



## MEMORANDUM

**To:** Executive Committee of Faculty Council

**From:** Professor Jason Anderson  
Chair, Admissions Committee

**Date:** March 6, 2014 for April 7, 2014 Faculty Council Meeting

**Re:** Revised Manual for the Admissions Committee

## REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members present and voting to carry).

## BACKGROUND

The manual for the Admissions Committee had not been updated since the late 1990s and as such, it no longer reflected the responsibilities and activities of the present committee.

## PROCESS AND CONSULTATION

The manual was first revised by a sub-committee of the Admissions Committee, comprised of the Chair, Vice-Chair, Registrar and Associate Registrar. The revised manual was then considered and approved by the Admissions Committee on February 20, 2014.

Here is a summary of major changes:

- The Admissions Committee shall take office on July 1 each year, rather than at the Fall Council meeting. This has been done to better align with the Faculty's admissions cycle.
- The membership of the committee has been extended to include the Vice-Dean Undergraduate, the Associate Registrar, and the Associate Director of the Engineering Student Recruitment and Retention Office. The new members are "ex-officio."
- The previous manual was written as though the Admissions Committee made all admissions, scholarship and advanced standing decisions for each and every candidate. This has been changed in the new manual to reflect the current reality, wherein such decisions are mainly made by the departments and divisions within the Faculty, with the Admissions Committee overseeing the entire process.

- Notwithstanding the prior bullet, the new manual specifies that the Admissions Committee is the “final authority regarding the admissibility of an applicant, the granting of advanced standing in courses, and scholarships.” Likewise, the new manual states that the Admissions Committee may consider individual candidates from time to time, as needed.
- Language was simplified throughout to be more generic, yet remain accurate. Aspects of the previous manual relating to an admissions formulae index, special students, part-time were removed.

## **PROPOSAL/MOTION**

THAT the revised Manual for the Admissions Committee be approved.

**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE AND ENGINEERING**

***MANUAL***  
***FOR***  
***THE ADMISSIONS COMMITTEE***

March 2014

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**The terms of reference for each Committee must be clearly established and kept under constant review. Each Committee should have a manual of procedures, continuously updated, wherein all policy decisions are recorded and which is available for immediate reference, to promote ease and consistency in Committee deliberations. Each Chair must assume executive responsibility for the efficient working of his/her Committee, towards which he/she can expect to have strong administrative support available through the Registrar's Office.**

## **1. MEMBERSHIP AND TERMS OF OFFICE**

### **1.1 Membership**

Undergraduate Programs, faculty members

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Chair of First Year Studies, ex-officio

Dean of the Faculty of Applied Science and Engineering, ex-officio

Vice-Dean Undergraduate, ex-officio

Faculty Registrar, ex-officio

Associate Registrar, Admissions, ex-officio

Associate Director, Engineering Student Recruitment and Retention Office,  
ex-officio

### **1.2 Terms of Office**

The Committee shall take office on July 1, and shall remain in office until June 30 of the following year.

## **2. TERMS OF REFERENCE**

The Committee will be responsible for initiating and implementing policies and procedures with respect to the selection and admission of all undergraduate applicants to the Faculty of Applied Science and Engineering and granting of any advanced standing in courses (course exemptions). The Committee will further be responsible for initiating and implementing policy with respect to academic awards for incoming first-year students.

To support its admissions and advanced standing functions, the Committee shall:

- 1) Establish an appropriate admission procedure to review all applicants to the Faculty,
- 2) Establish an appropriate procedure with respect to the granting of advanced standing in courses,
- 3) Serve as the final authority regarding the admissibility of an applicant, the granting of advanced standing in courses, and scholarships,
- 4) Monitor changes in the education systems in the province, in Canada and internationally that would impact on the qualifications of an applicant to the Faculty,
- 5) Examine admissions-related trends and issues and provide information, to the Chair of First Year, the Vice-Dean Undergraduate, and other stakeholders, on best practices with respect to enrolment planning,
- 6) Monitor changes in the first year curriculum in the Faculty to ensure appropriate qualification standards,

- 7) Monitor the progress of admitted students throughout their undergraduate program to ensure that the admissions procedure is aligned with student success,
- 8) Establish an appropriate review procedure of applicants to the Faculty as to their eligibility for scholarships awarded by the Faculty.

### **3. RULES OF PROCEDURE**

The Committee shall operate according to the rules of procedure established and from time to time amended by Council as set out in “Procedures for Committees of Council of the Faculty of Applied Science and Engineering”.

### **4. DUTIES**

#### **4.1 Major Duties**

To fulfill its terms of reference as outlined above, the Committee shall carry out the following duties:

- 1) Establish admissions policies and procedures,
- 2) Establish policies and procedures with respect to the granting of advanced standing courses,
- 3) In consultation with the Faculty Registrar or their designate and the Chair of First Year, oversee the admissions process for the Faculty, including all of its departments, programs and divisions,
- 4) In consultation with the Faculty Registrar or their designate and the Chair of First Year, oversee the process for the granting of advanced standing for the Faculty, including all of its departments, programs and divisions,
- 5) Review and make recommendations to Council with regards to entrance requirements,
- 6) Ensure that the qualifications of applicants seeking admission are appropriately assessed and reviewed, and that fair and equitable consideration is given to each applicant,
- 7) Ensure that consideration for advanced standing in courses is appropriately assessed and reviewed and that fair and equitable treatment is given to each applicant,
- 8) In consultation with the Faculty Registrar, or their designate and the Chair of First Year, oversee the scholarships process,
- 9) From time to time, in its role as the final decision making authority regarding admissions, advanced standing and scholarships, the Committee shall be required to consider the admissibility of an applicant, advanced standing in courses for an applicant, or the scholarship awarded to an applicant,
- 10) In consultation with the Faculty Registrar or their designate and the Chair of First Year, regularly review the criteria for admission and recommend changes to admissions policy in accordance with relevant Faculty policy, goals and objectives.

#### **4.2 Routine Admission and Advanced Standing Duties**

- 1) The Committee, in consultation with the Faculty Registrar or their designate and the Chair of First Year, shall annually review existing admission standards for the Faculty,
- 2) The Committee, in consultation with the Faculty Registrar or their designate and the Chair of First Year, shall annually disseminate details of the admission standards and procedures along with appropriate guidelines of interpretation,
- 3) The Committee shall annually review the standards for the granting of advanced standing in courses for applicants to the Faculty.

#### **4.3 Routine Administrative Duties**

A subcommittee consisting of the Chair of the Committee and the Faculty Registrar, or their designate, are empowered to carry out the following routine administrative duties consistent with the decisions of the Committee and Faculty Council:

- 1) Update the “Manual for the Admissions Committee”,
- 2) Annually, receive in part, originate in part, co-ordinate, approve and report all text for the annual Calendar of the Faculty with respect to Admissions and Advanced Standing,
- 3) Annually, compile the results of the admissions process.

#### **4.4 Reporting and Coordinating Duties**

- 1) Interact as needed on matters involving either admissions with appropriate committees of this and other Faculties and of the Governing Council,
- 2) Report actions and recommendations of the Committee according to the rules of procedure established under Policy 5.1 “Procedures for Committees of Council of the Faculty of Applied Science and Engineering”.

### **5. MAJOR POLICIES**

#### **5.1 Rules of Procedures for Standing Committees**

**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE AND ENGINEERING**

***MANUAL***  
***FOR***  
***THE ADMISSIONS COMMITTEE***

February, 1999



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**The terms of reference for each Committee must be clearly established and kept under continuing surveillance. Each Committee should have a manual of procedures, continuously updated, wherein all policy decisions can be recorded and which is available for immediate reference, to promote ease and consistency in Committee deliberations. Each Chair must assume executive responsibility for the efficient working of his/her Committee, towards which he/she can expect to have strong administrative support available through the Registrar's Office.**

## **1. MEMBERSHIP AND TERMS OF OFFICE**

### **1.1 Membership**

Undergraduate Programs, faculty

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Registrar of the Faculty of Applied Science and Engineering, ex-officio

Chair of First Year Studies, ex-officio

Dean of the Faculty of Applied Science and Engineering, ex-officio

### **1.2 Terms of Office**

The Committee shall take office at the close of the regular October meeting of Faculty Council, and shall remain in office until the adjournment of the following regular October meeting.

## **2. TERMS OF REFERENCE**

The Committee will be responsible for initiating and implementing policies and procedures with respect to the selection and admission of all applicants to the first year program, and granting of any course exemptions from the first year program. The Committee will further be responsible for initiating and implementing policy with respect to academic awards for incoming first year students including the terms of any awards. The Committee will also be responsible for assessing the qualifications of all applicants seeking admission, re-admission or transfers within the Faculty at any level higher than First Year.

To support its admissions function, the Committee shall:

- 1) establish an appropriate admission procedure to review applicants to the Faculty.
- 2) establish an appropriate admission standard of applicants to the Faculty, and in turn, for each of the Departments, Programs and Divisions,
- 3) monitor changes in the pre-university programs in the province, in other parts of the country and internationally that would impact on the qualifications of an applicant to the Faculty,
- 4) monitor changes in the first year curriculum in the Faculty to ensure appropriate qualification standards,
- 5) establish an appropriate review procedure of applicants to the Faculty as to their eligibility for scholarships awarded by the Faculty,
- 6) make admission decisions to the Faculty, and
- 7) make decisions on first year scholarships.

To support its advanced standing function, the Committee shall:

- 1) establish an appropriate procedure to review all applicants seeking admission or re-admission to the Faculty at any level higher than First Year,
- 2) establish an appropriate standard of admission to the Faculty, and for all applicants seeking admission, re-admission or transfer within the Faculty at any level higher than First Year,
- 3) make admission decisions on all applicants seeking admission or re-admission or transfer within the Faculty at any level higher than First Year,
- 4) review, define, administer and approve requests for exemptions / adjustments in academic programs based on courses taken at another university or equivalence, based on a clear Policy of Equivalence with regard to Foreign coursework, English Facility, and University of Toronto Arts and Science Equivalence,
- 5) review, define, administer and approve requests for admission at any level higher than First Year for Special Students, and
- 6) monitor changes in the first year curriculum in the Faculty.

### **3. RULES OF PROCEDURE**

The Committee shall operate according to the rules of procedure established and from time to time amended by Council as set out in “Procedures for Committees of Council of the Faculty of Applied Science and Engineering”.

### **4. DUTIES**

To fulfill its terms of reference as outlined above, the Committee shall carry out the following duties at the intervals indicated:

#### **4.1 Admission / Advanced Standing Policy / Duties**

##### **4.1.1 Admissions:**

- (a) In advance of a deadline established by the Office of Admissions, the Committee shall meet to define a detailed mechanism for admission to the faculty;
- (b) The Committee shall assist the Faculty and the Secondary School Liaison Officer in the preparation and dissemination of current admission requirements to schools along with appropriate guidelines of interpretation,
- (c) The Committee shall assist the Faculty in matters of general University policy concerning admissions where the requirement for national achievement, aptitude tests, and English facility tests are required,
- (d) The Committee shall review and update the correlation of student success at the University with academic,

- (e) The Committee shall solicit and receive input from Department and Division Chairs regarding quotas for admission of First Year students to Programs, including restrictions / resource limitations that may affect the admissions process,
- (f) Decisions concerning the admissibility of borderline applicants to the Faculty can be delayed until the Committee ascertains that all applicants have been given due consideration,
- (g) A simple majority vote of a quorum of the Committee is required to reach a decision to offer or refuse admission to an applicant,
- (h) A task of the Committee is to grant admission in one or more stages as defined by the Committee; individual committee members representing their respective Department, Division, or Program are empowered to make recommendation to the Committee as to the suitability of a given applicant, with unusual applications brought forward for debate and adjudication by the whole committee,
- (i) Decisions to offer admission to a qualified applicant can be granted at any time. At all stages of the admissions process, the expected yield of students applying for a given Department, Division, or Program will be computed as a guideline in achieving the desired quota of students to actually be registered in the Faculty on November 01,
- (j) Upon completion of the normal admissions process encompassing all final admissions decisions, any remaining applications may be processed by a designated group of the Committee composed of the Registrar and Program representative, and where appropriate the Chair, Vice-Chair, and Chair of First Year Studies,
- (k) Applications to First Year by students holding advanced standing credits in course equivalents will be reviewed by the Program representative, in consultation with the Registrar where appropriate, to ensure a suitable program for students granted such exemptions,
- (l) The same standard of admissions is required of applicants applying for “part time” status as is required of applicants to “full time” status,
- (m) The Committee shall review the terms and conditions of any academic awards for First Year specifically related to admission of candidates to the Faculty,
- (n) The Committee shall approve the procedure for making first year admission awards,
- (o) The Registrar and Program representative will deal with student petitions regarding the admissions process. Any unresolved cases will be referred to the Committee at large.

#### **4.1.2 Advanced Standing:**

- (a) The Committee shall make admission decisions for advanced standing of suitable applicants based on academic qualifications, availability of space within Departments, Divisions, and Programs, and visa status,

- (b) The Committee shall make recommendations for admission to the Faculty on the basis of advanced standing are not normally granted beyond the spring of the Third Year,
- (c) The Committee shall consider course work exemptions to and incorporate all possible exemptions whether or not requested specifically by the candidate,
- (d) The Committee shall make recommendations for admission of Special Students. Clearly demonstrate the benefit accrued to the student upon taking the course, and no impediment to the conduct of the course shall result from the admission of the student.

## **4.2 Routine Admission / Advanced Standing Duties**

### **4.2.1 Admissions:**

- (a) The Committee shall annually review existing admission standards for the Faculty,
- (b) The Committee shall annually solicit admissions quotas from Department and Divisional chairs,
- (c) The Committee shall annually disseminate details of the admission standards and procedures via the Faculty Secondary School Liaison Officer along with appropriate guidelines of interpretation,
- (d) The Committee shall annually establish the detailed admissions index formulae used to rank applicants, in light of the past performance/success of applicants to the Faculty,
- (e) The Committee shall annually recommend first year course exemptions for applicants to the Faculty, and
- (f) The Committee shall annually consider for admission to First Year applicants who have been declined admittance to the Faculty on the basis of Advanced Standing.

### **4.2.2 Advanced Standing:**

- (a) The Committee shall annually review existing advanced standing standards for the Faculty,
- (b) The Committee shall annually solicit program quotas,
- (c) The Committee shall annually establish the policy for advanced standing admissions and transfers between Departments/Programs/Divisions
- (d) The Committee shall annually render decisions on transfers between Programs based on the transfer rules of the Faculty, academic ranking, and available space.

#### **4.3 Routine Administrative Duties**

A subcommittee consisting of the Chair of the Committee and the Faculty Registrar are empowered to carry out the following routine administrative duties consistent with the decisions of the Committee and Faculty Council:

- 1) Update approved “Manual of Duties / Responsibilities of the Admissions Committee,
- 2) Annually, receive in part, originate in part, co-ordinate, approve and report all text for the annual Calendar of the Faculty with respect to Admissions and Advanced Standing.
- 3) Annually, compile the results of the Admissions Process,
- 4) Annually, review and update all information disseminated by the Secondary School Liaison Officer in regards to Admissions / Advanced Standing Policy or Procedures.

#### **4.4 Reporting and Coordinating Duties**

- 1) Interact as needed on matters involving either admission to First Year or Advanced Standing with appropriate committees of this and other Faculties and of the Governing Council
- 2) Report actions and recommendation of the Committee according to the rules of procedure established under Policy 5.1 “Procedures for Committees of Council of the Faculty of Applied Science and Engineering”

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