference by May 31st of each academic year. Following the receipt of all applications to the engineering disciplines, the College of Engineering will rank undergraduate applications, on the basis of a program admission average, from highest to lowest.

Once all applications to the engineering disciplines have been ranked, admissions will be awarded in accordance with a general competitive-based admission process, as well as any additional criteria requested by the departments.

In establishing a program admission policy, departments are required to specify any additional requirements or procedures they wish to be applied in ranking undergraduate student applications to their respective programs.

In the absence of any additional criteria, the College of Engineering will award undergraduate students with admission to an engineering discipline on the basis of departmental program admission average and program quotas only.