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| <b>Policy</b>                     | #4-16   |
| <b>Approved By:</b>               | Education Council                                 |
| <b>Approval Date:</b>             | December 16, 2011                                 |
| <b>Revision Date:</b>             |   |
| <b>Effective Date:</b>            | December 16, 2011                                 |
| <b>Date to be Reviewed:</b>       | December, 2016                                    |
| <b>Administrator Responsible:</b> | VP, Student and Educational Services and Planning |

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## MATURE STUDENT STATUS

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### **POLICY STATEMENT**

North Island College welcomes adults who have made the decision to return to school and will waive course prerequisites in eligible post-secondary level courses for students who declare mature student status.

### **PURPOSE STATEMENT**

North Island College encourages adult members of the community to pursue post-secondary studies by increasing accessibility to course registration based on their previous experience.

### **PRINCIPLES**

1. Students are responsible for declaring Mature Student status. Only students who believe that they have reasonable potential for success based on previous work experience or other criteria, should declare mature student status.
2. Students with International Status may not declare Mature Student status.
3. North Island College will waive course prerequisites for students registered in eligible post-secondary level courses who declare Mature Student status.
4. Mature Student status cannot be used for meeting program admission requirements.
5. Students who declare Mature Student status for a course are responsible for understanding prerequisites and coursework demands for that course before they register.
6. Mature Student status is limited to specific courses. Students should refer to the attached procedures in Appendix A and college calendar posted on the College website for eligible courses.
7. Students may not declare mature student status for more than two (2) courses per term.

8. Mature students will be held to all the same academic standards, policies and academic deadline dates as those students who have met the pre-requisites.

## **DEFINITIONS**

### *Mature Student*

A student who is 23 years of age or older in the calendar year they will be studying and declares their status during the registration process.

### *Pre-requisite*

A prerequisite is an educational level that must be achieved in order to register in a higher level. A prerequisite course is a course that must be successfully achieved before a student can take more advanced courses in the discipline.

## **GUIDELINES**

1. Regular fees and tuition are required for all course registrations.
2. Students not wishing to participate in course work, assignments and exams or who wish to take a course simply for their own interest, are encouraged to consider auditing the course. (See Audit Students policy #4-06).
3. Students wishing to declare Mature Student status are strongly encouraged to meet with an Educational Advisor before registering.
4. Once students have successfully completed a course under this policy, they may then use that course as a pre-requisite for other college courses without further recourse to this policy.
5. Students must self-identify or indicate that they wish to be considered as a mature student prior to the published deadline to meet pre-requisites. The Office of the Registrar will not assume mature student status if it is not declared. Students may only be considered qualified for a course as a mature student after the Mature Student Declaration form is completed and signed.

## **PROCEDURES**

North Island College has post procedures posted outlining the implementation of this policy on the College website. These procedures are also included as Appendix A to this policy.

## **CROSS REFERENCE**

Audit Student Policy #4-06

Admission Policy #4-17

Fees and Refunds #4-04

Registration Policy #4-09

Recognition and Prior Learning Policy #4-10

## **APPENDIX A PROCEDURES**

### **1. Mature Student Status**

Students wishing to declare Mature Student status must complete the attached declaration form and identify which course(s) they would like to waive the course prerequisite.

The completed form must be submitted to Registration, along with photo ID to confirm the student's birthdate, prior to the published deadline to meet pre-requisites.

### **2. Eligible Courses**

Mature student status is limited to courses in programs listed below (consult calendar for complete course listing).

All first year courses with secondary school prerequisites in the following programs:

- Business
- Fine Arts
- University Transfer Arts: Social Sciences, English, Humanities
- Tourism

All courses within the Applied Business Technology programs listed below after successful completion of ABT 020:

- Office Assistant 1 Certificate
- Administrative Assistant Certificate
- Computing Accounting Assistant Certificate
- Legal Administrative Assistant Certificate
- Medical Office Assistant Certificate



NORTH ISLAND  
COLLEGE

# Mature Student Declaration

Student Name (print): \_\_\_\_\_ Student No.: \_\_\_\_\_

I wish to enroll in the following course(s):

Term: \_\_\_\_\_ Course Code: \_\_\_\_\_ Section: \_\_\_\_\_

Term: \_\_\_\_\_ Course Code: \_\_\_\_\_ Section: \_\_\_\_\_

I declare myself as a mature student (23 years or older in the calendar year at the time of registration).

I understand that North Island College strongly encourages consultation with an Educational Advisor before taking any courses without the necessary prerequisites.

I understand that I have enrolled in this course(s) without the prerequisites and am fully aware of the work demands associated with the course. . I also understand that I will be held to all the same academic standards, policies and academic deadline dates as those students who have met the prerequisites. Students not wishing to participate in course work, assignments and exams or who wish to take a course simply for their own interest should refer to Audit Students policy #4-06.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE (only):**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_  
(Signature in Full)

Date Entered: \_\_\_\_\_ Entered by: \_\_\_\_\_  
(Signature in Full)