

<b>Policy Name:</b> Admissions Policy	<b>Responsible Owner:</b> President	<b>Effective Date:</b> July 28, 2025
<b>Policy Number:</b>	<b>Approval Body:</b> Board of Governors	

#### A. POLICY:

##### **PURPOSE/COMMITMENT:**

To establish fair, transparent, and consistent requirements for admission to all academic programs. This policy ensures that applicants are provided with clear information regarding admission criteria and that they have a reasonable opportunity to demonstrate their preparedness for post-secondary study. For transfer students, the policy also details requirements that students complete a minimum number of credits at the Institution to qualify for degree conferral.

##### **DEFINITIONS:**

**Applicant:** An individual who has submitted a formal application for admission.

**BC Grade 12:** Graduation from the British Columbia secondary school system or its equivalent.

**CGPA:** The cumulative grade point average of all courses that the student has completed at their academic institution.

**Mature Student:** An applicant who is at least 19 years of age, has been out of full-time secondary school for at least one year, and may not meet the standard BC Grade 12 admission requirements.

**Residency Requirement:** the minimum number of courses that must be taken at the institution to qualify for degree conferral.

**Transfer Student:** An applicant who has completed post-secondary coursework at another recognized institution.

##### **SCOPE:**

This policy applies to all students applying to academic programs.

**WHEN TO USE THE POLICY:** This policy should be used to evaluate whether students have met the entry requirements for the program they have applied for.

#### B. PROCEDURES:

##### **General Admission Requirements:**

- Applicants must meet the general admission requirements for their chosen admission category (e.g., from BC Grade 12, Mature Student, Transfer Student).
- All applicants must demonstrate a minimum level of English language proficiency. This can be met through completion of specific high school English courses or standardized tests (e.g., TOEFL, IELTS). See below for language proficiency scores.
- See below for program specific entry requirements.

##### **Application Process:**

- Applicants must submit a completed application form, all required supporting documents, and fees by the published deadlines.
- Applicants are responsible for ensuring that all required documentation is received by the Institution.

**Categories of Admission:**

- **From BC Grade 12:** Applicants must have successfully graduated from a BC secondary school or equivalent with a specified minimum overall average and completion of required Grade 12 courses as detailed in program specific admissions guidelines.
- **Mature Student Admission:** Applicants who do not meet the BC Grade 12 requirements may be considered for admission based on an assessment of their likelihood of success at the Institution.
- **Transfer Admission:** Applicants from other recognized post-secondary institutions may be granted admission and transfer credit based on the coursework completed and grades achieved, as per the policy on Transfer Credit. Transfer students should ensure they meet the Residency Requirements of each academic program. Students must apply for recognition of transfer credits within two semesters of commencing their program.

**Selection Process:**

- Meeting the minimum admission requirements does not guarantee admission.
- When the number of qualified applicants exceeds the number of available spaces, the Institution will use a competitive selection process based on criteria such as academic performance and other program-specific requirements.

**Program Specific Admissions Requirements: Associate Degree of Arts or Associate Degree of Science**

The Associate Degree programs are open to students who meet one of the following criteria:

- a. Completed BC Grade 12 with a minimum average grade of C in four academic Grade 12 subjects, including English 12.
- b. Completed High School in another Canadian province with equivalent results.
- c. Overseas candidates must present Senior or High School Matriculation results with an average grade of C or better.

For applicants who have not graduated from a high school program with instruction in English, students must provide evidence of English language proficiency. Students with an IELTS (or equivalent overall score of 6.5 plus a minimum of 6.0 in each band qualify for direct entry into college-level English. Students with an overall score of 6.0 with a writing band of 5.5 will be permitted to begin university courses but must enroll in English 099 in their first semester.

**Residency Requirement:** Students must complete their final 10 courses at the Institution and complete at least 4 of the 6 required second-year courses at the Institution. Additionally, all qualifying credits must be earned within five years prior to the degree being awarded.

**Admission into the Bachelor of Arts and Sciences**

- a. Completed any of the four High School options at BC Grade 12 with a minimum average grade of C in four academic Grade 12 subjects, including English 12
- b. Completed High School in another Canadian province with equivalent results.
- c. Overseas candidates must present Senior or High School Matriculation results with an average grade of C or better.

For applicants who have not graduated from a high school program with instruction in English, students must provide evidence of English language proficiency. Students with an IELTS (or equivalent overall score of 6.5 plus a minimum of 6.0 in each band qualify for direct entry into college-level English. Students with an overall score of 6.0

with a writing band of 5.5 will be permitted to begin university courses but must enroll in English 099 in their first semester.

**Residency Requirement:** Students must earn a minimum of 50% of their total required credits through courses offered by the Institution.

Students transferring from other post-secondary institutions may transfer up to 60 credits into the Bachelor of Arts and Sciences. Students require a CGPA of 2.0 (or equivalent). Courses will be assigned credit on a consistent with the Transfer Credit Policy. Students entering at the second year level are required to meet all degree requirements of the Bachelor of Arts and Sciences degree.

Normally students will only receive credit for courses with a grade of “C” or better. Students who have completed an Associate of Arts Degree or Associate of Science Degree offered by a provincially recognized institution will be granted third-year standing. Students will be granted all 60 credits on admission to the program. Students must meet all degree requirements of the Bachelor of Arts and Sciences degree.

International students transferring to the Institution without a transferable university-level English course will need to demonstrate their English proficiency, either through a recent language assessment or by taking an internal language placement exam.

#### **Applicant Privacy**

The Institution is committed to protecting the privacy and confidentiality of personal information. All information collected by the Office of the Registrar is managed according to the BC Freedom of Information and Protection of Privacy Act (“FIPPA”) and applicable Institution policies. Accordingly, the Office of the Registrar does not share student or application information with anyone other than the student to whom it pertains without consent.

#### **Language Proficiency Equivalents**

	English 100	English 099
IELTS Academic	Overall Band 6.5 & Writing Band 6.0	Overall Band 6.0 & Writing Band 5.5
CAEL	60-69 & Writing 60	50-59 & Writing 50
Pearson	Overall 60 Minimum in Writing 60	Overall 55 minimum in writing 55
TOEFL IBC		
<i>Writing</i>	19 Plus two of:	16 Plus two of
<i>Reading</i>	19	17
<i>Listening</i>	19	17
<i>Speaking</i>	19	16
<b>Total:</b>	79	71
LWA + MEPT	62-89	57-61