

PROGRAM ADMISSION POLICY

TRANSFERRING BETWEEN UNDERGRADUATE PROGRAMS

Responsibility: Associate Dean Academic, College of Engineering
Authorization: Undergraduate Academic Programs Committee, College of Engineering
Approval Date: October 6, 2016

Purpose

The College of Engineering acknowledges there are circumstances whereby undergraduate students may wish to transfer between engineering programs during their undergraduate studies. This document has been written to explain the different processes and timelines for transferring between programs.

Program Admissions: From Undeclared Studies to a Program

As per the college-level *Program Admission Policy*, undeclared undergraduate students must submit their primary, secondary, and tertiary program preferences online (through PAWS) during the winter term of each academic year. Historically, the application window has been between March 1st and May 31st.

The Engineering Student Centre receives and processes all program applications in June of each academic year. Applicants are ranked competitively (by program admission average) and admissions are awarded to the strongest candidates. Successful applicants are expected to complete one year of studies in the program into which they have been admitted before transferring between programs.

Program Admissions: Transferring Between Programs

Undergraduate students already enrolled in an upper-year engineering program may request to transfer into another engineering program between December 1st and May 31st. Such requests must be made in writing to the Engineering Student Centre whose staff are responsible for administering program admissions and transfers on behalf of college departments.

All undergraduate students (including those under faculty action) who request to transfer between programs during the transfer application window (December 1st and May 31st) will be assessed as undeclared students; they will be ranked competitively (by program admission average) amongst other undeclared students and admissions will be awarded to the strongest candidates. The successful applicants will be notified via email and they will be transferred into their new program in the upcoming fall term. Unsuccessful applicants will also be notified via email but they remain in their current program.

Undergraduate students under faculty action who request to transfer between programs are required to comply with all requirements listed in their faculty action issuance, including repeating courses as necessary. The Associate Dean Academic may, in consultation with the undergraduate chairs, adjust

repeat requirements so that students are required to complete comparable courses in their new program of study. Adjustments of this nature will be communicated to students in writing.

Special Considerations: Transferring Between Programs

Qualified undergraduate students already enrolled in an upper-year engineering program for at least one academic term can also petition to transfer into another engineering program. These applicants will be considered as “special cases” outside of the standard program transfer procedures.

Undergraduate students who wish to be considered as “special cases” must first meet with an academic advisor in the Engineering Student Centre. The academic advisor will counsel the student and, upon the student’s written request for a program change, will liaise with the undergraduate chair of the student’s desired program of study.

In the event that the student petitions for a program change, the undergraduate chair will review the request and make a decision on admission. In some instances, the request may be referred to a departmental-level committee. The undergraduate chair (or the respective departmental committee) may consider the student’s program admission average, upper-year grades, cumulative average, program capacity, and other factors, in making a decision. The decision is final and cannot be appealed.

Undergraduate chairs (or their respective department committees) may consider transfer requests during three periods in each academic year. Any transfer requests received between January 1st and April 30th will be considered by the department in May; requests received between May 1st and July 31st will be considered by the department in August; requests received between August 1st and November 30th will be considered by the department in December.

Undergraduate chairs are responsible for communicating the results of special transfer requests to the Engineering Student Centre. In each instance, the undergraduate chair must indicate whether or not the student is admitted directly into a program as a “special case”. The Engineering Student Centre will process the recommendation and communicate the verdict to the student.