

Admission of Students to Credit Programs Procedure	
Policy: Admission to Credit Programs Policy	
Category: Academic	Approval Date: December 8, 2023
Procedure Owner: Academic Policy Committee	Effective Date: December 8, 2023
Procedure Administrator: Office of the Registrar	Review Period: 5 years
Associated Documents:	

PURPOSE

To categorize applicants and programs for admission, establish dates and deadlines for admission, and describe the assessment of applicants for admission to programs.

PROCEDURE

Applicant Categories

1. Applicants are admitted on the basis of [English Language Proficiency](#) when English is a second, foreign, or other language, and under one of the following categories:
 - a. Regular: Applicant is admitted on the basis of meeting academic and non-academic admission requirements permitting registration in courses.
 - b. Unclassified: Applicant is admitted on the provision of evidence of completing course prerequisites permitting registration in a maximum of two credit courses per term.
 - c. Visiting Students: Visiting student admitted to, and attending, another institution. Student is permitted to register in courses upon evidence of completion of course prerequisites and a letter of permission from their institution.
 - d. High School Students: High school student registered and attending a secondary school. Student is permitted to register in courses upon evidence of completing course prerequisites, a letter of approval from a high school administrator, and successful completion of at least one 30 level, or equivalent, high school course.

Application and Admission

1. The Registrar commences accepting applications on the following dates:

Term	Month	Day
Fall	October	1
Winter	April	1
Spring	August	1

2. Official transcript deadlines for applicants:

Term	Term Start	Domestic	International
Fall	September	August 15	July 15
Winter	January	December 15	December 1
Spring	May	April 1	April 1

3. Clear admission is granted upon the applicant satisfying all admission requirements (academic and non-academic) upon presentation of official transcripts and documentation.
4. Conditional admission is granted on the basis of mid-term results, unofficial transcripts or evidence the applicant is currently registered in a prerequisite course(s) required for admission to the program.
5. Applicants applying for admission into the 2nd or 3rd year of a program must meet the admission requirements for the program.
6. Applicants not qualified for admission are notified by the Registrar of the criteria required to meet the admission requirements. These applicants are offered admission to alternate programs providing the alternate program admission requirements are met and space is available.
7. Applicants who are admitted, but do not register in courses and attend, must reapply for admission unless approved to defer admission to a later academic term.
8. Applicants may defer their admission, once, to a future term, within one year from the first academic term applied for. A request to defer admission must be submitted no later than the last day to add/drop courses. Submission of a new application and fee is not required. Program admission requirements in effect at the time of admission and registration will apply to applicants who deferred admission.
9. Offers of admission can be cancelled if official transcripts or required documentation indicate that the applicant did not meet the admission requirements, official transcripts are not received by the due date, or official transcripts are knowingly withheld by the applicant.
10. The Dean or designate responsible for the program, in consultation with the Registrar or designate, may waive one or more admission requirements. The admission decision is based on an assessment of the applicant's ability to be successful in the program.

11. Programs requiring interviews or auditions for admission indicate the criteria on which the applicants are evaluated. Program faculty, or evaluators, notify the Office of the Registrar of the results of interviews or auditions in order to complete the admission process. Applicants rejected on the basis of interviews or auditions are entitled to know how they were evaluated and the reason(s) for rejection.
12. The decision to close applications for a program is made by the Registrar or designate in consultation with the Dean and/or Associate Dean. Applications, received after a program closes, are deferred to the next term, if possible, or denied by issuing a refund of the application fee.
13. Application fees may be waived at the discretion of the Registrar.

Re-admission

1. New students who do not register and are absent from the Polytechnic for one year or more must reapply for admission. Current admission and program requirements will apply.
2. Current students who do not register and are absent for a major term (Fall or Winter) must reapply for admission.
3. Students who have been absent from the Polytechnic as a result of a medical, maternity, or paternity leave of absence must reapply to their program to reactivate their student status to register in courses. Current admission and program requirements will apply, and the application fee is waived.
4. Students on deployment with the Canadian Armed Forces as a Reservist are required to reapply for admission after an absence of more than one year in order to reactivate their student status and register in courses. Current admission and program requirements will apply upon return from deployment and the application fee is waived.
5. Students who have been required to withdraw may reapply for admission after one year has elapsed.
6. Applications from returning students required to withdraw for unsatisfactory behavior in a practicum/placement, as an outcome of student discipline, are reviewed by the Registrar. If admission is denied by the Registrar, the former student may appeal the decision to the Vice President Academic and Student Experience whose decision is final.
7. Returning students, successfully appealing a decision to deny admission, may be required to develop and comply with a student success plan in consultation with Student Support services.

Program Categories

1. Programs are categorized as A, general admission; B, oversubscribed; or C, external accreditation requirements for admission.
2. The program category of A or B is determined by the Registrar by January 15 for the next admission cycle (e.g., January 15, 2022 for programs starting September 2023).
3. Programs designated as Category B and C are noted in the Academic Calendar.
4. A program that meets the criteria of both Category B and Category C is treated as Category C.

5. Programs seeking external accreditation may be required to align admission requirements with the standards set by the accrediting agency. In such cases, the admission requirements or process for admission are modified to meet the standard.

Category A: General Admission to Programs

1. Applicants who meet, or will meet, all admission requirements are admitted in date order unless the program has been designated as oversubscribed or has reached capacity.
2. Applicants who meet the admission requirements to a program that is oversubscribed or has reached capacity are placed on a waitlist. These applicants are referred to their second program choice, where, if qualified, they are admitted or waitlisted. If an applicant's second choice is not specified, the applicant is directed to contact the Office of the Registrar for available program options.
3. Program waitlists cease to exist on the last day to add/drop courses for Fall term or full-year courses.

Category B: Admission to Oversubscribed Programs

1. Applicants who meet, or will meet, all admission requirements are admitted through academic achievement (GPA) and/or random selection.
2. Applicants must submit all transcripts required to calculate the competitive Grade Point Average (GPA) by March 1st for Fall term and July 2nd for Winter term. Transcripts (official/unofficial) must include high school or post-secondary courses and grades, including final grades, of the most recently completed course work.
3. GPA calculation begins after March 1st for Fall term or July 2nd for Winter term. Applicants who have transcripts submitted by the deadlines are placed in rank order by GPA. Applicants who do not submit transcripts by the deadlines are not eligible in the GPA ranking are considered only in the random selection process.
4. The GPA calculation for conditional admission is based on one of the following:
 - a. Twenty-five (25) high school credits, including all credits from the most recently completed semester, or those courses specified by the program in the Academic Calendar, plus the best grades from the next most recent semester.
 - b. Eighteen (18) post-secondary credits including all credits from the most recently completed term plus the best grades from the next most recent term.
 - c. Applicants with fewer than 18 post-secondary credits have their GPA calculated using all credits from post-secondary plus the best grades from the most recently completed courses at the high school level to reach 18 credits.
5. The waitlist is determined randomly by application date after initial admission decisions have been made.
6. The GPA for applicants is not recalculated upon receipt of official transcripts. The transcript(s) is used to confirm admission requirements have been met.

Category C: Admission to Programs with External Accreditation Requirements

1. Applicants, who meet or will meet, all admission requirements are admitted on the basis of academic achievement (GPA) or another process in order to comply with external accreditation requirements.

2. Applicants must submit all transcripts required to calculate the competitive Grade Point Average (GPA) by March 1st for Fall term or July 2nd for Winter term. Transcripts (official/unofficial) must include high school and/or post-secondary courses and grades, including final grades, of the most recently completed course work.
3. Applicants who have submitted transcripts by March 1st for Fall term or July 2nd for Winter term are admitted in GPA rank order. Applicants who submit transcripts after the deadlines are placed on the waitlist in GPA rank order.
4. The GPA calculation for admission is based on one of the following:
 - a. Twenty (20) credits of the specified high school courses required for program admission.
 - b. Eighteen (18) post-secondary credits including all credits from the most-recently completed term plus the best grades from the next most recent term.
 - c. Applicants with fewer than 18 post-secondary credits will have their GPA calculated using all post-secondary credits, plus the credits from the most recent semester from high school using the best grade(s) from the specified high school courses required for program admission.
5. Post-secondary credits are used in the Conditional Admission GPA calculation before high school credits, regardless of when the post-secondary credits were taken. Post-secondary credits do not include any high school equivalents completed through a post-secondary institution (e.g., high school equivalents completed at RDP)
6. The waitlist is determined by GPA rank order after initial offers of admission have been made.
7. The GPA for applicants is not recalculated upon receipt of official transcripts. The transcript(s) is used to confirm admission requirements have been met.

DEFINITIONS

Academic Admission Requirement refers to 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.

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

Clear Admission refers to an admission status granted to applicants meeting all academic and non-academic admission requirements.

Conditional Admission refers to an admission status granted to applicants on the condition that academic and non-academic admission requirements will be met.

Credit Program means an approved program of study comprised of a set number of courses and academic credits result in the awarding of a credential (certificate, diploma, applied degree or degree) upon completion.

Grade Point Average (GPA) is calculated by multiplying the credit weight of each course by the grade points earned in each course. The average is calculated by dividing the total term grade points by the total credit weight of the term. If a course has been repeated the prior grade is excluded from the GPA calculation.

Major Term: An academic term that is at least 15 weeks in duration (e.g., Fall or Winter term).

Non-academic Admission Requirement: A requirement for admission that may include auditions, interviews, letter(s) of reference, portfolios, skill tests, volunteer experience, or other requirements attesting to, or demonstrating, an applicant's suitability for a program.

Official Transcript: The official record of the academic history of an applicant or student.

Program: Official name of the credential awarded on graduation or the name of the program in the case of programs where RDP credential is not awarded (e.g., University Transfer, Academic Upgrading).

Specified Courses: The courses, identified by discipline and level, used for the purpose of calculating the GPA for admission.

Student: An applicant who has been admitted to a program, registers in courses, and pay tuition and fees.

Waitlist: A list of applicants, maintained on the basis of application date or GPA, waiting for admission to a program that has filled to capacity and who have met or will meet the admission requirements. The waitlist ceases to exist on the last day to add/drop courses for the term.