

Policy Name	<b>LEARNER ADMISSION</b>		
Policy #	<b>102</b>	Category	ACADEMICS
Steward	VP, ACADEMICS	Date Approved	JULY 1, 2023
Next Review Date		Date Reviewed or Revised	

## POLICY

Admission constitutes permission to enroll in a specific program or course. Admission is available to all persons, subject to criteria that may be specific to individual programs, may be set by credit-granting institutions, and may contain the following:

1. Minimum entrance requirements
2. Program and course capacities
3. Minimum age requirements.
4. Evidence of planning:
  - 4.1 Career plan
  - 4.2 Employability readiness
  - 4.3 Academic readiness
  - 4.4 Solutions to potential barriers
5. Fees (timely submission and nothing outstanding)
6. Applications deadlines
7. Prior experience to related field
8. Previously discontinued learners may have to meet additional criteria as set out in discontinuation letter, or in College discontinuation policy.

The College recognizes that, occasionally, late admissions are necessary. Learners entering a program late should meet all the requirements and procedures are outlined as part of policy.

The purpose of this policy is intended to provide reasonable assurance that applicants admitted to programs will be successful, that access is inclusive and as fair as possible, and that standards are clearly identified and consistent.

## PRINCIPLES

1. The College is a learner-centered organization that strives to ensure the provision of learning opportunities to adults.
2. As the College brokers its credit programs from a variety of credit-granting institutions, the admission policy requirements will ensure that program minimum entrance

requirements are met.

3. This policy pertains to learners applying to Adult Education, College-level training, University projects, Continuing Education courses and programs, and Essential Skills programs.

## DEFINITIONS

Minimum Entrance Requirements	Minimum entrance requirements for all brokered programs will be in accordance with the brokering institution's minimum entrance requirements.
Minimum Age Requirement	Persons 17 years of age or over, or in Grade 12 at the time of admission are eligible to apply for all programs except for Adult Education, wherein the applicant must be 18 years of age and out of high school for one year. There are some exceptions to the Adult Education requirement and applicants should contact a Student Advisor.
Program Capacity	All programs have limited capacities determined on the basis of a number of possible factors. The College reserves the right to set program enrollment capacities.
Seat Allocations	In accordance with agreements with sponsoring or partnering agencies, the College may designate spaces in programs for applicants sponsored by these agencies. Such applicants will be subject to stated entrance requirements.
Appeal to Admission Decisions	Applicants who disagree with an application decision may appeal, in writing, to the Program Chair, within two calendar weeks or before the program start date, from the date of the admission decision.

## PROCEDURES

1. Persons seeking admission to the College must complete the Application form, available through the website, or in some cases, via paper application forms and pay the application fee. Applications may require additional documentation for applications to be considered complete.

2. Applicants may apply to more than one program at a time, provided a separate application form is completed for each additional program, including fees and necessary documentation.
3. Following their application, submission applicants will receive communication from the College alerting them to next steps and/or additional requirements or documentation.
4. Where a transcript is required, the transcript shall come directly from the credit-granting institution and be sent directly to the College. If more than one program application is submitted, only one transcript will be required.
5. Applicants who do not possess the academic requirements for a program and who are 18 years-of-age or over or have been out of school for at least one year, may be admitted via an adult admission assessment process. Applicants who believe this applies to them should meet with a College Advisor.
6. Applicants who meet admission requirements but who are not admitted will be issued a waitlist letter. Those on the waitlist may be admitted to the program in the current academic year or will be given early notice if a new program session is available and may be asked to reapply.
7. Applicants for re-admission may be required to meet special conditions or requirements prior to re-admission. These conditions or requirements will be provided to the applicant in writing.
8. Upon admission, applicants are deemed to be learners in good standing. Continuation of this status is dependent on the learner meeting promotion or performance standards and complying with college and/or credit-granter regulations.
9. The Chair of Post Secondary Education or Adult Education has the decision-making authority on admissions.
10. Applicants with outstanding accounts will not be considered for admission, even if academic requirements are met, until all outstanding accounts are cleared. The Registrar/Adult Education coordinator will maintain a list of outstanding accounts.
11. The College reserves the right to deny admission to applicants who do not meet admission requirements or who have been discontinued from other College programs.

### **Procedures for Late Admissions**

The decision to accept a learner after the program has begun will be a collaborative decision requiring the following steps:

1. The late admission window will end one week following the commencement of the class or after 10% of the class has expired. The late admission window may be extended if the learner is able to demonstrate exceptional circumstances to warrant consideration.
2. Learners requesting late admission into a class or program must complete all admissions requirements and be granted acceptance by the Registrar.
3. Prior to granting late admission, the Registrar will convene a meeting with the Program Chair/and or applicable Program Coordinator to examine the potential learner for success given the late enrollment. The following factors will be considered:

- 3.1 Instructor(s)' input
- 3.2 Applicant's academic record
- 3.3 Applicant's reason for late enrollment request.
4. A collaborative decision will be made at the meeting. The decision will be communicated to the learner by the Registrar. The Program Coordinator will communicate the decision to the instructor(s).
5. If a consensus cannot be reached, the matter will be referred to the VP, Academics for a final decision.
6. Applicants cannot appeal the decision.

#### **LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

#### **LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES**

- Saskpolytech - [Admission Requirements](#)
- Lakeland College - [Student Policies and Procedures](#)
- Conestoga College - [Admissions Policy](#)