

ADMISSIONS PROCEDURE PLAIN LANGUAGE SUMMARY

Parent Policy

What is this procedure for?

This is the procedure for the **Admissions** Policy.

Admission and **admit** means accepting learners into a program.

Purpose

What is the purpose of this procedure?

This procedure tells us how the College **admits** learners.

Scope and Compliance

Who does the procedure affect?

This procedure is for all learners and employees at Bow Valley College.

Client-contracted programs and non-credit programs may have their own admission requirements.

All employees and learners at Bow Valley College are responsible for knowing and following policies and procedures.

Procedures

What procedures do you have to follow?

1. Roles and responsibilities

- 1.1. The Vice-President (Learning) is responsible for making sure people follow this policy.
- 1.2. The Director of Enrolment Services and Registrar are responsible for **admissions** to the college.

- 1.3. There is a committee that reviews **admission** requirements. This committee is called the Standing Committee on Admissions and Selection.
- 1.4. The registrar and the program dean may review **admission** requirements at any time.
- 1.5. The Learning Services Team will look at recommendations for **admission** requirements. If they agree with the recommendations, they will pass them on to Academic Council.
- 1.6. If the Academic Council agrees with the recommendations for **admission** requirements, they will pass them on to the Board of Governors of the college. The Board of Governors gives final approval.
- 1.7. If the **admission** requirements need to be changed for client-contracted programs, the program dean will talk with the Standing Committee on Admissions and Selection.
- 1.8. Program deans will make sure that **admission** requirements are reviewed at least once every three years.

2. Admission requirements

2.1. **Admission** requirements can include:

- 2.1.1. academic requirements
- 2.1.2. admissions tests
- 2.1.3. police information check
- 2.1.4. proof of immunization (vaccinations)
- 2.1.5. career or work portfolio
- 2.1.6. work or volunteer experience
- 2.1.7. interview
- 2.1.8. meeting conditions for re-admission if you studied at the College before
- 2.1.9. English language ability for anyone whose first language is not English

2.2. The College has the right to not allow admission:

- 2.2.1. if you are a health or safety risk to the College community
- 2.2.2. if you are dishonest on your application or you give the College false documents

2.3. **Applicants** usually have to pay an application **fee**.

An **applicant** is someone who wants to study at the College.

2.4. The College will not look at your application if you owe the College money.

2.5. International **applicants** have to pay an international application **fee**.

A **fee** is money you have to pay.

3. Types of acceptance

Acceptance means you can study at the College. The College gives three kinds of acceptance:

Acceptance or being **accepted** is when the College tells you that you can study.

3.1. **Final acceptance:** Final **acceptance** means you have met all the admissions requirement. You are allowed to study at the College. You have to give the College **original documents** to get final acceptance. You may give the College certified copies of documents if the Registrar approves.

3.2. **Conditional acceptance:** Conditional **acceptance** means that you can study at the College if you can meet the requirements by the deadline. The College will hold a place for you in your program. You may have:

3.2.1. A **delay** of academic requirements: This is when you have not finished a required course yet, but you will be finished by the deadline.

A **delay** is when something is late.

3.2.2. A **delay** of non-academic requirements: This is when you have not met a non-academic requirement yet, but you will meet it by the deadline.

3.2.3. A **delay** of original documents: This is when you do not have your **original documents** yet, but you can give good copies. You must give the College the original documents by the deadline.

3.3. **Special acceptance:** In special cases the dean will remove an **admissions** requirement.

4. **Communication of decision:** The **Admissions** Office will tell you about their decision in writing.

5. **Other offers of admission:** If you do not get into your program, the College may offer you a place in a different program or a different intake (semester start).

6. Admissions appeals

6.1. If you are not accepted into a College program, you can **appeal** the decision. Look at the Learner Appeals Policy. You can appeal the decision to the Registrar. A College committee will look at the documents and make a final decision.

When you **appeal** a decision, you ask the College to look at it again.

6.2. You have ten business days after you get your admissions decision to make an **appeal** in writing to the Registrar.

6.3. The decision of the committee is final.

7. **Opening applications:** You can apply to a program twelve months before the first day of the first full month of classes.

8. **Wait lists:** The Registrar and the program dean keep program **wait lists**. Wait lists are cleared at the end of the application period.

When a program is full, the dean will make a **wait list**. That is a list of people who want to study and are waiting for a place.

9. **Closing applications:** The program dean decides how long the wait list can be. Applications will close the day before the first day of classes for career programs. Applications will close two weeks after the first day of classes for ELL and academic upgrading programs. The College will also not take any more applications for a program when the **wait list** is full.

Definitions

Application period: The time between Opening Applications and Closing Applications.

Conditional acceptance: This is when you have been **accepted** as long as you meet requirements by the deadline.

Denied admission: This is when you cannot study at the College because you are a threat to health or safety, or because you have been dishonest on your application.

Final acceptance: This is when you have met all the **admission** requirements and you can study at the College.

Intake: This is a starting time for your program.

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

Non-academic requirement: This is an **admission** requirement that does not have anything to do with courses or grades, for example, a police information check, portfolio, or interview.

Original documents: Original documents are the actual documents. They are not photocopies. They have a stamp or seal from a school or government.

Published deadline: This is the date when you have to meet **admission** requirements.

Special acceptance: In special cases, the program Dean can change admission requirements and give you special acceptance.

Wait list: When there are too many applicants, the College will make a wait list. This is a list of people who will be accepted into the program if there is space. After the application period closes, the wait list is cleared.