

*Policy and Procedures Manual*

<b>Policy</b>	#4-17
<b>Approved By:</b>	Education Council
<b>Approval Date:</b>	March 13, 2020
<b>Revision Date:</b>	February 15, 2013 April 5, 2019 March 13, 2020
<b>Effective Date:</b>	March 13, 2020
<b>Date to be Reviewed:</b>	March 2025
<b>Administrator Responsible:</b>	EVP Academic & COO

**ADMISSION POLICY****POLICY STATEMENT**

North Island College (NIC) will admit qualified applicants, both domestic and international, in a consistent manner according to approved admission requirements identified in the College's credit calendar.

**PURPOSE STATEMENT**

NIC will apply a consistent process for admitting applicants while recognizing the diverse needs of applicants and approved community partners. The College will facilitate a timely admission process in accordance with the College's educational goals.

**SCOPE & APPLICATION**

This policy applies to all domestic and international applicants seeking admission to NIC credentialed programs or accredited pathway programs (Adult Basic Education, University Transfer). Programs specifically intended to prepare students for direct entry into programs at other institutions, including dual admission at partner institutions, shall be governed by the admission requirements of those institutions or as outlined in specific agreements with NIC.

Admission requirements for programs at NIC are approved by Education Council (Edco) in accordance with the College & Institute Act.

**PRINCIPLES**

1. NIC will establish general and program specific admission requirements that will optimize students' access to a program of study and promote student success.

2. Admission requirements for each credentialed program are approved by Edco and listed in the College credit calendar posted on the College's website.
3. Admission requirements will be consistently applied by the Office of the Registrar in accordance with the established procedures included as Appendix A in this policy.
4. NIC, through the Office of the Registrar, reserves the right to make final decisions related to the admissions of an applicant.
5. NIC is committed to integrating a diverse Aboriginal perspective into its community and classrooms and will seek to provide opportunities for Priority Admission to facilitate Aboriginal participation and enrolment at NIC.
6. NIC is committed to integrating a diverse, international perspective into its community and classrooms and will provide opportunities for international students to study at the college.
7. NIC is committed to meeting the diverse needs of its communities and may therefore reserve program seats for approved community partners.
8. NIC will uphold the principles of privacy in accordance with the *BC Freedom of Information and Protection of Privacy Act*.

**DEFINITIONS:**

*Community Partner – Approved*

A sponsor or community group with whom the College has an established Memorandum of Understanding (MOU) or Statement of Terms.

*Conditionally Qualified Applicant*

An otherwise qualified applicant who has submitted proof of current registration in a course intended to meet admission requirements, and who has been provided with timelines for successful completion of the remaining admission requirements for the program.

*Credentialed program*

A program for which a Board of Governor's approved certificate, diploma or degree is granted once all program requirements are met.

*Good (Academic) Standing*

For students to be in good academic standing they must maintain a minimum GPA of 2.0 (or as otherwise approved by departments) in any academic term. Students not in good academic standing will be advised with notation on the student record (see Policy #3-37 Academic Standing and Progression).

*Limited Entry Program*

A program with a limited number of seats per intake per cohort.

### *Transfer Credit*

Credit (transfer credit) that is awarded for programs or courses completed at another accredited post-secondary institution. Transfer credit may be awarded as assigned or unassigned credit.

*Assigned Credit:* Credit granted for a specific NIC course or courses from a course completed at a previous institution. This transfer credit may be used as credit towards an applicable NIC credential.

*Unassigned Credit:* Credit granted for a specific subject or discipline and year level. When NIC does not offer an equivalent for the course completed at a previous institution, applicants may be awarded unassigned credit. This credit may be used as an elective towards an applicable NIC credential.

### *Transfer Student*

A student seeking admission to NIC who has previously met the admission requirements from an accredited post-secondary institution, or university and who has successfully completed at least one complete semester of study (e.g., the equivalent of 12 weeks of fulltime study or 15 credits) toward their program credential.

### **GUIDELINES:**

1. To be considered an applicant, an individual must normally pay a non-refundable application fee and complete a NIC application form that indicates their intended program of study.
2. To be admitted to the College, an applicant must have graduated from secondary school, or equivalent, or be a minimum of 18 years of age within the calendar year in which they are applying to study and must also meet the program admission requirements. The Office of the Registrar will provide an alternative application process for applicants who don't meet above age or secondary school requirements.
3. NIC will publish application dates and deadlines where applicable.
4. NIC will review the application to determine if the applicant is qualified, conditionally qualified, or not qualified. Applicants will be informed in writing either by regular mail or electronically.
5. NIC normally offers program seats to qualified applicants on a first applied, first qualified basis, based on the date and time that the applicant meets all admission requirements. Exceptions include programs with identified selective admission criteria, or where there is identified Priority Admission for Aboriginal applicants or reserved seating agreements with approved community partners.
6. Application deadlines will be set for limited entry programs to prioritize admission of domestic applicants and to provide timelines for programs with selective admission criteria.
7. Domestic applications received by the application deadline do not guarantee admission. Applications received after the deadline may be processed if capacity exists.

8. International applicants who have applied to limited entry programs will be considered after the application deadline on an equal basis with late domestic applicants if unused capacity exists, or when there is a reserved seating agreement in place international applicants will be considered concurrently.
9. Students who have not been registered in the previous academic year must reapply to NIC and complete program requirements set out upon readmission, pursuant to Policy #3-22 Program and Course Credentials.
10. Students who are not in good academic standing or have been disciplined for student conduct resulting in suspension from a program or the College will be restricted to (re)admission conditions set out in their suspension terms.
11. NIC will award transfer students, as defined by this policy, either assigned or unassigned credit from accredited post-secondary institutions as applicable to the relevant NIC program and in accordance with those program completion requirements.
12. Limited Entry programs will admit qualified applicants to the maximum number of seats available to the first term of the program. Applicants who have transfer credit or have previously completed part of the program, wishing to enter later in the program will be admitted at the appropriate term (or time) based on qualifications and seat availability.

## **PROCEDURES**

NIC will post procedures outlining the implementation of this policy on the College website. These procedures are also included as Appendix A to this policy.

## **CROSS REFERENCE**

NIC Policy #1-01 Freedom of Information Protection of Privacy  
NIC Policy #3-06 Community Code of Academic, Personal and Professional Conduct (Code of Conduct)  
NIC Policy #3-17 Instructional Accommodation and Accessible Learning Services  
NIC Policy #3-22 Program and Course Credentials  
NIC Policy #3-37 Academic Standing and Progression  
NIC Policy #4-04 Tuition, Fees and Refunds  
NIC Policy #4-09 Registration  
College and Institute Act [RSBC 1996] Chapter 52

## Appendix A Procedures

### 1. General Admission

1.1 To be admitted to the College, an applicant must qualify as either a domestic applicant or an international applicant.

A) Domestic Students

Where students are in possession of valid documentation confirming:

- legal status as Canadian citizen
- permanent resident status; or,
- conventional refugee status holding a current study permit.

B) International Students

Where applicants are not domestic students but who meet the guidelines established for international students studying in Canada by Immigration, Refugees and Citizenship Canada including:

- proof of permission to study in Canada as an international student
- proof of minimum English proficiency as published on the College's website. Note: Minimum English proficiency requirements may vary by program.

1.2 An applicant must have graduated from secondary school, or equivalent, or be 18 years of age or older within the calendar year that they will be starting studies at NIC (January to December).

1.3 An applicant must submit original copies of records for all secondary school and post-secondary education completed to date. Post-secondary transcripts received in paper format must come as official and in a sealed envelope.

1.4 Secondary School students may apply and be considered as a dual credit student based on the same principles and guidelines as all applicants, provided they have met the expectations set in the relevant Dual Credit Admission packages available in the Office of the Registrar.

1.5 Applicants who do not meet the minimum age or graduation requirements and are not secondary school students may apply as outlined in the Underage Admission Procedures available in the Office of the Registrar.

1.6 NIC programs have admission requirements listed in the College calendar posted on the College's website. Applicants must satisfy these requirements before they are eligible to be invited to the program. Students who have not been registered in the program in the previous academic year must reapply and satisfy the current admission requirements.

- 1.7 In limited circumstances, applicants who may not meet all the specific admission requirements, but proclaim they have met equivalent criteria, with support from the admission officer, department chair and dean, may qualify to receive a program waiver where appropriate in order to meet the admission requirements. Applicants will be required to discuss this option first with an admission officer and must be able to provide rationale for their request. If approved, the applicant will be required to acknowledge that they will be expected to perform at the same level as the student who meets the full requirements.
- 1.8 To be considered an applicant, individuals must normally pay a non-refundable application fee and complete the NIC application form, indicating their intended program of study. An application is considered complete when proof of all listed admission requirements are submitted to the College for review. Application forms and fees will differ between domestic and international students and will be posted on the College's website.
- 1.9 Applicants will be informed by the College as to their application status in writing either by regular mail or electronically.

## **2. Application Deadlines**

- 2.1 NIC has established application deadlines for domestic students applying to limited entry programs. This deadline will be set in order to prioritize admission of domestic applicants and to provide timelines for programs with selective admission criteria. Unless otherwise stated on the College program page, the application deadline for September start will be March 31<sup>st</sup> and the application deadline for January start will be September 30<sup>th</sup>. Programs with different start dates and application deadlines will be published on the program page of the College's website.
- 2.2 All applications received after the deadline will be considered late applications but may still be processed if unused capacity exists.
- 2.3 Domestic applications to programs without selective admission criteria will be processed as received in accordance with the College's requirements for admission regardless of application deadlines.
- 2.4 International applications to Limited Entry programs are eligible for processing after the application deadline on an equal basis with domestic applicants if unused capacity exists. For all programs not considered limited entry, or where there is a reserved seating agreement in place to increase capacity, international applications will be processed when received.

### **3. Qualified Applicants**

3.1 After an applicant has provided proof of meeting all admission requirements, the applicant will be considered qualified. A qualified applicant is not guaranteed a seat in a specific program. For most programs, qualified applications received prior to the application deadline will be invited on a 'first applied, first qualified' basis, based on the date and time the applicant meets all admission requirements. In the event two applicants have an identical qualified date and time, the College will use the application date and time to break the tie. Exceptions to the 'first applied, first qualified' principle may include programs with selective admission criteria; Priority Admission for Aboriginal applicants or reserved seating for approved community partners (see 5, 6, 7 below).

### **4. Conditionally Qualified Applicants**

4.1 Conditional invitation to a program may be possible for applicants not able to provide proof of completed program admission requirements by the specified application deadline. An applicant must submit proof of current registration for their in-progress admission requirements in order to be conditionally invited. Changes to such registrations may void the offer of conditional invitation.

4.2 All conditionally qualified applicants must show proof of completion of all conditions of acceptance by the deadline stated in their letter of conditional invitation. Failure to do so may result in the applicant being displaced by a fully qualified applicant.

4.3 When the expected completion date of the applicant's conditions of acceptance is later than the final fee payment deadline or 30 days prior to the program start (whichever comes first) then proof of successful progress must be provided. Proof of successful progress is either an official progress report or interim report card showing a passing grade. Failure to provide proof of successful progress by the final fee payment deadline or 30 days in advance of the program start may result in the applicant being displaced by a fully qualified applicant.

4.4 International students may be conditionally accepted to NIC for Study Permit application purposes. Conditions will include meeting program admission requirements and space availability.

### **5. Selective Admission**

5.1 Selective admission criteria will be determined by the dean or director of each program area in collaboration with the department, and must be approved by Education Council. Programs with selective admission criteria will be identified in the College calendar and posted on the College's website.

5.2 Completed applications will be processed after the application deadline against the selective admission criteria.

## **6. Priority Admission**

- 6.1 Priority Admission for Aboriginal applicants allows departments to provide Priority Admission to a predetermined number of qualified Aboriginal applicants. Priority Admission for Aboriginal applicants must be in accordance with the College's approved Human Rights exemption. The number or percentage of Aboriginal applicants who are offered Priority Admission will be determined by the dean or director of each program area, in collaboration with the department.
- 6.2 To be considered for Priority Admission to approved programs with Priority Admission designation, Aboriginal applicants need to self-identify as an Aboriginal person on the Application for Admission. The Admission Department will provide all self-identified Aboriginal applicants information on the Priority Admission process.
- 6.3 To be considered for Priority Admission, Aboriginal applicants must be considered fully qualified for the program. This includes meeting the College's general admission requirements as a domestic student. Priority seats for Aboriginal applicants are not available for international student applicants.
- 6.4 Applicants wishing to be considered for Priority Admission will be considered on a first applied-first qualified basis unless the admission process in the calendar indicates a selective process.
- 6.5 When there are more qualified applicants for Priority Admission than seats available, the applicants who were not successful in receiving a Priority Admission seat will be considered as part of the regular admission process for that program. Should the applicant not be successful in receiving a seat through the regular admission process, applicants may apply through the Priority Admission for Aboriginal Applicants process for the following intake.
- 6.6 Timelines to return unused seats will be determined by the dean or director of each program area, in collaboration with the department. Unused seats held for Priority Admission will be returned to the general application pool no later than the final fee payment deadline or 30 days prior to the program start date, whichever comes first, unless otherwise stated.

## **7. Reserved Seating Agreements**

- 7.1 Reserved seating agreements allow departments to set aside a specific number or percentage of seats in specified programs for approved community partners or NIC internal departments/programs, including international education. The number or percentage of reserved seats will be determined by the dean or director of each program area, in collaboration with the department/programs, but will not normally exceed 25% of the existing capacity for regular schedule programming and must be in accordance with the College's current Strategic Plan.



7.2 Reserved seating agreements require at minimum:

- a signed Memorandum of Understanding (MOU) between the Executive Vice President Academic & Chief Operating Officer and the community partner(s); or,
- a Statement of Terms from the dean or director of the program area.

7.3 The MOU or Statement of Terms will outline as applicable: student eligibility criteria, sponsorship details, number or percentage of seats being reserved, deadlines for confirmation of student names, and the timeline for the return of unused reserved seats to the general application pool. Timelines to return unused seats will be determined by the dean or director of each program area, in collaboration with the department/program. Unused reserved seats will be returned to the general application pool no later than the final fee payment deadline or 30 days prior to the program start date, whichever comes first, unless otherwise stated.

7.4 One-time program offerings that are fully funded by approved community partners or other targeted funding can define the criteria for reserved seating and may include the full capacity of the program.

## **8. Transfer Student**

8.1 Eligible applicants will be admitted to NIC as Transfer Students (as defined by this policy) from another accredited post-secondary institution in Canada, based on seat availability, to a program of similar study at a similar progression level. Applicants must submit all necessary documentation and requirements for review of their transfer credit.

8.2 NIC will advise transfer students of the necessary course and other requirements to continue their studies and meet graduation requirements at NIC. This will include any licensing/accreditation requirements required by the program at NIC. NIC will provide transfer students with the option of waiving prerequisite course requirements if the student has met the learning outcomes and standards in a course successfully completed at their previous institution. Transfer students will be required to take all courses that are required to meet licensing or safety requirements.

8.3 Program equivalencies and prerequisites and graduation requirements will be determined by the dean of the program area in consultation with the appropriate department/program.

## **9. Visiting Student**

- 9.1 To be admitted as a visiting student, applicants must provide a Letter of Permission from the Office of the Registrar from an accredited post-secondary institution to NIC for the specific course(s). By providing a letter of permission from the Registrar's Office, the student is determined to have met the prerequisites for course(s) identified in the letter.

## **10. Exchange Student**

- 10.1 Applicants, either domestic or international, may be admitted to NIC under a reciprocal exchange agreement established between the student's home institution and NIC.

## **11. Program Waitlisting**

- 11.1 When the number of qualified and conditionally qualified applicants exceeds the number of seats available in limited entry programs, the Office of the Registrar may place the names of domestic applicants on a waitlist for the current and next intake of the program. International applicants will not be waitlisted for limited entry programs beyond the current year of application.
- 11.2 Waitlist procedures vary by program and therefore waitlisted applicants will be informed by Admissions whether they will be required to reapply for the next intake of the program or whether the waitlist will carry forward to the next intake.

## **12. Withdrawal of Application**

- 12.1 The Office of the Registrar reserves the right to cancel all incomplete applications if admission requirements are not completed, or if no progress has been made in completing requirements after a period of six months from receipt of initial application. Incomplete applications will not be carried forward to the next program intake. Applicants will be notified by regular mail or electronically if their application has been withdrawn.

## **13. Appeal**

- 13.1 An applicant who believes their application did not follow a fair process in accordance with this policy may appeal the admission decision to the registrar.