



## Admission into Major Policy

RESPONSIBILITY: Faculty Council, College of Engineering

AUTHORIZATION: Student Academic Affairs Committee

APPROVAL DATE: January 27, 2021

REVISIONS:

### Purpose:

The purpose of the *Admission into Major Policy* is to define admission criteria applicable to students in the College of Engineering who are seeking to progress onwards into the upper years of engineering studies. This policy establishes the academic credentials that an applicant must present, as well as the parameters by which the College of Engineering (the College) will operate in order to establish eligibility for admission into the upper years of the programs.

### Principles:

Admission into each of the undergraduate majors offered by the College of Engineering is competitive in nature. This Policy strives to ensure that undergraduate students are aware of all upper year admission requirements, and to promote a fair assessment of a student's eligibility to be admitted into each of the eight engineering majors.

Consistent with the University of Saskatchewan *Admission to Degree Programs Policy*, the principles that will guide the admission into major criteria are: quality, equity, diversity, transparency and stewardship.

### Scope:

All current first year students in the College of Engineering at the University Saskatchewan are subject to the provisions detailed in this policy. The Policy also applies to current upper year students who wish to request a switch in their choice of major, and students with post-secondary course credit newly admitted to the College of Engineering eligible for an upper year transfer.

### Policy:

- I. **Categories for Admission**
  - a. Current First Year Students



The first year common core, and the engineering discipline experience in particular, allow students to explore different engineering major and to make an informed decision in which upper year major to select.

Student selection of engineering majors will occur during the Winter term of the common first year. Current first year students will choose three majors (commonly in late March to early April). Students will then be placed in the corresponding bridge course and then will be assigned to a major based on the admission into major eligibility criteria.

#### b. Transfer Students and Other Considerations

The College of Engineering acknowledges there are circumstances whereby undergraduate students may wish to transfer between engineering disciplines during their undergraduate studies; as well as the importance of student mobility between departments, colleges, and institutions.

There are additional admission categories to consider:

1. Students enrolled in the first year common core at the College of Engineering who wish to change their placement following the completion of the bridge course;
2. Students who have transferred to the College of Engineering from another college or institution and are eligible for an upper year transfer;
3. Upper year students at the College of Engineering who wish to transfer from one engineering major to another.

## II. Admission into Major Eligibility Criteria

Admission to the various majors offered at the College of Engineering is determined through a competitive process based on student preference, capacity, and admission into major average.

The College of Engineering requires undergraduate students to declare their preferred majors. Students rank three majors in order of preference (1 being the first). Admission in the first-choice major is not guaranteed.

The quotas for majors offered by the College are approved annually by the Faculty Council. When determining capacity in each major, factors such as quality of education, resources, availability of faculty, space and workforce should be taken into account.

Admission into average is based on the individual student's academic achievement attained, and calculated on their specific course load completed.

Students should complete at least 18 credit units worth of common first year courses to be considered for admission into a major. For students who completed more than 18 credit units worth of common first year courses, courses where students achieved the highest grades will be used.



Students who are not eligible for admission into major are strongly advised to meet with an Engineering Student Center (ESC) Academic Advisor for guidance with course planning.

### III. Admission into Major Process

#### a. Current First Year Students

Undergraduate students currently registered in their first year in the College of Engineering will be required to declare their preferences for majors during the Winter term.

Students who have completed at least 18 credit units from the common first year courses are eligible to be considered for admission into a major. The admission into major average is calculated from the final grades that have been achieved within the common first year courses. Specifically, it is a weighted average calculated by multiplying the grade achieved in each class by the number of credit units in the class. The sum of the individual calculations is then divided by the total number of credit units of the common first year courses completed.

Admission into major average will be based on the highest weighted average based on any combination of courses from the first year curriculum that adds up to at least 18 credit units.

In addition, it should be noted that 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 the average.

The Engineering Student Centre will send students instructions outlining how to select their preferred majors. Students will rank three preferred majors and submit those rankings via PAWS. The application window will typically be open until the middle of March; and be informed about the placement into major at the beginning of April (exact dates will depend on the academic calendar).

Following the receipt of all applications to the engineering majors, the College of Engineering will rank undergraduate applications on the basis of student preference and "admission into major average" from highest to lowest average until quotas for majors are reached.

Students will be contacted by the Engineering Student Centre as soon as they have been admitted into a major, and will be registered into a corresponding bridge course. Students should be registered in (or have previously completed) at least 15 of the 19 possible credit units in Term 2/Winter term prior to the bridge courses.

#### b. Transfer Students and Other Considerations

A thorough review of each student's academic history will be conducted as part of the University admission process. For newly admitted transfer students, this will involve determining which transfer credit, if any, can be granted. The number of first year engineering courses (i.e.



equivalents) that transfer students have will determine if they are eligible for first year or upper year admission.

Students who have transferred to the College of Engineering from another college or post-secondary institution and are eligible for an upper year transfer, as well as the upper year students who wish to transfer from one engineering major to another, will also be required to declare their preferences for majors and go through the same competitive upper year admission into major process.

In addition to the student's preferences, admission into major average and capacity in the majors, factors such as the number of first year engineering courses completed, upper-year grades, cumulative average, availability of bridge courses, and others can be considered when making a decision. The time required to complete B.E. degree for transfer students will depend on the outstanding course requirements, course availability (i.e. fall, winter, spring course offerings) and potential course timetable conflicts.

Students enrolled in the first year common core at the College of Engineering who wish to change their placement following the completion of the bridge course, might be able to do so prior to the beginning of the following Fall term, depending on the capacity in the preferred major and the necessity of the completion of bridge course prior to the start of the second year.

Bridge courses into each major represent unique experiences in the College of Engineering and have been designed so as to empower students to succeed in their selected majors. Bridge courses are organized differently and are distinctively integrated into each major. In most cases, students will not be able to progress to or through the upper year courses prior to completing a bridge course. Due to the importance of this experience, students might be offered some accommodations (in a form of exam accommodation, timing, or other based on circumstances) in consultation with the Departments.

Students who are considering transferring into a different major are encouraged to meet with an Academic Advisor within the Engineering Student Centre.