

ADMISSIONS POLICY

Policy Statement

Bow Valley College admits applicants to its credit programs on a fair and equitable basis in accordance with published admission requirements including the concept “first qualified, first admitted.”

Purpose

Admissions criteria are established to ensure applicants who are admitted have the necessary preparation to be successful in their program of study.

This policy promotes fair and equitable admission processes by establishing clear admissions criteria and procedures for credit programs.

Scope

This policy applies to all applicants regardless of learning location or modality (e.g., traditional, distance, on-line, etc). The admissions criteria approved pursuant to this policy may not apply to client-contracted program or non-credit programs.

Principal Objectives

The College will have an admissions criteria for all College programs that are publicly available.

1. The College reserves the right to deny admission.
2. Applications from individuals who owe monies to the College will not normally be processed
3. Applicants are normally charged an application fee to a College program.
4. The College grants three types of acceptance: Final Acceptance, Conditional Acceptance, and Special Acceptance.
5. When an applicant is not admitted to a program of his or her choice, the applicant may be considered for an alternative program or intake.
6. The College will have an admissions appeal process supported by an Admissions Appeal Committee. The decision of the Admission Appeal Committee will be final.
7. Applications to an intake of a program will close when the program intake waitlist has reached its specified maximum, as determined by the program dean.

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. Non-compliance may create risk for the College and will be addressed accordingly with reference to disciplinary measures considered in the Code of Conduct.

Definitions

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

Applicant: A person applying for admission to enrol in a credit program.

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

DATA SHEET

Accountable Officer: The Vice-President, Learning 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. Questions regarding this policy should be addressed to the Responsible Officer.

Relevant Dates

Approved	January 25, 2012
Effective	
Next Review	
Modification History	

Associated Policies

- LS – 02: Academic Performance Standards Required for Continuance Policy
- LS – 14: Learner Appeals Policy
- LS – 17: Prior Learning Assessment and Recognition Policy
- LS – 20: Transfer Credit Policy
- CS – 18: Code of Conduct
- CS – 14: Records Management Policy

Related Procedure(s) or Guideline(s)

Admissions Policy Procedures

Related Legislation

Freedom of Information and Protection of Privacy Act (FOIP)