



Admission of Students to Credit Programs Policy	
Category: Academic	Approval Date: June 23, 2021
Policy Owner: Academic Council	Effective Date: July 1, 2021
Policy Administrator: Academic Policy Committee	Review Period: 5 years
Recommended by: Academic Council	
Associated Documents Admission Procedure	

PURPOSE

The purpose of this policy is to give fair consideration to applicants applying for admission based on their potential to be successful in completing the academic requirements of a credit program (program). Admission requirements, whether academic or non-academic, will be objective, measurable, transparent, and non-discriminatory contributing to an equitable, diverse, and inclusive learning environment. The institution reserves the right to categorize programs for admission using competitive admission processes where demand exceeds availability or where external accreditation standards must be met.

SCOPE

This policy applies to applicants seeking admission to a program, faculty proposing new or revised admission requirements, and staff applying admission decision to applicants.

POLICY

1. Programs are categorized as General, Oversubscribed or Programs with External Requirements.
2. Oversubscription procedures apply if the number of qualified applications received for a program in the previous academic year equals or exceeds two times the number of qualified applicants needed to fill the program.
3. The institution reserves the right to use a competitive admission process where demand exceeds availability (oversubscribed), when required by collaborative programs, or to maintain external accreditation of programs.
4. Admission is based on official documentation demonstrating an applicant has met the academic and/or non-academic admission requirements of the program.
5. Applicants are categorized as Regular, Unclassified, Visiting Students, or High School

Students for the purpose of admission.

6. Application opening dates and transcript submission deadlines are provided for the purpose of managing the admission cycle.
7. The institution reserves the right to refuse admission to an applicant who does not meet admission requirements, excludes academic history, or has been required to withdraw from a program or institution as a result of academic or non-academic misconduct. Applicants who are denied admission may consult with the Registrar.

DEFINITIONS

Applicant means an individual who has completed an application for admission to a program.

Student means an applicant who has been admitted to a program, registers in courses, and pays tuition and fees.

Academic Admission Requirement means a requirement for admission based on completion of specific secondary school subjects or equivalents, secondary or post secondary academic standing, minimum averages, English Language Proficiency, and/or minimum scores on standardized tests.

Non-academic Admission Requirement means a requirement for admission that may include auditions, interviews, letter(s) of reference, portfolios, skills test, volunteer experience, or another requirement attesting to an applicant's suitability for a program.