



[DCD#15, 2012-13]

**MEMORANDUM**

To: UTSC Department Chairs and Academic Directors

From: John Scherk, Vice-Dean, Undergraduate

A handwritten signature in black ink, appearing to read 'J. Scherk'.

Date: 11 June 2013

**Re: Admission Requirements for Undergraduate Programs**

---

Some programs at UTSC have admission requirements in place and others are now considering introducing them. In light of the UTQAP and recent discussions with some departments, it is important that we identify principles to guide the creation of admission requirements. We expect that existing program admission requirements will be reconsidered to bring them into line with these principles. Admission into the Co-op component of programs or into direct entry programs will not be affected by these guidelines.

*Principles*

1. Admission requirements are an appropriate mechanism to maintain the academic goals and standards of the program.
2. Admission requirements must be justified in terms of the learning goals of the program. For example, admission requirements would be justified where enrolment numbers compromise the fulfillment of learning goals with the available resources.
3. For the purposes of admission requirements, Majors and a Specialist in the same area should be considered separately.
4. Minors should normally not be subject to admission requirements. This could mean that students in Minors will have limited access to many courses.
5. Mechanisms should be established to prevent students from “ghosting” in a program, i.e. students should not be able to complete the programs requirements when they do not meet the admission requirements.

*Implementation*

1. Past experience has shown that the most effective admission requirement is to set minimum grades in a group of courses that are good predictors of success in the program. The department must present evidence based on data that these courses are indeed good predictors.

2. Admission requirements that are based on a specific GPA from a group of unspecified courses normally are not acceptable: for example, requiring a GPA of 2.5 after the end of first year. Such a requirement does not treat all students equitably.
3. If the rationale for the requirements is to limit enrolment in the program, then the data also must show that the cut off grades required are appropriate for achieving the desired enrolment target. The Dean's Office will help the department offering the program to obtain relevant data and analyze it.
4. Where feasible, the program also should offer a second, different entrance requirement for students who fail to meet the first set of requirements, but wish to enter at a later point in their studies.

*Example of Admission Criteria for Psychology Programs*

- Students may apply to the program after completing a minimum of 4.0 credits including 1 full credit in psychology.
- Admission will be based on an average of 70% or higher in PSYA01H3 and PSYA02H3 for admission to Specialist programs and 60% or higher in PSYA01H3 and PSYA02H3 for the Major programs.
- Students in the Major who achieve a 70% average over two B-level psychology courses will be accepted for transfer into the Specialist program.