



ADMISSIONS POLICY

Policy Area:	Board		
Policy Number:	ADMPL_2405R_BA/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Registrar		
Stakeholders:	Students and Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Board of Governors on advice of Education Council		
Approval Date:	May 21, 2024		
Effective Date:	October 1, 2024		
Replaces:	OC Academic Calendar Admission Policies		
Last reviewed:	May 2024	Scheduled review date:	May 2026

Procedures: *Procedures for Admissions (under development)*

1. Policy Statement

This Policy and related Procedures inform Applicants of the principles, requirements and processes for admission to Okanagan College and to specific programs/courses. The College will admit qualified Applicants, both domestic and international, in a consistent, transparent and timely manner according to approved admission requirements of the College and/or program/course.

2. Purpose

The purpose of this policy is to define the criteria and conditions for admission to the College and its programs. Some programs may have additional or modified admission criteria and Applicants are required to meet both the general College and program-specific admission criteria.

3. Scope and Application

This Policy applies to all Applicants and to all programs offered by the College. Admission requirements are approved on the advice of Education Council by the Board of Governors in accordance with section 23(1)(m) of the *College and Institute Act*. The College has related policies that may enhance or support enrolment decisions for applicants for admission who identify as Indigenous.

4. Definitions

Academic Admission Requirements	Means a list of courses, certifications, credentials, or skills that students must present to be admissible to a program.
Applicant	Means a person who has applied to a program.
Conditional Admission or Conditional Acceptance	Means acceptance offered before all admission requirements are met. Conditions must be met prior to the date Admissions provides to the student.
English Language Proficiency	Means the ability to function in an instructional environment where the language of instruction is English, as dictated by the program or course. This is demonstrated through completion of previous education in English, an upgrading course or an assessment test.
Flexible Admissions	Means an alternative admissions process that is based on identifying, assessing and recognizing skills, knowledge, or competencies that have been acquired through previous education, work experience, non-credentialed training, independent study, life experience, Indigenous knowledge, volunteer activities, etc.
International Student	Means students who meet the Immigration, Refugees and Citizenship Canada Guidelines established for International Students to be eligible to study in Canada.
Mature Student	Means a student who is 19 years or older and/or has not attended secondary school for at least one year.
Other Admission Requirements	Means program specific requirements other than Academic Admission Requirements such as Criminal Record Check, proof of immunization, and CPR certification.
Prerequisite	Means a course or other requirement necessary for registration into a specific course.
Prior Learning Assessment and Recognition (PLAR)	Means an assessment by valid and reliable means and by a qualified specialist, of what an individual has learned outside of courses and programs. Assessment can result in credit (assigned or unassigned) being granted to satisfy the graduation requirements or Prerequisites of a program offered by the College.
Student	Means any person enrolled as a student at Okanagan College. For the purpose of this policy, this term may also refer to Applicants or prospective Applicants seeking admission to the College.
Transfer Credit	Means the granting of credit toward a credential by one institution for programs or courses completed at another institution.
Transcript	Means the permanent academic record of all courses taken and grades earned by a student.
Unconditional Admission	Means students who have satisfied all admission requirements for the program to which they are being admitted.
Underage Applicants	Means any Applicant under 16 years of age.

Visiting Student	Means a student currently enrolled in a program of study at another recognized post-secondary institution and who applies to complete specific course(s) at Okanagan College to Transfer Credit back to their home institution.
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5. Principles

- 5.1 The College has program admission requirements of both an academic and non-academic nature that will optimize Students' access and success.
- 5.2 Academic Admissions Requirements, Other Admission Requirements and course Prerequisites are considered to be reliable predictors of student success.
- 5.3 The College provides an admissions process that is fair, transparent, accessible, and timely.
- 5.4 To ensure that the College is not declining well qualified students because they have a non-traditional educational background, the College may use Flexible Admissions processes.
- 5.5 The College will accept valid and/or official documentation that demonstrates students' qualifications for entry to the College and its programs.
- 5.6 The College reserves the right to limit applications to oversubscribed programs.
- 5.7 The College reserves the right to deny admission.
- 5.8 Admission requirements for programs are listed in the College Calendar and website under the Program Descriptions.
- 5.9 The College provides an appeal process for Applicants who are not satisfied with an admissions decision. Admission appeals must be based on procedural error or unfairness in the admission process. Admission appeals may not be submitted based on stringency or nature of admission requirements.

6. General Admissions Criteria

- 6.1 To be admitted to the College, Applicants must qualify as either domestic students or International Students.
 - a) Domestic Applicants must:
 - i) be Canadian citizens, permanent residents, or convention refugees.
 - ii) be a secondary school graduate (or equivalent) or a Mature Student unless special admission is granted.
 - iii) meet any age requirements set by specific programs.
 - b) International Applicants must:
 - i) not be Canadian citizens, permanent residents or convention refugees.
 - ii) be secondary school graduates or a Mature Student unless special admission is granted under section 7.
 - iii) meet the English Proficiency requirements with one or more of the recognized English Language tests. English is the primary language of instruction at Okanagan

College and all prospective International applicants students are required to demonstrate a minimum level of proficiency in English before they are admitted. See the College Calendar for the specific English proficiency tests recognized by Okanagan College and minimum scores required for admission.

- iv) meet any age requirements set by specific programs.

7. Special Admission

Secondary School Students

- 7.1 Conditional Admission is granted to secondary school Applicants who apply for admission in their Grade 12 year on the basis of interim secondary school grades to determine whether students will meet the qualifications for program admission.
- 7.2 If any secondary school Applicant fails to meet requirements for graduation, their application will be deemed ineligible for admission.

Underage Applicants

- 7.3 The College may consider granting special admission to Underage Applicants on an individual basis, subject to the following:
 - a) Underage domestic Applicants must include in their application written consent from a parent or legal guardian and provide a reference from individuals who are familiar with the Applicant's circumstances (such as a school principal or health care provider).
 - b) The Applicant must have the written approval of the appropriate Program Dean for the courses in which the Applicant plans to enroll.
 - c) The Underage Applicant has a record of academic success.

Special programs and courses that do not require the above criteria may be designed for and offered to younger students.

Concurrent Students

- 7.4 Concurrent Students means students attending both secondary school and the College. Concurrent Students are responsible for the fees and tuition of the courses in which they enroll and, generally, the course credits earned are not used as secondary school credits. Concurrent Students must:
 - a) be enrolled at the grade 11 or 12 level in a program of studies that meets the regular entrance requirements of the College program to which admission is sought;
 - b) have the written approval of the appropriate Okanagan College Dean for the courses in which the Applicant plans to enroll;
 - c) have the written consent of a parent or legal guardian; and
 - d) have a record of academic success.

Students enrolled in concurrent studies who satisfy program entrance requirements upon secondary school graduation will be treated as continuing students and will not be required to reapply for admission to the College.

Dual Credit Students

- 7.5 Dual Credit Students are secondary school students who have been approved by their School District to attend the College and participate in a select College program. Dual Credit Students are sponsored by the School Districts. Approved Dual Credit students are subject to the terms and conditions outlined in the College and School Districts' dual credit contractual agreements.
- 7.6 Applicants to dual credit programs are not required to meet the secondary school graduation requirement.
- 7.7 Dual Credit students will be treated as College students in all respects while attending on campus.

Visiting Students

- 7.8 Visiting students are students who are enrolled at other post-secondary (sending) institutions and are taking courses from Okanagan College to grant them credit toward a credential at the sending institution. To be admitted as a Visiting Student, Applicants must submit a "Letter of Permission" from a sending post-secondary institution.

Exchange Students

- 7.9 Students, either domestic or international, may be admitted to the College under a reciprocal exchange agreement established between the student's home institution and Okanagan College.

Recipients of the President's Entrance Scholarships

- 7.10 Special consideration is granted to recipients of Okanagan College President's Entrance and Tuition Scholarships. Student recipients will be granted priority to program admission (if applicable) and course registration.

8. Admissions Decisions

- 8.1 Applicants must complete all Academic Admission Requirements and Other Admission Requirements prior to being to be fully admitted into a program.
- 8.2 During the application process, applicants must submit Transcripts for courses and credentials earned at all previously attended secondary schools and post-secondary schools as applicable.
- 8.3 Admission to programs is generally granted on an application date basis. Exceptions include:
 - a) programs that use selective admissions processes to rank order qualified Applicants; and
 - b) returning students who apply to be readmitted into a program at an advanced level, subject to availability of space.
- 8.4 Students may apply for admission to a given program at more than one campus location if this option is available on the online application.
- 8.5 Applicants granted Conditional Acceptances must complete or confirm all of the stated admission requirements (Academic and Other Admission Requirements) by a specific deadline as indicated on their letter/email of admission in order to be fully admitted.

- 8.6 Arts, Science and Business Applicants who fail to satisfy the specific English and/or math entrance requirements may be granted admission to their program as qualifying Students subject to the availability of space.
- 8.7 Applicants to a program who are not admitted because of enrolment limitations will be placed on a waitlist for admission to the program and, if a seat becomes available, they will be offered admission in chronological order of receipt of their application (except in ranked programs which will admit waitlisted Students according to their rank).
- 8.8 Indigenous Applicants may refer to the *Indigenous Access Policy* regarding additional Admissions options.
- 8.9 Applicants not granted admission will be required to submit a new application for the same program or an alternate program for the next intake. Re-Applicants must be prepared to go through the full admission review process even though they may have met the admission requirements at the time of the original application.

9. Incomplete Or Withdrawn Applications

- 9.1 The Registrar's Office reserves the right to cancel all incomplete applications if admission requirements or conditions to admittance have not been met, or Applicants do not respond to communications from the Registrar's Office.
- 9.2 If an application in progress passes the program application deadline, it may be considered incomplete and be deemed to be withdrawn.

10. Criminal Record Checks

- 10.1 Under the *Criminal Records Review Act*, Students working with children and/or vulnerable adults or having unsupervised access to children and/or vulnerable adults as part of their educational program must obtain a criminal record clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Program Office.
- 10.2 Okanagan College Health and Social Development programs and some Continuing Studies programs include mandatory clinical, preceptorship or practicum placements involving work with children and/or vulnerable adults, and such placements will require criminal record checks. Accordingly, all Applicants to such programs are required to undergo a criminal record check as part of the admissions process and are advised that:
 - a) A criminal record check clearance is a mandatory admission requirement to applicable Okanagan College Health and Social Development programs and some Continuing Studies programs, as specified in the program admission requirements.
 - b) The criminal record check must be completed through the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Program Office within the timelines specified by the College's admissions offices.
 - c) Should the criminal record check clearance not arrive at the College's admissions offices within the prescribed timelines, the Applicant's admission to, or registration in, the program to which they have applied will be cancelled. Any exceptions must be approved by the Registrar.

- d) The College may deny admission to a program where a criminal record check is required if it is determined that the criminal record check results present a risk to children or vulnerable adults.
- e) If a Student disputes the results of a Criminal Record Check, the College will not hold their seat pending the result. In these cases, Students may reapply to the program once their dispute is resolved.

11. Related Acts and Regulations

None.

12. Supporting References, Policies, Procedures and Forms

BC Ministry of Public Safety and Emergency Services – Criminal Record Checks

Criminal Records Review Act

Indigenous Access Policy

Prior Learning Assessment and Recognition Policy

Dual Credit Agreements (available through the Provost Office)

History / Revisions

Date	Action
2024-05-21	Revision Approved by Board of Governors: <i>Admissions Policy</i> on advice of Education Council (2024-03-07) Replaces OC Calendar Admissions Policies