



Admission into Major Policy

RESPONSIBILITY: Faculty Council, College of Engineering

AUTHORIZATION: Student Academic Affairs Committee

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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 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. 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 of 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

I.1 Current First Year Students

The first-year common core, and the engineering discipline experience in particular, allow students to explore different engineering majors 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 (the deadline to submit or make changes is January 31). Students will then be assessed and assigned to a major based on the admission into major eligibility criteria and registered in the corresponding first-year elective and bridge course.

I.2 Transfer Students and Other Considerations

The College of Engineering acknowledges there are circumstances whereby undergraduate students may wish to transfer between engineering majors 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. Upper-year students at the College of Engineering who wish to transfer from one engineering major to another.
3. Students who have transferred to the College of Engineering from another college or institution and are eligible for an upper-year transfer;

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 to 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 considered.



Students should complete at least 16 credit units out of the 20 credit units of Term 1 common first-year courses and be registered in or completed at least 12 credit units out of the 15 credit units of Term 2 common first-year courses to be considered for admission into a major. For students who completed more than 16 credit units worth of common Term 1 first-year courses; courses where students achieved the highest grades will be used in computing the admission into a major average.

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

III. Admission into Major Process

III.1 Current First Year Students

III.1.1 Regular admission

Undergraduate students currently registered in their first year in the College of Engineering will be required to declare their major preferences by January 31.

Students who have completed at least 16 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 Term 1 (Fall) 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 Term 1 curriculum that adds up to at least 16 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 January 31. Students will be informed about the placement into a major before first-year elective courses start in early February (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 based on 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 the corresponding first-year elective and bridge course. Students should be registered in or completed at least 12 credit units out of the 15 credit units of Term 2 common first-year courses before the bridge courses.

III.1.2 First-year students wanting to switch major after bridge course

Students who wish to change their major placement after the completion of the bridge course might be able to do so by submitting their request on or before July 1.

Assessment of major eligibility will follow the same criteria as per section III.1.1.

Respective departments will consider factors such as capacity in the preferred major and the necessity of the completion of the bridge course before the start of the second year in making a decision. If majors are already full, this option might not be available.

III.2 Upper year students transferring from another major

III.2.1 Upper-year students transferring before the bridge course

Upper-year students wanting to transfer to another major should apply to switch majors by the January 31 deadline. Students will then be assessed and assigned to a major based on the admission into major eligibility criteria and will be registered in the corresponding first-year elective and bridge course as needed.

Bridge courses into each major represent unique experiences in the College of Engineering and have been designed 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 before completing a bridge course. Due to the importance of this experience, students might be offered some accommodations (in the form of exam accommodation, timing, or other based on circumstances) in consultation with the Departments.

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

III.2.2 Upper-year students wanting to switch major after bridge course

It is to the student's benefit to apply to switch by the regular admission deadline of January 31 to be able to take the elective and bridge course as needed and avoid further delay in their program.



Upper-year students who wish to change their major placement after the completion of the bridge course might be able to do so by submitting their request on or before July 1. If majors are already full, this option might not be available.

Respective departments will consider factors such as capacity in the preferred major and the necessity of the completion of the bridge course before the start of the second year in making a decision.

In addition to the student's preferences, admission into major average, and capacity in the majors, other 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.

Bridge courses into each major represent unique experiences in the College of Engineering and have been designed 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 before completing a bridge course. Due to the importance of this experience, students might be offered some accommodations (in the form of exam accommodation, timing, or other based on circumstances) in consultation with the Departments.

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

III.3 Transfer students from other institutions

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 will also be required to declare their preferences for majors and go through the same competitive upper-year admission into major process.

The time required to complete a B.E. degree for transfer students will depend on the outstanding course requirements, course availability (i.e. fall, winter, and spring course offerings) and potential course timetable conflicts.