

ADMISSIONS POLICY

Policy Statement

Bow Valley College admits applicants to Ministry-approved Bow Valley College programs on a fair and equitable basis in accordance with published admission requirements which optimize access and learner success.

Purpose

This policy promotes a consistent and fair admissions practice by establishing clear admissions criteria and procedures for credit programs which form the minimum academic, non-academic, and English language skills required to be successful in their program of study.

It also guides the admissions activity of the College to be consistent with its mission, mandate and values and aligns the admissions with the Academic Plan, Enrolment Plan and Strategic Enrolment Management.

Scope

This policy applies to all domestic and international applicants seeking admission to Bow Valley College post-secondary credit programs, Foundational Learning Upgrading and English Language Learning programs and courses regardless of learning location or delivery mode (e.g. in class, online, etc.). The admissions criteria approved pursuant to this policy may not apply to client-contracted or non-credit programs.

Principal Objectives

1. The College establishes admissions criteria for all College Ministry-approved programs.
2. Admission criteria are applied fairly and equitably.
3. The College generally admits applicants on a first qualified, first accepted basis, reflecting its commitment to adult access to education. However, the College maintains the right to use a competitive selection process in particular circumstances related to the reputation of the college or a program area or the management of high demand programs.
4. The College establishes admission processes that ensure that domestic applicants have access to programs as appropriate to the government's funding of the College. It takes reasonable measures to prevent international learners from taking government-funded seats where there are domestic applicants who are qualified that have not been admitted. The College also supports access to College programming by international applicants that reflects their financial contribution to College programming, aligns with government immigration strategies, and advances College diversity and cross-cultural competence goals.
5. The College is committed to facilitating access to its programs for Indigenous peoples.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Definitions

Admissions Criteria: Required qualifications for the selection of learners for entry into a particular program.

Applicant: A person applying for admission to enroll in a Post-Secondary, Foundational Learning Upgrading or English Language Learning program.

Domestic Applicant: An applicant who is a citizen, landed immigrant/refugee, or permanent resident of Canada.

International Applicant: An applicant who is not a citizen, landed immigrant/refugee, or permanent resident of Canada.

DATA SHEET

Accountable Officer

The Vice-President, Academic is responsible for this policy, including compliance.

Responsible Officer

The Director of Enrolment Services and Registrar is responsible for the administration and implementation of admissions to the College according to this policy including the approved admissions criteria.

Contact Area

Questions regarding this policy should be addressed to the Responsible Officer.

Relevant Dates

Approved	
Effective	
Next Review	
Modification History	

Associated Policies

- 500-1-1: Learner Code of Conduct
- 500-1-4: Learner Accommodation Policy
- 500-1-5: Academic Continuance and Graduation Policy
- 500-1-6: Grading Policy
- 500-1-7: Academic Honesty
- 500-1-8: Prior Learning Assessment and Recognition Policy
- 500-1-9: Transfer Credit Policy
- 500-1-11: Learner Financial Accounts Policy
- 500-1-12: Learner Appeals Policy
- 500-1-18: Open Studies Policy
- 500-2-2: Academic Program Development and Change Policy

Directly Related Procedure

Admissions Policy Procedures

Related Legislation

- Freedom of Information and Protection of Privacy Act (FOIP)
- Post-Secondary Learning Act (PSLA)