

## **Admissions procedure**

### **Parent policy**

Admissions Policy

### **Purpose**

This document provides the procedures that apply to the Admissions Policy and should be read in conjunction with that policy.

### **Scope**

This policy applies to all domestic and international applicants seeking admission to credit programs at the post-secondary, Foundational Learning Upgrading and English Language Learning programs regardless of learning outcomes or delivery mode (e.g. in class, online).

### **Compliance**

Employees (including contractors) and students are responsible for knowing, understanding, and complying with Bow Valley College procedures to the extent that procedures relate to their position, employment, or enrolment at the College.

### **Procedures**

#### **1. Creation and Review of Admission Criteria**

- 1.1. Admission criteria are set to reflect the skills required to successfully complete a program. In general, academic admission criteria for specific programs should align with the admission band categories set for College programs.
- 1.2. Admission criteria of new programs and changes to admission criteria of existing programs are reviewed by the Standing Committee on Admissions and Selection. The Committee provides its recommendations on the admission criteria to the Academic Leadership Team.
- 1.3. The Academic Leadership Team will consider recommendations from the Standing Committee on Admissions and Selection and in turn make its recommendation.
- 1.4. If the admission criteria are for a new program, these are put into the new program proposal which are reviewed by Academic Council and are approved by the Board of Governors. If it is a change in admission criteria for an existing program, the changed criteria also go to Academic Council and the Board of Governors.
- 1.5. Program admission criteria are regularly reviewed through the program evaluation process. In addition, the Registrar and the applicable program Dean may initiate reviews of admission criteria at any time.

#### **2. Admission Criteria**

- 2.1. Applicants to all credit programs must meet the admission criteria for their programs which may include the following:
  - 2.1.1. Academic requirements:
    - 2.1.1.1. Successful completion of required high school courses with minimum required grades
    - 2.1.1.2. Approved academic equivalencies to required high school courses
    - 2.1.1.3. Satisfactory results of admissions / placement testing
    - 2.1.1.4. Meeting specified conditions for re-admission
    - 2.1.1.5. Performance in prior post-secondary studies

- 2.1.2. Non-academic requirements:
  - 2.1.2.1. Satisfactory portfolio
  - 2.1.2.2. Satisfactory work experience / volunteer work
  - 2.1.2.3. Satisfactory interview
- 2.1.3. Demonstrated English language proficiency requirements for applicants whose first language is not English.

### **3. Administration of Admission**

- 3.1. The Office of the Registrar and Enrolment Services is responsible for ensuring consistent and fair admissions administration and admissions decisions.
- 3.2. Applicants are normally required to submit an application fee with each application. Domestic and international learners may be charged different application fees.
- 3.3. The College may establish priority admission processes for learners from the College's preparatory programs.
- 3.4. The College may establish special processes and other means related to application and admission that support Indigenous peoples' access to College programming.
- 3.5. Admission processes reflect appropriate monitoring and management of international applicant admission numbers in alignment with the Admissions Policy. Processes for managing international admission numbers in specific programs may include caps on international learner admissions, different application periods, and/or priority admission of domestic applicants.
- 3.6. The processes that may be established under the provisions of 3.3, 3.4 and 3.5 require the approval of the Vice President Academic.
- 3.7. The Office of the Registrar and Enrolment Services will communicate admission decisions to applicants in writing.
- 3.8. Where an applicant is not admitted to a program to which they applied, the College may make an offer of admission to an alternate program or offering to which they have not applied but meet the admission requirements for. In this case, no additional application fee will be charged.
- 3.9. The College reserves the right to deny admission at the determination of the Director of Enrolment Services and Registrar to any applicant who:
  - 3.9.1. Poses a health or safety risk to the College community.
  - 3.9.2. Submits falsified or inconsistent application information or documents. The Association of Registrars of the Universities and Colleges of Canada (ARUCC) will also be notified in the case of submission of falsified documents.
  - 3.9.3. Has a Code of Conduct sanction or hold.
- 3.10. The Director of Enrolment Services and Registrar will consult with resource persons as appropriate in its determination in these situations.

### **4. Establishing a Competitive Selection Process**

- 4.1. A competitive selection process may be established for an existing program as provided for by the Admissions Policy through the following process:
  - 4.1.1. The program Dean, in consultation with the Director of Enrolment Services and Registrar, puts forward a request for a change to a competitive selection process in a particular program, providing the rationale that accords with the criteria set out in the policy.
  - 4.1.2. The Academic Leadership Team considers the request and the Vice President Academic makes the final decision.
  - 4.1.3. The same approval process is required to discontinue competitive selection in a program.

- 4.2. A competitive selection process may be established for a new program through the regular new program approval processes.

## **5. Types of Acceptance**

- 5.1. The College grants the following types of acceptance:
  - 5.1.1. Final Acceptance: Applicants are finally accepted upon full satisfaction of all Admissions Criteria. Original Documents (e.g., official transcripts, portfolio submission) must be submitted prior to Final Acceptance. Certified copies of documents may be submitted if approved by the Director of Enrolment Services and Registrar.
  - 5.1.2. Conditional Acceptance: Any applicants may be considered for acceptance on a conditional basis to a program. Applicants will be provided with notification of Conditional Acceptance which sets out the conditions that must be met and the deadline for meeting those conditions. Conditional Acceptance holds applicants' spots in the program until they either fully satisfy all admission criteria or fail to fully meet the admission conditions by the deadline assigned. Circumstances where Conditional Acceptance may be granted include but are not limited to:
    - 5.1.2.1. Delay of Academic Requirements: Where an academic course requirement is not met at the time of application, but the applicant can satisfactorily demonstrate the requirement can be met no later than an assigned deadline.
    - 5.1.2.2. Delay of Non-Academic Requirements: Where a non-academic requirement is not met at the time of application, but the applicant can satisfactorily demonstrate that the requirement can be met no later than an assigned deadline.
    - 5.1.2.3. Delay of Documents: Where required original documents are not submitted at the time of application, but reasonable facsimiles are provided. All original documents must be submitted to the Office of the Registrar and Enrolment Services no later than an assigned deadline.
  - 5.1.3. Special Acceptance: In special circumstances, the Dean of the applicable program may waive one or more admissions criteria or allow a late application or admission. The Dean will also determine if the acceptance will be considered a Final Acceptance.

## **6. Readmission to College Programs**

- 6.1. Individuals being considered for readmission to are subject to the following:
  - 6.1.1. Review of previous academic standing and other aspects of good standing
  - 6.1.2. Meeting the current admission requirements for the program
  - 6.1.3. Availability of seats in the program
- 6.2. Readmission to a program may allow learners access to spots in a program in addition to the spots provided for new applicants to the program. These additional spots may be available due to learners who have withdrawn from the program in their first term or subsequently. This applies to learners who:
  - 6.2.1. Were last active in that program within the previous 3 years
  - 6.2.2. Have accumulated at least 15 credits in that program.
- 6.3. Readmission is determined by previous standing at the College:
  - 6.3.1. Good Standing: Applicants may be readmitted in good standing if, at the point of withdrawal from a program they were in good standing.
  - 6.3.2. Academic Probation: Applicants may be readmitted and placed on academic probation for their first term of study if they did not meet the minimum academic standards of the program in their last term of study and/or have withdrawn themselves from the program while on academic probation. Learners on academic probation who withdrew themselves from the program and had a course grade of F in

the term in which they withdrew will be readmitted according to the provisions for learners who were required to withdraw for unsatisfactory academic performance.

- 6.3.3. Required to Withdraw for Unsatisfactory Academic Performance: Learners who have been required to withdraw for unsatisfactory academic performance will be placed on probation in their first returning term of study.
  - 6.3.3.1. Individuals applying to a program with the same or higher admission requirements must provide supporting information for why they believe they will now be successful and receive approval of the Dean of the program to which they are applying. They must wait a minimum of 12 months after they have been required to withdraw for unsatisfactory performance before they can begin studies in the program to which they have been readmitted.
  - 6.3.3.2. Individuals applying to a program with lesser admission requirements must provide supporting information for why they believe they will now be successful and receive approval of the Program Coordinator of the program to which they are applying. These individuals will not normally be required to have a waiting period before they can begin studies in the program to which they have been readmitted.
- 6.4. Individuals who have been required to withdraw for unsatisfactory academic performance from the College's post-secondary programs may enroll in Open Studies, Foundational Learning Upgrading or English language learning courses following the normal admission process for those areas.
- 6.5. Individuals who have a Code of Conduct or Academic Honesty sanction or hold will be readmitted in accordance to the provisions of the sanction or hold and will normally need to wait a minimum period of 12 months from the time of last attendance before resuming studies. Readmission of applicants with sanctions or holds is subject to the approval of the responsible officer for the type of sanction involved and may be based on certain criteria or conditions.
- 6.6. Individuals who have outstanding amounts owed to the college will not normally have their applications processed until the outstanding amounts have been paid.

## **7. Prior Post-Secondary Standing**

- 7.1. Applicants with prior post-secondary study at another institution will be considered for admission using the normal College admissions criteria. In addition, the following will apply:
  - 7.1.1. Applicants whose transcripts demonstrate good standing from their most recent post-secondary institution attended will be admitted in good standing.
  - 7.1.2. Applicants whose transcripts demonstrate that they were required to withdraw from their most recent post-secondary institution for academic performance or academic code of conduct reasons will not be considered for admission to a post-secondary program at Bow Valley College until a minimum 12 month period has elapsed since the learner was required to withdraw. If admitted, the applicant will be placed on probation for the first semester of study.
  - 7.1.3. Applicants whose transcripts indicate that they received sanctions due to a code of conduct from their most recent post-secondary institution will not be considered for admission to a post-secondary program at Bow Valley College until a minimum 12 month period has elapsed since the learner was required to withdraw. Applicants must also receive approval of the Dean of the program to which they are applying. If admitted, the applicant may receive a Letter of Expectation setting out conditions or criteria for staying in the program and/or the College.

**8. Admission Appeals**

- 8.1. Where an applicant has not been accepted to a College program and wishes to be reconsidered, the applicant may request the admission decision to be reviewed by the respective program Dean, in consultation with the Registrar, or request Special Acceptance by the program Dean. The applicant has one month from the date of notification of not being accepted to appeal.

**9. Waitlists**

- 9.1. Program waitlists are maintained by the Office of the Registrar and Enrolment Services.  
9.2. Waitlists are dissolved at the end of the applicable application period.  
9.3. Waitlist maximums are set to equal the program offering target enrolment unless the program Dean has directed otherwise.

**10. Application Period**

- 10.1. Opening Applications: Applications to an offering of a program will open as published on the College website. The date for the opening applications is determined by the Director of Enrolment Services and Registrar.  
10.2. Closing Applications: Generally, applications will close the day before the first day of classes for post-secondary programs, and two weeks after the first day of classes for Foundational Learning Upgrading and English Language Learning programs. If the waitlist for an offering of a program reaches the point that it is equal to the program offering target prior to the normal date for closing applications, applications will close. Assessing of previously received applications for which assessment has not yet been completed will cease at that point.  
10.3. Limiting of the Application Period in an Oversubscribed Program: If a program has been oversubscribed previously, an application period and document submission period may be established by the program Dean and/or the Director of Enrolment Services and Registrar which differs from the regular application period.

**Definitions****Admissions criteria:**

The set of criteria stipulating education, training or experience needed for eligibility to enter a program at Bow Valley College.

**Academic probation:**

*[As per Policy #500-1-5 Academic Continuance and Graduation Policy]:* The status assigned to learners who did not meet the required academic performance for their programs but remain in the program and have the opportunity to return to satisfactory academic standing.

**Academic requirement:**

Admissions criteria consisting of detailed academic requirements such as courses/grades, testing, etc.

**Application period:**

The period between Opening Applications and Closing Applications.

**Conditional acceptance:**

A condition or set of conditions related to documents or criteria that an Applicant must meet prior to the assigned deadline.

**Final acceptance:**

A final decision to accept an applicant where all admissions criteria have been successfully met.

**Good standing:**

*[As per Policy #500-1-5 Academic Continuance and Graduation Policy]:* A learner who has active status in a program or course at the College and meets the following criteria:

- is in satisfactory academic standing and is not on academic probation under the Academic Continuance and Graduation Policy
- is not subject to any current active sanctions under the Learner Code of Conduct Policy
- has no overdue amounts owing to the College under the Learner Financial Accounts policy
- is not under probation or suspension under the Academic Honesty policy and has not had an academic dishonesty sanction enacted against him or her within the last 6 months
- is not subject to a current sanction under any other College policies

**Non-academic requirement:**

Admissions criteria consisting of program specific requirements other than academic requirements such as portfolios, interviews, etc.

**Original documents:**

Academic or non-academic documents bearing an original stamp or seal from a recognized accredited institution or government entity.

**Oversubscribed program:**

A program for which the number of qualified applicants exceeds the number of applicants required to fill the program to the Target Program Number.

**Prior post-secondary study:**

Post-secondary credit courses completed at other accredited institutions.

**Readmission:**

Admission to a program of an applicant who has previously been admitted to and attended Bow Valley College credit program.

**Required to withdraw:**

*[As per Policy #500-1-5 Academic Continuance and Graduation Policy]:* The status assigned to learners who have been required to withdraw from their programs because they did not meet the academic performance requirements for their programs.

**Sanctions:**

The penalties that act to ensure compliance or conformity with the Code of Conduct Policy.

**Special acceptance:**

Circumstances where the program dean may waive one or more program admission criteria or allow a late application.

**Target program number:**

The number of new learners required in a given program offering to meet the expectations of the College's annual enrolment plan.

(See Admissions Policy for additional definitions.)

## Data sheet

### Responsible officer

The Registrar is the responsible officer for this procedure.

### Relevant dates

Approved	Board of Governors: BOG171101-08
Effective	November 1, 2017
Next review	November 2020
Modification history	<ul style="list-style-type: none"><li>• Rebranded 2021</li><li>• Policy Committee reviewed and updated numbering format January 2022</li></ul>
Verified by	Office of the President, March 2022*

### Related policy

Restate the parent policy these procedures support.

### Associated policy(ies), procedure(s), and guideline(s)

List any policies and procedures that the reader of these procedures should be aware of. List in alphabetical order.

### Related legislation

List any acts or regulations that a reader of these procedures should be aware of. List in alphabetical order.