

SECTION 4: UNDERGRADUATE ADMISSION

4.1 Application procedure

With the exception of part-time and special visiting students, all students apply to the University of Ontario Institute of Technology (UOIT) through the Ontario Universities' Application Centre (OUAC) at www.ouac.on.ca. Students attending an Ontario secondary school are normally informed of OUAC application procedures and deadlines through their schools in September.

Part-time students should complete an application form at www.uoit.ca to be submitted directly to the Registrar's office:

Delivery Address:

UOIT Registrar's Office,
2000 Simcoe St. North
Oshawa, Ontario L1H 7K4

Mailing Address:

UOIT Registrar's Office,
PO Box 385
Oshawa, Ontario L1H 7L7

E-mail: admissions@uoit.ca

Telephone: 905.721.3190

Fax: 905.721.3178

4.2 Application deadlines

Specific dates pertaining to the current year are provided on the university website at www.uoit.ca. Applications submitted after published deadlines will be considered on an individual basis. Applicants should consult the OUAC or their school guidance counsellors for more information.

4.3 Assessment of eligibility

Grade requirements stated below are normal minimum requirements. The actual cut-off levels for admission cannot be determined until applications are received. Preference will be given to students presenting the strongest admission averages. Students whose grades have been affected by exceptional circumstances that can be documented are encouraged to write to the Registrar's office with appropriate information.

Ontario universities support the full disclosure of all marks achieved in all attempts at secondary and post-secondary school courses. UOIT will use the highest grade obtained in a course in the calculation of averages. See section 4.12.

Applicants seeking information on the applicability of their educational backgrounds may seek informal guidance from the Registrar's office if their circumstances are straightforward. Applicants wanting a formal assessment of their credentials prior to application should contact a credential evaluation service. Official determination of admissibility and transfer of credit cannot be made until the point of application.

4.4 Admission requirements for post-degree programs

4.4.1 Admission requirements for Bachelor of Education program (consecutive)

Primary/Junior (P/J) – see section 11.3.2.1 of this calendar for details

Intermediate/Senior (I/S) – see section 11.3.2.2 of this calendar for details.

4.5 Admission requirements for undergraduate programs

Regardless of educational background, all applicants to undergraduate programs must have specific prerequisite subject knowledge for their intended program of study. The prerequisite subjects for each program and other program specific requirements are listed in the faculty sections of this

calendar. Courses taken more than eight years prior to application will not be accepted. Students in this situation are required to upgrade the prerequisite courses for their intended program of study.

Current students and graduates of secondary schools (no post-secondary education) will be evaluated based on their secondary school courses. Students who have followed a secondary school curriculum other than those listed below are encouraged to contact the Registrar's office for further information.

Those applicants with previous post-secondary education are categorized as transfer students. For these applicants, prerequisite subject requirements may be met by a combination of secondary and post-secondary studies.

Note: Admission requirements are subject to change. The admission requirements listed in the 2008-2009 Academic Calendar were the requirements for admission to UOIT for the 2008-2009 academic year. Applicants seeking admission to UOIT for an academic year other than 2008-2009 should visit www.uoit.ca for specific admission requirements.

4.5.1 Applicants from Ontario secondary schools

- Graduation from an Ontario secondary school with a minimum overall average of 70 per cent.
- Admission will be based on the best six grades at the 4U or 4M level. These six courses must include course prerequisites for the selected program of study as indicated in the faculty sections of the Academic Calendar.

4.5.2 Applicants from secondary schools in other Canadian provinces

Specific information on admission requirements for students completing high school in other provinces can be viewed online at www.uoit.ca. The normal minimum requirement consists of meeting the necessary academic program requirements and completion of secondary school with a minimum overall average of 70 per cent in the final year. Quebec applicants must have one year beyond the Secondary V diploma. Equivalent subject prerequisites will apply to out-of-province applicants. For further details e-mail admissions@uoit.ca or visit www.uoit.ca.

4.5.3 Applicants from secondary schools in other countries

Applicants from the United States must achieve high school graduation with a minimum B average including the prerequisite courses for the intended program of study. All applicants must present a SAT or ACT score; a minimum combined SAT score of 1800 with a minimum combined score of 1200 in Math and Critical Reading or an ACT score of 27 is recommended.

UOIT's SAT code is 4192

Applicants from British-patterned education (GCE) must achieve the General Certificate of Education, including a minimum of two Advanced Level courses. No grade can be below a 'C'.

Applicants from other countries should contact the Registrar's office for admission requirements specific to their curriculum or visit the UOIT website at www.uoit.ca.

4.5.4 International Baccalaureate students

Full diploma candidates who achieve passes in six subjects with at least three at the Higher Level, and who accumulate a grade total of 24 with no score lower than four are eligible for admission to first year. Students must hold the appropriate prerequisite subjects at the Higher Level. English may be held at either Higher or Standard Level.

Applicants offering prerequisites at Standard Level will be given individual consideration.

See section 4.6 for information on advance standing.

4.5.5 Students applying from other colleges and universities

Transfer students must present the minimum average in the specific prerequisite subjects for their intended program of study. The prerequisite subjects for each program are listed in the faculty sections of this calendar. Prerequisite subject requirements may be met by a combination of secondary and post-secondary studies. Applicants must be in good academic standing at their previous post-secondary institution.

4.5.6 Mature applicants

A mature applicant is defined as one who:

- Will have reached the age of 21 by December 31 of the year of application;
- Has been away from formal education for at least two years;
- Is a Canadian citizen or permanent resident;
- Has not completed any post-secondary education; and
- Is not eligible for admission as a secondary school graduate.

Mature applicants may be admitted upon successful completion of secondary-level courses in the prerequisite subjects for their intended program of study and must meet the minimum admissions average.

4.5.7 Visiting students

With a letter of permission from a recognized institution, a student studying elsewhere will be allowed to enrol in UOIT courses, subject to availability. The letter of permission may be used in lieu of transcripts from their home institution. Some faculties may require the submission of academic transcripts. As a result, it is the responsibility of the student to ensure they have the necessary prerequisites and are academically prepared for the course. These students will be admitted as special students not seeking a degree and will be subject to the applicable application and letter of permission fees.

4.5.8 Home-schooled applicants

Home-schooled applicants will be evaluated on the basis of examinations (through distance learning or alternative education centres) or on a combination of SAT Subject Tests and a portfolio. Parent generated transcripts will be accepted as a reflection of courses completed and marks attained, but these transcripts must be submitted in conjunction with standardized test scores.

Applicants who have completed courses through distance learning or alternative education centres should include marks from these courses at the time of application. If official transcripts like these indicate completion of specific prerequisite subjects then there is no need to submit SAT Subject Test scores or a portfolio.

Alternatively, applicants may write four subject-specific SAT II tests. A minimum score of 600 is required to demonstrate sufficient background in the subject. Below are the required SAT Subject Tests for each program.

Faculty of Business and Information Technology – Writing, Mathematics (Level II C), two other SAT Subject Tests

Faculty of Criminology, Justice and Policy Studies – Writing, Mathematics (Level II C), two other SAT Subject Tests

Faculty of Engineering and Applied Science – Writing, Mathematics (Level II C), Physics and Chemistry

Faculty of Energy Systems and Nuclear Science – Writing, Mathematics (Level II C), Physics and Chemistry

Faculty of Health Sciences – Writing, Mathematics (Level II C), Biology (Ecological or Molecular) and Physics or Chemistry

Faculty of Science – Writing, Mathematics (Level II C), Biology (Ecological or Molecular) and Physics or Chemistry

Applicants presenting SAT Subject Test scores must also submit a personal/career portfolio. This should detail personal and community participation and achievements including academic, volunteering and mentorship. The portfolio should also include an essay detailing future goals and reasoning for application to their program of choice. A letter of reference to support the application should also be submitted. For additional information please contact admissions@uoit.ca.

The university reserves the right to accept or deny students based on overall performance through the variety of measures listed above.

4.5.9 Readmission of former UOIT students

Students previously admitted to UOIT who have not been in attendance for a period of one academic year and have not received a deferral will be required to apply for readmission to the university.

Applications for readmission are submitted directly to the Registrar's office. Readmission deadlines are as follows: Fall term – August 1, winter term – December 1, spring/summer term – April 1.

A student who has attended another institution since his/her last attendance at the university is required to submit official transcripts from that institution and must apply through the Ontario Universities Application Centre (OUAC). For admission following suspension, see section 5.9.

4.6 Advance standing

4.6.1 Secondary school students

Applicants who have completed Advanced Placement (AP) examinations or International Baccalaureate (IB) examinations or General Certificate of Education (Advanced Level) courses may be granted up to a maximum of 18 credit hours toward their UOIT degree. Other university-level courses taken while in high school/secondary school will be considered on a case-by-case basis. Official documents must be supplied directly from the issuing institution to the Registrar's office to ensure granting of credit. Minimum subject scores of four in the Advanced Placement examinations and five in the International Baccalaureate examinations and grade of 'C' or better in Advanced Level (A Level) courses are required for advance standing; minimum subject scores may vary by subject.

Credit and exemption will not be given for completion of high school Advanced Placement or International Baccalaureate or Advanced Level (A Level) courses unless an acceptable score is attained on the examination administered by the appropriate board.

4.6.2 Students transferring from other universities

Credits from other Ontario universities within and outside Canada will be evaluated on an individual basis. Credit is subject to the university's residency requirement (section 5.16) and to faculty specific regulations. Transfer credits will be indicated by a 'T' on the student's transcript and will not be used in the GPA calculation.

4.6.3 Expiration of credit

University courses taken more than eight years prior to admission will not be accepted for credit.

4.6.4 Challenge for credit

Faculties may offer examinations that allow students to demonstrate their competence in a subject for the purpose of advance standing. Please consult the appropriate dean's office. The fee for such examinations is 50 per cent of the applicable course fee. Unsuccessful attempts are counted as failures on the transcript.

4.7 English language proficiency

All applicants are required to give evidence of their oral and written proficiency in English. This requirement can be satisfied with one of the following criteria:

1. Your mother tongue or first language is English.
2. You have studied full-time for at least three years (or equivalent in part-time studies) or at least six semesters (studying no less than three courses per semester) in a secondary school or university where the language of instruction and examination was English. If this applies to you, please provide verification from your school that the language of instruction and examination was English. Please note: The minimum three-year requirement does not include time enrolled in ESL courses.
3. You have achieved the required proficiency on one of the tests in English language acceptable to UOIT.

Recommended scores – English Language Proficiency Tests

Higher scores may be required, and minimum overall scores may vary by program. For more detailed information visit www.uoit.ca.

TOEFL (iBT)	83-87* (Listening 20, Reading 20, Speaking 19, Writing 20) *may vary by program
TOEFL (computer based)	220
TOEFL (paper based)	560
IELTS	7
MELAB	85
CAEL	70 (with no sub-score below 60)

Students must arrange for original test scores to be sent directly from the testing centre to the Registrar's office.

TOEFL Code: 7178

Applicants who meet all the admission requirements for UOIT with the exception of the English language proficiency requirement will have the opportunity to enrol in the English for Academic Purposes (EAP) program. The EAP program is an English preparatory program for university-level studies and is offered through Durham College. Upon successful completion of level 10, students will be eligible to proceed into a university degree program at UOIT.

More information on UOIT's English language proficiency requirements and the EAP program may be obtained by visiting www.uoit.ca or contacting the Registrar's office.

4.8 Conditional admission

If an applicant is currently completing courses at a secondary or post-secondary institution, a conditional admission decision will be made. This decision will be based upon the applicant's eligibility for admission subject to successful completion of the courses for which he/she is currently registered. This decision will remain conditional until final results for the applicant's current program of study are available.

The university may, in other circumstances, grant conditional acceptance to a student who is eligible for admission subject to satisfying specified conditions. These conditions will be outlined in the conditional offer of admission or you may contact the Registrar's office.

4.9 Deferral of offers

Applicants who are offered admission may apply to defer their application or their offer of admission by one year. Where an application is deferred, the applicant will not have to re-apply but will be reassessed for admissibility on a competitive basis in the relevant admission period. Where an offer is deferred, the applicant may register in a subsequent session within the one-year period without re-application. A request for deferral of application or deferral of offer must be made in writing to the Registrar's office. Requests to defer the application or offer of admission must be made before September 15.

4.10 Students with disabilities

The university welcomes supporting documentation from applicants with disabilities. Any documentation should be forwarded directly to the Centre for Students with Disabilities by the application deadline. The Registrar's office, in cooperation with the Centre for Students with Disabilities, will ensure that each applicant is treated in a fair and equitable manner.

4.11 Program Changes

Students wishing to pursue a program of study other than the one to which they were originally admitted must submit a change of program form to the Registrar's office. Such requests will be subject to the admission requirements of the new program of study and final approval rests with the dean of the faculty. Changes will be permitted only if space is available and all academic requirements are met. Program change requests must be submitted to the Registrar's office before September 1 for the fall term, January 1 for the winter term and May 1 for the spring/summer term.

4.12 Honesty in applications

Students must declare fully their educational history when applying to the university.

Students must also advise the Registrar's office should they attend another post-secondary institution while a student at UOIT. Failure to declare previous or concurrent post-secondary education, or the falsification of any documents related to such academic pursuits, may result in suspension or expulsion from the university, including possible revocation of degrees awarded.

4.13 Appeal of admission decisions

Individuals may appeal their admission decision in writing within 10 days to the Registrar's office. There is a charge for such appeals, which is refundable if the appeal is successful. Admission appeals are referred to the Admissions and Scholarship Committee of Academic Council.