

## 2.1.1 Admissions

### POLICY

College of the Rockies (the College) will admit qualified applicants, both domestic and international, in a consistent manner according to approved admission requirements identified in the College's Program Calendar.

### PURPOSE

Admission requirements for the College's programs are established at levels that allow for the accessibility to these programs of applicants with diverse educational, employment and cultural backgrounds, and at the same time, attempt to ensure that the applicant is sufficiently prepared in order to achieve student success.

This policy is developed as per the *College and Institute Act* 19 (1) (f) and 23 (1) (m)

### SCOPE

This policy applies to all domestic and international applicants seeking admission to the College's credentialed programs. Programs specifically intended to prepare students for direct entry into programs at other institutions, including dual admission at partner institutions, shall be governed by the admission requirements of those institutions, or as outlined in specific agreements with the College of the Rockies.

### DEFINITIONS

**Admitted applicant:** A qualified applicant who has been offered a seat in a program of study.

**Application deadline:** A deadline before which domestic applicants must apply to limited entry programs to be considered for admission prior to international applicants being considered for those same programs.

**Conditionally admitted student:** A conditionally admitted student, is accepted into their chosen program on the condition that they complete the academic and/or non-academic admission requirements and course requisites as outlined in their offer of admissions and/or approved learning plan (see also **Tentatively qualified applicant**).

**Credentialed program:** A program for which a certificate, diploma, or degree is granted once all program requirements are met.

**Department:** Faculty, staff, and administrators associated with a particular discipline or program area (e.g. Child, Youth and Family Studies, Health, Trades).

**Domestic applicant:** An applicant who is in possession of documentation confirming their legal status as a Canadian citizen, a permanent resident, a convention refugee, or other as referred to in C.1.

**Dual credit:** Students enroll simultaneously in high school and a post-secondary institution, and earn both high school and post-secondary credit for the same course.

**Exchange student:** A student attending the College as a participant in a formal exchange agreement with another institution.

**International applicant:** An applicant who does not meet the domestic applicant criteria (see **Domestic applicant** definition above).

**Learning plan:** A planning tool created with an Education Advisor for course selection, based on future academic and career goals, that leads to a successful student program completion.

**Letter of permission:** A letter issued from the Registrar (or designate) from a student's home institution providing advanced permission to take a course or courses at another accredited institution for transfer credits towards their credential at their home institution.

**Limited entry program:** A program with a limited number of seats per intake.

**Mature applicant:** Anyone who is not a secondary school graduate (or equivalent) is eligible to attend the College as a mature student provided that the applicant will be nineteen (19) years of age or older on the first day of classes for the term and meets all program admission requirements and course requisites.

**Not qualified applicant:** An applicant who has not met the criteria to be qualified or tentatively qualified for a program.

**Open admissions:** Any program of study that does not have a selective admission process.

**Partnerships:** An education or College partner with whom the College of the Rockies has an established Memorandum of Understanding (MOU) or Statement of Terms.

**Permanent resident:** A person who has legally immigrated to Canada but is not yet a Canadian citizen.

**Proof of permission to study in Canada as an international student:** A visitor's visa and/or a study permit, depending on the length of study, as outlined on the Canadian Government Study in Canada website.

**Qualified applicant:** An applicant who has provided all required documentation and successfully meets the academic and non-academic admission requirements for the program to which they have applied.

**Requisite:** Includes both *prerequisite* – requirement(s) that must be met *before* students may register in a particular course; and, *corequisite* – a course required to be taken *at the same time* (concurrently) as another course.

**Reserved seating:** A specific number or percentage of seats in a specific program set aside by a department in accordance with an established Statement of Terms or MOU between the College and an education or community partner.

**Selective admissions program:** A program with fixed capacity for which seats are filled based on approved admission requirements. Such criteria may include, but are not limited to: assessment, portfolio submissions, interviews, and grade point average.

**Tentatively qualified applicant:** An applicant who has submitted proof of current registration for outstanding academic requirements, and has been provided with timelines for successful completion of the remaining admission requirements for the program.

**Transfer credit:** Credit that is awarded for programs or courses completed at another post-secondary institution. Transfer credit may be awarded as assigned or unassigned credit.

- a. **Assigned credit:** Credit granted for a specific College course from a course completed at a previous institution. This transfer credit may be used as credit towards an applicable College credential.
- b. **Unassigned credit:** Credit granted for a specific subject or discipline and year level. When the College does not offer an equivalent for the course completed at a previous institution, applicants may be awarded unassigned credit. This credit may be used as an elective towards an applicable College credential.

**Transfer student:** A student seeking admission to the College who has previously met the admission requirements in a similar program from a publicly funded Canadian college, institute, or university, and who has successfully completed at least one complete semester of study (e.g., the equivalent of 12 weeks of fulltime study or 15 credits toward their program credential).

**Upgrading for Academic and Career Entry Program:** Upgrading programs such as Adult Basic Upgrading or English Language Program.

**Unused capacity:** Seats that remain available in a program after the application deadline.

**Visiting student:** A student who is enrolled at another accredited post-secondary institution and is taking courses from College of the Rockies to gain credit toward a credential at their home institution.

**Youth Train in Trades:** An Industry Trade Authority initiative through which Grade 11 or 12 students can enroll in one of the College's Foundation Trades programs and earn credits towards their high school diploma while achieving the College Foundation certificate. Foundation Trades programs include at minimum the learning outcomes equivalent to Apprenticeship Level 1 technical training, and a number of work-based training hours contributing to the Level 1 requirement.

## **GUIDELINES**

### **A. APPLICATIONS**

- A. 1 The College will publish the schedule of when students may submit applications for programs on the College website. The College may set application deadlines.
- A. 2 The College will review the application to determine if the applicant is qualified, tentatively qualified, or not qualified. Applicants will be informed in writing either by regular mail or electronically.
- A. 3 The College normally offers program seats to qualified applicants on a 'first qualified, first admitted' basis, based on the date and time that the applicant meets all admission requirements. Exceptions may include programs with identified selective admission criteria, or reserved seating agreements with College partners.
- A. 4 The College is committed to admitting transfer students, as defined in this policy, in accordance with Colleges and Institutes Canada (CICan) Transfer Principles, at a program level that is consistent with a similar program at their previous institution, based on the availability of space.

### **B. ADMISSIONS**

- B. 1 The College will award transfer students, as defined by this policy, either assigned or unassigned credit, for post-secondary credit achieved at the student's previous institution, as applicable to the relevant College program, and in accordance with those program completion requirements.
- B. 2 The College encourages the admission of international students where such admission does not displace domestic students who have applied by the application deadline, where unused capacity exists, or where capacity can be increased.
- B. 3 Students who have been disciplined for student conduct or poor academic performance, resulting in suspension from a program, will require the written permission from the Dean (who has consulted with the Registrar) to be considered for re-admission.
- B. 4 Any changes to admission requirements must be approved by Education Council, applied by the Office of the Registrar, and listed in the College program calendar, and posted on the College website. Approved changes that raise admission requirements must be published at least ten months prior to becoming effective.
- B. 5 When changes are made to admission requirements, the changes will only be applied to subsequent applicants.
- B. 6 The College reserves the right to withdraw an offer of admission, residence, scholarships, or bursaries if an applicant does not meet outstanding conditions by the expressed deadline stated in their Conditional Offer of Admission.

- B. 7 The College may, in its sole discretion, do any or all of the following if a student knowingly or carelessly provides untrue or incomplete information with their application:
- 1) withdraw any offer of admission, whether accepted or not;
  - 2) require the student to withdraw;
  - 3) subject the student to academic discipline;
  - 4) share the information provided with other post-secondary institutions, law enforcement agencies, or other third parties.
- B. 8 The College, through the Office of the Registrar (who has consulted with the Dean), reserves the right to make final admission decisions for all applicants.
- B. 9 Admission requirements for each program are approved by Education Council, applied by the Office of the Registrar, and listed in the College calendar, and posted on the College website.
- B. 10 Admission requirements will be consistently applied in accordance with the established guidelines in this policy.
- B. 11 All admission documentation must be in English or translated to English and notarized.
- B. 12 Application deadlines will be set for limited entry programs to prioritize admission of domestic applicants, and to provide timelines for programs with selective admission criteria. Normally, the application deadline for a September start will be five (5) months prior to the program start date. Normally, the application deadline for a January start will be three (3) months prior to the program start date. Application deadlines will be identified in the procedures of this policy and posted on the College website. International applicants who have applied to limited entry programs will be considered after the application deadline on an equal basis with late domestic applicants if unused capacity exists.
- B. 13 Domestic applications received by the application deadline do not guarantee admission.
- B. 14 Applicants invited to programs will be provided with registration instructions. The College will post the registration policy and procedures on the College website.
- B. 15 The College will uphold the principles of privacy in accordance with the *BC Freedom of Information and Protection of Privacy Act*.

## **C. COLLEGE ADMISSION REQUIREMENTS**

### **C. 1 General College Admissions**

An applicant must apply as either a domestic student or an international student.

To be treated as a domestic student, an individual will fall within one of the following categories:

- A Canadian citizen, permanent resident, or Indigenous student whose Band or Tribe's traditional territory crosses the Canada/USA International border (such as Ktunaxa Nation member).
- A live-in caregiver with a valid work permit.
- An individual who is in Canada to carry out official duties as a diplomatic or consular officer; or as a representative or official of a country other than Canada, or of the United Nations, or any of its agencies, or of any intergovernmental organization in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative, or official, and is able to substantiate with an identity card issued by the Department of Foreign Affairs and International Trade, which gives their position, date of issuance, and date of validity.
- Any person who is in Canada, who has been determined under the Immigration and Refugee Act to be a Convention Refugee and can present a letter from Citizenship and Immigration Canada confirming this.
- A person under an international exchange, scholarship, or fellowship agreement where there has been joint approval by the receiving institution.
- Applicants should apply as international students if they are not domestic students and if they meet the guidelines established for international students studying in Canada by Citizenship and Immigration Canada, or if they choose to study a College program outside of Canada.

C. 2 General admission to the College is open to anyone who:

Is 18 years of age or older within the calendar year they will be starting studies at the College (January to December), and has graduated from a British Columbia secondary school or equivalent; or

Is a mature applicant as defined in this policy.

C. 3 Applicants whose first language is not English will meet the language proficiency as defined in the 2.1.2 *English Language Proficiency Standard* policy. Applicants who do not meet the language proficiency standards of policy 2.1.2 may apply to the English Language program offered through the College.

## **D. ADMISSION OF UNDERAGE STUDENTS**

- D. 1 Students under the age of 19 who have not graduated from secondary school may qualify for admission to the College, if they meet the following requirements:
- 1) The applicant indicates that they will benefit from and be suitable for enrolment in the program; or
  - 2) A supporting letter from the applicant's last secondary school principal has been submitted stating an opinion concerning the applicant's admission to the College; or
  - 3) An evaluation from a College Educational Advisor or International Education Administrator based upon the above information personal interview, and in consultation with the department. Faculty will review individual cases. The applicant's ability to cope with the program of studies, and whether enrolment at the College is the most constructive and/or appropriate alternative at this time, will be the main factors considered.
  - 4) Secondary school students may apply and be considered as a YOUTH TRAIN IN TRADES or dual credit student based on the same principles and guidelines as all applicants, provided they have met the expectations set in the relevant *YOUTH TRAIN IN TRADES Application Package* or *Dual Credit Permission Form* available from the College.

## **E. PROGRAM ADMISSIONS REQUIREMENTS**

- E. 1 Once applicants have met the College admission requirements, they must meet the admission requirements of their program. Specific program admission requirements are stated in the College's Program Calendar.
- E. 2 Program applications are received during the application period preceding the start date for the program as outlined on the College website.
- E. 3 Applicants must submit official transcripts of all previous academic work.
- E. 4 The Admissions Office will acknowledge receipt of application forms (applicant documents will not be returned).
- E. 5 Programs with selective admission will establish the date for admitting domestic and international applicants.
- E. 6 Fully qualified domestic applicants who have not been offered admission due to program seat limitations, will be placed on a waitlist for the current intake if a seat becomes available.
- E. 7 Placement on the waitlist will be maintained for 12 months from the program start date; after 12 months students must reapply to affirm their continued interest in the program. When the number of qualified applicants exceeds the number of seats

available in limited entry programs, Admissions may place applicants on a waitlist for the next intake of the program.

- E. 8 Applicants who have not met all program admission requirements may be conditionally admitted into a program.
- E. 9 When program seats are limited, tentatively qualified applicants will be conditionally admitted as long as they meet program admission requirements by the date specified in their letter of conditional acceptance. Otherwise, the seat will be offered to the next qualified applicant on the waitlist.
- E. 10 A domestic applicant who has been accepted into a program may request a deferral of their program start date (if done prior to the start of classes) to the next available intake of a program. An application fee will be charged for subsequent intakes. Applicants who withdraw and don't request a deferral for the next intake, or don't respond to Admissions communication, must reapply and repay the application fee. International applicants will be eligible to defer to the next semester.

#### **F. APPLICATION PROCESS**

- F. 1 To be considered an applicant, individuals must pay a non-refundable application fee and complete the College's application form indicating their intended program of study. The fee is a one-time only charge for applicants continuing in the same program. Application fees are listed on the College's website.
- F. 2 Domestic applicants applying for Upgrading for Academic and Career Entry programs will not be required to pay the application fee.
- F. 3 An application is considered complete when proof of all listed admission requirements is received by the College.
- F. 4 Some limited entry programs require a non-refundable tuition deposit from admitted applicants as part of their first training period fees. The fee is non-transferable to another program without approval of the Registrar.
- F. 5 For limited entry programs, international applicants are required to pay tuition fees for the first semester to hold their seat. Refund amounts for withdrawn applications are outlined in the 2.2.6 *Tuition Refunds for International Students* policy.
- F. 6 Certain programs may require that an applicant undergo an assessment for course or program placement.

#### **G. APPLICATION DEADLINES**

- G. 1 The College has established application deadlines for domestic students applying to limited entry programs. This deadline will be set in order to prioritize admission of domestic applicants. Application deadlines will be posted on the College website.



- G. 2 All applications received after the deadline will be considered late applications, but may still be processed if unused capacity exists.
- G. 3 Domestic applicants to programs will have their applications processed as received in accordance with the College's requirements for admission, regardless of application deadlines.
- G. 4 International applicants to limited entry programs are eligible to have their applications processed after the application deadline, on an equal basis with domestic applicants, if unused capacity exists. For all programs not considered limited entry, international applications will be processed when received.

## **H. ADMITTED APPLICANTS**

### **H. 1 Qualified Applicant**

After an applicant has provided proof of meeting all admission requirements, the applicant will be considered qualified. A qualified applicant is not guaranteed a seat in a specific program. For most programs, qualified applications received prior to the application deadline will be invited on a 'first qualified, first admitted' basis, based on the date and time the applicant meets all admission requirements. In the event two applicants have an identical qualified date and time, the College will use the application date and time.

Exceptions to the 'first qualified, first admitted' principle may include reserved seating for approved education or College partners. Reserved seating procedures and capacity will be determined by the Dean or Department Head of each program area, in collaboration with the Department, and must be in accordance with the College's current Strategic Plan.

### **H. 2 Tentatively qualified applicant**

A tentatively qualified application status will be assigned to applicants not able to provide proof of completed academic admission requirements by the specified application deadline. An applicant must submit proof of completion of all conditions of their status by the deadline stated in their admission letter in order to be a qualified applicant.

- H. 3 Tentatively qualified applicants must provide proof of successful progress in the program academic admission requirements thirty (30) days prior to the program start date. Proof of successful progress is either an official progress report or interim transcript showing a passing grade.

## **I. CONDITIONALLY ADMITTED APPLICANTS**

A conditionally admitted status will be assigned to applicants who have outstanding admission requirements but can still enroll in their program of choice. While students work on obtaining the courses and/or conditions required to satisfy their admission requirements, they may begin taking courses for which they have the requisites.

- I. 1 All conditionally admitted students must prove completion of all conditions of their acceptance before they can commence courses that require the outstanding requisites, and complete their program.
- I. 2 International students may be conditionally admitted to the College for Study Permit application purposes. Conditions will include meeting program admission requirements and space availability.

## **J. TRANSFER STUDENT**

- J. 1 Qualified applicants will be admitted to the College as transfer students from another post-secondary institution. Admitted transfer students must submit all necessary documentation and requirements for review of their transfer credit (refer to 2.5.6 *Transfer Credit* policy).
- J. 2 The College will advise transfer students of the necessary course(s) and other requirements to continue their studies and meet graduation requirements at the College. This will include any licensing/accreditation requirements of the program at the College. The College will provide transfer students with the option of waiving requisite course requirements if the student has met the learning outcomes and standards in a course successfully completed at their previous institution.

## **K. VISITING STUDENT**

- K. 1 To be admitted as a visiting student, applicants must provide a *Letter of Permission* from an accredited post-secondary institution and must meet the College's requisites for the course(s) in which they are seeking registration.
- K. 2 Application fees for visiting students will be waived.

## **L. EXCHANGE STUDENT**

- L. 1 Applicants, either domestic or international, may be admitted to the College under a reciprocal exchange agreement established between the student's home institution and the College. Applicants must meet College's requisites for the course(s) in which they are seeking registration.

## **M. INCOMPLETE OR WITHDRAWN APPLICATIONS**

- M. 1 The Office of the Registrar reserves the right to cancel all incomplete applications if admission requirements or conditions to admittance have not been met, or applicants do not respond to communications from the Admissions Office.

- M. 2 An applicant who withdraws their application prior to being admitted will not have their application carried forward to the next program intake.

**N. APPEAL**

- N. 1 A student who believes their application did not follow a fair process in accordance with this policy may appeal the admission decision to the Office of the Registrar (in consultation with Deans and or Department Heads. All decisions are final.

**O. RELATED POLCIES**

[2.1.2 English Language Proficiency Standard - Policy](#)

[2.5.6 Transfer Credit \(as a receiving institution\) - Policy](#)

- [2.5.6 Transfer Credit \(as a receiving institution\) - Procedures](#)