The Council Committee on Undergraduate Admissions and Studies will meet on Friday, September 10, 2010 at 2:30 p.m. in the FGSR Boardroom, NR 110.3.

**AGENDA**

1. **APPROVAL OF AGENDA**

2. **APPROVAL OF MINUTES OF LAST MEETING, June 3, 2010**

3. **BUSINESS ARISING FROM THE MINUTES**

4. **OLD BUSINESS**
   4.1 Update on Report from the RTD Regulations Sub-committee

5. **NEW BUSINESS**
   5.1 Item for Discussion from the Associate Vice-President (Academic) re Council Discipline Committee Issue, Appendix I, p. 2
   5.2 Proposed Changes to the Undergraduate Admission Requirements, Appendix II, p. 3
   5.3 Item for Discussion from the Task Force on Executive of Council Meeting Processes, Appendix III, p. 8

6. **ITEMS FOR INFORMATION**

7. **CONCLUSION**
APPENDIX I

REPORT FROM THE ASSOCIATE VICE-PRESIDENT (ACADEMIC)

An issue arose at a Council Discipline Committee meeting. The case involved a student who had committed academic misconduct on a final take-home exam.

Part of the student's argument was that he hadn't been given sufficient time (3 days) to write the exam, especially as he had other exams during that period. The required length was too long (5,000 words). There was no indication on the syllabus of when the exam would be assigned, when it would be due, what the length requirement was, etc.

I gather that the existing calendar item (5.6.3, I believe) stipulates that assignments cannot be given during the exam period. The regulations don't say much about take-home exams specifically, though.

Could CCUAS discuss this issue this coming Fall?

Thanks,
Lynn
The following motions are hereby recommended for consideration.

ITEMS FOR APPROVAL
APPENDIX II

**Motion 1:** Remove the general application procedures as outlined in section 2.3 (Application Procedures for Program Admissions).

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed Change</th>
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<tbody>
<tr>
<td><strong>2.3 APPLICATION PROCEDURES FOR PROGRAM ADMISSION</strong></td>
<td><strong>Remove Section</strong></td>
</tr>
<tr>
<td><strong>2.3.2 APPLICATION PROCEDURES FOR UNDERGRADUATE PROGRAMS</strong></td>
<td>2.3 APPLICATION PROCEDURES FOR PROGRAM ADMISSION</td>
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<tr>
<td>All first-time applicants to undergraduate programs must submit the following documents and fees to the Admissions Office or UR International (see §2.1):</td>
<td>2.3.2 APPLICATION PROCEDURES FOR UNDERGRADUATE PROGRAMS</td>
</tr>
<tr>
<td>1. A completed Application for Undergraduate Program Admission (see §2.1; applicants to the Faculty of Education should refer to §2.3.4.1; applicants to the School of Journalism should refer to §2.3.4.3);</td>
<td>All first-time applicants to undergraduate programs must submit the following documents and fees to the Admissions Office or UR International (see §2.1):</td>
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<td>2. The application fee (§2.1.1);</td>
<td>1. A completed Application for Undergraduate Program Admission (see §2.1; applicants to the Faculty of Education should refer to §2.3.4.1; applicants to the School of Journalism should refer to §2.3.4.3);</td>
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<tr>
<td>3. One official transcript of high school results (Note 1);</td>
<td>2. The application fee (§2.1.1);</td>
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<td>4. One official transcript from any post-secondary institutions attended (Note 2);</td>
<td>3. One official transcript of high school results (Note 1);</td>
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<tr>
<td>5. Documented proof of English language proficiency if required: see §2.2 (Note 2).</td>
<td>4. One official transcript from any post-secondary institutions attended (Note 2);</td>
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Note 1: Applicants who have attended a Saskatchewan high school are encouraged to have their transcript transmitted electronically by the Saskatchewan Ministry of Education. Applicants who have taken Advanced Placement or International Baccalaureate higher level courses should refer to §2.8.3.

Note 2: Post-secondary transcripts and any test results will not be accepted from the student; they must be submitted directly by the post-secondary institution or testing agency respectively. Applicants who are still in classes must have transcripts sent at the time of application and again when grades are final; their admission is conditional until final grades have been received and the admission decision has been confirmed.

Applicants who are not in satisfactory standing at their last institution must follow the additional procedures in §2.7.

Any documents that are not in either English or French must be accompanied by an official English translation.

Documents that are in a name other than that supplied as the full legal name on the application form should be accompanied by proof of name change. Refer to §2.1.2.

For a summary of the programs offered by each faculty, and options for registration through a federated college, refer to the application form or to www.uregina.ca/admissions; for requirements for admission see §2.4. Applicants should indicate both a
first and second choice of faculty or program on their application.

2.3.2.1 Methods of Application

Applicants may apply on-line, by mail or in person. A faxed application form will be accepted, but faxes and photocopies of supporting documents will not be accepted. The application fee may be paid by cheque, money order, Visa, Mastercard or American Express and by cash or debit in person. Those applying on-line may need to supply a valid credit card number. Applicants who have a visual impairment may complete the application form in another format; for more information, contact the Coordinator of the Disability Resource Office at 306-585-4631.

Rationale: The information provided in the section above focuses on processes for applying for admission. This information is available on the future student Web site and in the new Admissions View book. The timeline for updating the University calendar is not in alignment with the admission cycle; therefore, this information is outdated at the time students are applying for admission. For example, the calendar is updated in March 2010 for the 2010-2011 academic year where Admissions information is updated in May 2010 for the 2011-2012 academic year. Removing processing information from the University calendar will reduce confusion for students and ensure all communications from the university regarding admission process are consistent.

Motion 2: Revise the admission requirements for applicants applying from a Canadian university or college as outlined below.

<table>
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<tr>
<th>FACULTY OR PROGRAM</th>
<th>REQUIREMENTS BY FACULTY</th>
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| SCIENCE (U of R, Campion, Luther, or FN Univ) | having successfully completed Applicants must meet the high school admission requirements in §2.4.1 with a minimum 65% average. Alternatively, applicants may qualify for transfer by completing a minimum of 15 credit hours including AMTH 002 and 003 and one of astronomy, biology, chemistry, geology, physics. A minimum UGPA of 60% on all post-

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2.4.2 ADMISSION FROM CANADIAN UNIVERSITIES AND COLLEGES (INCLUDING TRANSFERS FROM OTHER UNIVERSITY OF REGINA FACULTIES)

Applicants who have attended another Canadian university or college may need to meet different or additional requirements, as outlined below. All applicants must also meet the requirement for proficiency in English (§2.2).

<Faculty/department chart – will remain unchanged, with the exception of science>

Students who have completed a minimum of 24 credit hours will be considered for admission on the basis of their prior post-secondary studies, provided the studies were completed in an academic based program. Faculty specific prerequisites (§2.4.2) and English language proficiency (§2.2) requirements must still be met.

Students who have completed less than 24 credits at the postsecondary level and have been out of high school for less than five years, must provide an official high school transcript. Faculty specific prerequisites (§2.4.2) and English language proficiency (§2.2) requirements must still be met.

Students who have completed less than 24 credits and have been out of high school for more than five years and meet the mature student admission requirements may be considered as a mature student for approved programs(§2.4.6).
secondary courses attempted and a minimum grade of 60% in each of the courses used to meet the transfer requirements is required.

PROGRAM

SCIENCE (U of R, Campion, Luther, or FN Univ)

Applicants must provide evidence of having successfully completed course work in math and sciences at either the postsecondary or secondary school level. Students lacking specific courses may be admitted to a qualifying program. A minimum UGPA of 60% on all post-secondary courses attempted and a minimum grade of 60% in each of the courses used to meet the transfer requirements is required.

APPENDIX II

Rationale: Currently, admissions policies take a three-tiered approach; there are general admission requirements, requirements based on academic background (basis of admission) and Faculty specific admission requirements. This three-tiered approach creates delays with admission processing and requires students to submit information that is not required for determining their eligibility for admission to the University. This specifically relates to secondary school transcripts.

Transfer students may not be able to obtain a high school transcript in a timely manner, which creates delays with the processing of their admission application. In addition, transfer students who have completed a minimum of 24 credit hours from another postsecondary institution present sufficient evidence of their ability to succeed at the University of Regina with their post-secondary transcript; therefore, in most cases, the high school transcript is not necessary to determine their admission to the University. The university will reserve the right to ask for the high school transcript when needed on a case by case basis.

These changes will remove barriers by streamlining the admission process for prospective students and will make the University more accessible to transfer students.

Motion 3: Revise the mature student admission requirements as outlined below.

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<td>2.4.6 MATURE ADMISSION</td>
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| Mature admission to undergraduate programs may be granted to applicants who do not meet the standard admission requirements of the faculty to which they are applying, and who have completed fewer than 24 credit hours of approved post-secondary courses (15 credit hours for Kinesiology), are Canadian citizens or permanent residents, and will be at least 21 years of age before the semester begins. Mature applicants may be admitted directly to the Faculty of Arts, to the Faculty of Fine Arts through the University of Regina or one of the Federated Colleges, to the Faculty of Kinesiology and Health Studies, to the Faculty of Social Work through the University of Regina or First Nations University of Canada, to the NORTEP, NTEP, SUNTEP and YNTEP programs in the Faculty of Education, or to the Centre for Continuing Education. Mature applicants to other faculties, who do not meet the standard admission requirements, may be admitted to the following: Faculties of Arts, Education, Fine Arts, Kinesiology & Health Studies, Social Work, Science; Luther College; Campion College; First Nation University of Canada; | Mature admission to undergraduate programs may be granted to applicants who meet the following criteria:
- Canadian citizens or permanent residents or protected persons
- 21 years of age before the semester begins
- Have been out of full-time secondary school studies for a minimum of 2 years
- Have attempted fewer than 24 credit hours of approved post-secondary courses
- Can demonstrate the ability to succeed at university through life or work related experiences.
Mature applicants may be admitted to the following: Faculties of Arts, Education, Fine Arts, Kinesiology & Health Studies, Social Work, Science; Luther College; Campion College; First Nation University of Canada; |
criteria for their faculty of choice, may ask to be admitted to the Faculty of Arts to pursue their Faculty’s transfer requirements (See §2.4.2). Mature admission is available only for the Fall and Winter terms (semesters) (NORTEP, SUNTEP and YNTEP also accept for the Spring term (semester)). Applicants for admission to the Indigenous Education Program – First Nations University of Canada, who do not meet the admission requirements of the Faculty of Education but,

- are Canadian citizens or permanent residents;
- will be at least 21 years of age before the semester begins;
- who have completed fewer than 24 credit hours of approved post-secondary courses (15 credit hours for Kinesiology);
- who have been selected by the program

would be granted admission to the Faculty of Education for the Fall, Winter, or Spring/Summer term (semester) as outlined by the respective program identified above. Applicants for mature admission to undergraduate programs in the Faculty of Arts or Faculty of Social Work who have been taking courses through the University of Regina’s Centre for Continuing Education or Casual Student Program must achieve a UGPA of at least 60.00% (see §5.10) on all University of Regina courses taken. Those who do not meet this criterion may submit a petition to the Admissions Office for review by the Faculty. The decision of the Faculty with respect to admission is final.

Mature Student Admission Requirements:

- Personal statement & résumé
- High school transcript if out of secondary school for fewer than five years
- Faculty specific supplementary information, if applicable
- Proof of language proficiency, if applicable
- Application for undergraduate admission

Rationale:
Currently, admissions policies take a three-tiered approach; there are general admission requirements, requirements based on academic background (basis of admission) and Faculty specific admission requirements. This three-tiered approach creates delays with admission processing and requires students to submit information that is not required for determining their eligibility for admission to the University. This specifically relates to secondary school transcripts.

Mature students who present life and extensive work experience can provide recent, relevant documentation that provides the Admissions Office a better indicator of their ability to succeed in University. The current requirement to provide a high school transcript is perceived as a barrier to many mature students. In some instances a mature candidate may not have performed well in high school and feel their results will be detrimental to their application. For other mature students, they may not be able to obtain a high school transcript in a timely manner (or at all), depending on which province or country they attended high school.

These changes will remove barriers by streamlining the admission process for prospective students and will make the University more accessible to mature students. Students will still have to present documentation to demonstrate their academic strengths through post-secondary, professional or personal experiences. Implementing a five year grace period for mature students will prevent the misuse of the mature admission category as a backdoor for gaining admission to the University.
DATE: September 7, 2010

TO: Council Committee on Undergraduate Admissions and Studies

FROM: Bev Liski, Associate Registrar, Academic Policy Services and Ceremonies

RE: Item for Discussion from the Task Force on Executive of Council Meeting Processes

At the June 23, 2010 meeting of Executive of Council, a Task Force was established to review Executive of Council meetings. The Task Force was charged with making recommendations that would increase the efficiency and effectiveness of Executive of Council. The Task Force met several times over the course of the summer and is presenting its report to the September 29th meeting of E of C.

One of the matters raised in discussion was the volume of information being submitted from the Council Committee on Undergraduate Admissions and Studies. Following is the reference in the report pertaining to suggested action by the CCUAS with regard to this matter:

**Volume and Potential Filtering of Information from CCUAS to Executive of Council**

The Council Committee on Undergraduate Admissions and Studies (CCUAS) will examine whether it is feasible and/or desirable to condense some of the items coming to E of C from CCUAS, such that the appendices to the agenda are shorter and more concise.

As a member and on behalf of the Task Force, I am respectfully requesting the committee discuss possible options for reducing the amount of material and information being presented.