

Admissions procedure

Parent policy

Admissions Policy 500-1-2

Purpose

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

Scope

This procedure applies to all domestic and international applicants and students of Bow Valley College.

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, criteria for programs should align in common groupings whenever possible to minimize complexity and confusion for prospective students.
- 1.2. Admission criteria of new programs and changes to existing programs are reviewed through the established committees and processes determined by the Vice-President, Academic. Admission criteria are regularly reviewed through the program evaluation process. In addition, the Registrar and the applicable dean may initiate reviews of admission criteria at any time.
- 1.3. Approved admission criteria will be documented on the program's curriculum record and published to the College's website. The Dean, Enrolment Management & Registrar has the authority to determine and publish equivalencies to approved admission criteria.

2. Admission Criteria

- 2.1. Applicants to all credit programs must meet the program's admission criteria which may include (but is not limited to):
 - 2.1.1. Academic requirements:
 - 2.1.1.1. Successful completion of required secondary (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 approved admissions/placement testing, and/or
 - 2.1.1.4. Performance in prior post-secondary studies.
 - 2.1.2. English language proficiency requirements:
 - 2.1.2.1. Successful completion of a set number of months and/or credits of secondary (high) school or post-secondary study where the primary language of instruction is English,
 - 2.1.2.2. Successful completion of an English language learning program recognized by Bow Valley College, and/or

- 2.1.2.3. Satisfactory results on a test of English language proficiency recognized by Bow Valley College.
- 2.1.3. Non-academic requirements, such as portfolio, work experience, volunteer experience, interview, student profile, or essay components, with a published rubric to ensure transparency to applicants.

3. Administration of Admission

- 3.1. The Office of the Registrar is responsible for ensuring consistent admissions administration with the goal of maximizing applicant opportunities to enter the College.
- 3.2. The Dean, Enrolment Management & Registrar shall determine in what formats (electronic, paper, etc.) applications for admission shall be accepted by the College. These formats may vary by program, applicant group, or other factors.
- 3.3. Bow Valley College may charge applicants an application fee with each application and/or a confirmation deposit upon qualifying for admission. These charges may vary between domestic and international learners.
- 3.4. The Vice President, Academic may establish special or exceptional admission processes to prioritize learners from the College's preparatory programs; to prioritize applicants of Indigenous ancestry; or to strategically manage, diversify, and address risk related to international enrolments.
- 3.5. The Office of the Registrar will communicate admission decisions to applicants in writing, including any conditions and deadlines.
- 3.6. 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 to which the applicant meets the admission requirements. No additional application fee will be charged.
- 3.7. The College may deny admission at the determination of the Dean, Enrolment Management & Registrar to any applicant who:
 - 3.7.1. Submits falsified application information or documents,
 - 3.7.2. Cheats on a Bow Valley College admissions or placement test, or
 - 3.7.3. Has an active disciplinary sanction or hold from an educational institution.
- 3.8. Bow Valley College may access and report information related to suspected or identified cases of falsified application documents to The Association of Registrars of the Universities and Colleges of Canada (ARUCC).

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 Dean, Enrolment Management & 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 Deans' Council 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.
- 4.3. The College will publish the details of all competitive selection processes to its website.

5. Types of Acceptance

- 5.1. The College grants the following types of acceptance:
 - 5.1.1. Final Admission / Final Acceptance: Applicants are accepted without condition

upon satisfaction of all Admissions Criteria. Original Documents (e.g., official transcripts, portfolio submission) must be submitted prior to Final Acceptance. Alternate forms of documents may be accepted at the discretion of an admissions officer.

- 5.1.2. Conditional Admission / Conditional Acceptance: Conditional Acceptance holds an applicant's spot in the program until they either fully satisfy Admission Criteria or fail to 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 Requirements: Where a requirement is not met at the time of application but the applicant can satisfactorily demonstrate the requirement should be met no later than an assigned deadline.
 - 5.1.2.2. Delay of Documents: Where required Original Documents are not submitted at the time of application, but satisfactory substitutes are provided. Required documents must be submitted to the Office of the Registrar no later than the assigned deadline.
- 5.1.3. Special Admission / Special Acceptance: In special circumstances, the program dean or Dean, Enrolment Management & Registrar (or designate) may waive or substitute one or more admissions criteria or allow a late application or admission. The Dean or designate will also determine if the acceptance will be considered a Conditional or Final Acceptance.

6. Readmission to College Programs

- 6.1. Readmission to a College program means the resumption of a withdrawn student to their previous program of study, subject to the curriculum, completion requirements, and original start date which applied to their original admission.
- 6.2. Individuals requesting readmission are subject to the following:
 - 6.2.1. Review of previous academic standing and other aspects of good standing, and
 - 6.2.2. Approval from the relevant program chair that the student has a reasonable chance of completion pursuant to the College's program completion, course attempt, and curriculum rules, and its planned course offerings.
- 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 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 withdrew themselves while on academic probation.
 - 6.3.3. Required to Withdraw for Unsatisfactory Academic Performance:
 - 6.3.3.1. Learners who have been required to withdraw for unsatisfactory academic performance and who have not completed their assigned withdrawal period may petition the College for early re-admission subject to the guidelines published on the College website.
 - 6.3.3.2. Learners who have been required to withdraw for unsatisfactory academic performance and who have completed their assigned withdrawal period may be re-admitted subject to academic probation in their first term.
- 6.4. Individuals who have a Code of Conduct or Academic Honesty sanction or hold will be considered in accordance with the provisions of the sanction or hold and will normally need to wait a minimum of twelve (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 subject to certain criteria or conditions.

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 misconduct reasons are ineligible to apply for admission for twelve (12) months from the date they were required to withdraw from their previous institution. If admitted, the applicant will be placed on Academic Probation for the first term of study.
 - 7.1.3. Applicants whose transcripts indicate that they were expelled or suspended from study due to a conduct violation will not be considered for admission for twelve (12) months from the date of the disciplinary action. Dependent on the nature of the disciplinary action, approval from the relevant associate dean and/or manager for learner conduct may also be required.

8. Decision 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:
 - 8.1.1. first, to the manager responsible for admissions;
 - 8.1.2. if the decision of the manager is not satisfactory to the applicant, to the Dean, Enrolment Management & Registrar. The decision of the Dean, Enrolment Management & Registrar shall be final.
- 8.2. An appeal must be submitted within thirty (30) days of the decision being communicated to the applicant.
- 8.3. The College shall review admissions appeals and communicate its decision in writing to the applicant within five (5) working days of receiving the appeal.

9. Waitlists

- 9.1. The purpose of a program waitlist is to create opportunity for qualified applicants to gain admission to programs that have reached capacity and where the College reasonably expects attrition to create incremental space to accommodate most or all waitlisted applicants.
- 9.2. Program waitlists are maintained by the Office of the Registrar.
- 9.3. Waitlists are dissolved at the end of the associated application period.
- 9.4. Waitlist capacities are set based on historical attrition, cancellation, and enrolment data.
- 9.5. The Dean, Enrolment Management & Registrar or designate has authority to prioritize applicant waitlist positions based on operational need.

10. Application Period

- 10.1. The dates for opening and closing applications are determined by the Dean, Enrolment Management & Registrar (or designate) and will be published to the College website. These dates may differ by program or between different groups of applicants.
 - 10.1.1. The Office of the Registrar may extend applications to a program beyond the original deadline where the program has not yet met capacity, or close applications to a program prior to the posted date in cases where the program and its waitlist have reached capacity. These changes will be reflected on the College website.

Definitions**Original documents:**

Academic or non-academic documents bearing an official stamp or seal (physical or electronic) from a recognized institution or government entity.

See Admissions Policy and other College policies/procedures for definitions.

Data sheet

Responsible officer

The Dean responsible for the Office of the Registrar.

Relevant dates

Approved	Executive Team: EXT20221122-07 Board of Governors: BOG171101-08
Effective	November 1, 2017
Next review	TBD
Modification history	<ul style="list-style-type: none"> • Rebranded 2021 • Policy Committee reviewed and updated numbering format January 2022 • Revised Oct/Nov. 2022: Streamlining of discretionary authority for equivalencies, enhancements to re-admissions and waitlist rules, other minor changes.
Verified by	Office of the President, February 2023*

Related policy

Admissions Policy 500-1-2.

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

- Academic Integrity Policy/Procedure 500-1-7
- Learner Code of Conduct Policy/Procedure 500-1-1
- Grading Policy/Procedure 500-1-6
- Guidelines related applicant and document interchange with ApplyAlberta, ARUCC MyCreds, ARUCC watchlists.

Related legislation

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