

ADMISSION POLICY

Policy Name: Admission Policy	Responsible Owner: Vice President, Academic and Provost Vice President, Educational Services	Effective Date:
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PURPOSE

Douglas College provides admission to educational programs for as wide a range of students as possible. However, where appropriate, access to programs will be restricted to students who satisfy established admission criteria at both general college and program-specific levels.

SCOPE

Faculty
Students
Responsible Administrators (Deans/Associate Deans/Directors)
Registrar's Office

DEFINITIONS

International Student: a student who is neither a Canadian citizen nor a permanent resident. Exceptions include students who falls under one of the following categories:

- A student with a ministerial permit claiming refugee status;
- A student on a diplomatic visa or the dependant of a person on a diplomatic visa;
- A student with restricted employment authorization or the dependant of a person with restricted employment authorization;



- A student from the United States who self-identifies as Aboriginal or Native American on their application. (A tribal enrolment, registration, or status card must be presented to qualify.)

Students in one of these categories are admitted on the same fee schedule as students who are Canadian citizens or permanent residents.

POLICY STATEMENTS

Douglas College invites applications from all eligible candidates. Where admission is restricted to programs by entrance criteria, those restrictions must be approved by the appropriate governance body in the College.

The College admits students on a first-qualified, first-admitted basis whereby students must satisfy all admissions criteria to establish eligibility and are then offered places by date of eligibility, except in programs that use selective admissions processes that rank order qualified applicants.

ADMISSION DECISIONS

- Education Council approves all program admissions criteria and standards.
- The Registrar has authority to admit applicants to the College based on approved criteria and standards.
- The Dean, or Associate Dean, of a program area has authority for granting admission criteria waivers in exceptional and unusual cases in consultation with the Registrar and the appropriate chair/coordinator.
- Applicants have the right to appeal an admission decision under the Student Appeals Policy.

GENERAL ADMISSION REQUIREMENTS

Students applying for admission to the College must submit documentation verifying that they have satisfied ONE of the following requirements:

- The student has completed British Columbia secondary school graduation in any program, or the equivalent from another school system.
- The student lacks no more than one course for British Columbia secondary school graduation, or the equivalent from another school system.
- The student is nineteen years of age or older on the first day of the first semester of attendance.
- The student is at least seventeen years of age on the first day of the first semester of attendance, and has not been enrolled at a school for a minimum of one year.
- The student has a disability or a barrier to education and employment, has attended high school in a modified or adapted program, or has received an Evergreen or Leaving School Certificate.

SPECIAL CIRCUMSTANCES

If the student does not meet one of the above general admission requirements, he or she may apply for admission on special grounds, and is urged to discuss this process with the Registrar's Office. Students in this category include Concurrent Studies students (see the College/School District Relationship policy).

Where a student applies to enter a Douglas College program/course of studies that is being offered in partnership with another institution/agency/organization, the student must meet the admission requirements of the College and of the specific program/course of studies, as well as the eligibility requirements as established in the relevant partnership agreement.



Students whose official transcripts indicate that they are under suspension at another College or University will not be admitted to Douglas College until after the period of suspension imposed by the other institution. The Registrar and/or the Educational Policy Appeals Committee reserves the right to

POLICY STATEMENTS (CONT.)

specify conditions concerning an individual student's admission or re-admission to the College consistent with approved College policies.

REQUIRED DOCUMENTATION

Applicants to credit programs/courses are required to submit secondary school transcripts and other necessary documentation at the point of application, where that documentation is necessary to prove the applicant meets established admission criteria.

TRANSFER CREDIT

Students may apply for transfer credit to Douglas College for courses completed at another recognized educational institution. Credits may be routinely granted by the Registrar's Office, based on the established articulation process, or may be referred to the appropriate department/program for individual course assessment/articulation.

Departments/programs may establish time limitations for transfer or credit, if appropriate for course content (see the Transfer Credit policy).

INTERNATIONAL BACCALAUREATE AND ADVANCED PLACEMENT

Students who have completed the International Baccalaureate or Advanced Placement program or courses within these programs are eligible to apply for college credit. Credit will be granted as determined by individual departments/programs.

ADVANCED STANDING

Students may request assessment of previous coursework, for which transfer credit is not available, to receive exemption from components of a program. In such cases, course credit is not allocated and elective courses may need to be substituted to complete credit requirements for a credential.

Note: There is a restriction on the amount of credit received from any combination of transfer, advanced placement, international baccalaureate and prior learning assessment (see the Credentials Awarded at Douglas College policy).

NOTIFICATION OF NEW ADMISSION CRITERIA OR COURSE PREREQUISITES

If new or revised admission criteria become more stringent, they will be published in the on-line College Calendar twelve months before they are implemented in order to provide adequate lead time for prospective students to fulfil the requirements without delaying their educational progress.

ASSESSMENT TESTING

Students seeking admission to courses/programs requiring assessment testing are advised to contact Assessment Services well in advance of registration. Where minimum test scores are used to decide entry into a course/program, a student shall be permitted to retake an assessment test after reapplication to the chosen program AND four months have elapsed, to allow for upgrading or skill development (a shorter period of time may be determined by the department/program)

ADMISSION TO OPEN ENROLMENT PROGRAMS



Applicants intending to take courses taught in open enrolment programs are required to demonstrate English language proficiency sufficient to succeed in their studies, defined as having already achieved a grade of C or above in secondary school English 12, or one of the approved equivalents, prior to final admission (see the Douglas College website for a list of approved equivalencies). This applies to open enrolment courses taught in the following Faculties and Departments:

POLICY STATEMENTS (CONT.)

- Commerce and Business Administration
- Humanities and Social Sciences
- Language, Literature and Performing Arts
- Science and Technology
- HUMD and LIBR courses

Where students do not submit proof that they have met this standard, they are limited to the appropriate adult upgrading (English or Math Upgrading and/or ELLA) courses at Douglas College.

This requirement applies to entry to only those limited enrolment programs that require electives in open enrolment areas outside the program area.

ADMISSION TO LIMITED ENROLMENT PROGRAMS

Students applying for admission to Limited Enrolment Programs must first meet general admission requirements. Applications will then be assessed according to the following:

Candidate Profile

Each program will consider the knowledge, skills, values and attributes conducive to student success in the program. Based on this candidate profile, the program will establish a minimum standard for admission (see Selection Criteria below). Where specific quotas and/or articulation agreements are planned, each program will apply for these to the Education Council.

Selection Procedures

1. Qualified candidates will be selected for admission on a first-qualified, first-admitted basis, except where a program has established an admission process that first ranks each candidate within the pool of qualified candidates and then selects candidates based on their rank order until the program is full.
2. In programs where selection processes involve a subjective component, qualified candidates will be recommended for admission by a minimum of two people, one of whom is a faculty member and one of whom may be a practitioner in the program field. The Registrar, as the College official responsible for admission procedures, will monitor all selection processes and may attend or send a delegate to any or all vetting processes.
3. The Registrar's Office will officially notify candidates of their acceptance or refusal. The Registrar, Dean/Director, Coordinator, and/or Educational Policy Appeals Committee reserves the right to specify conditions concerning an individual student's admission or re-admission to a program, consistent with approved program or College policies.

Selection Criteria

Each program shall maintain a description of the relevant selection criteria, approved by Education Council, which is applied to students seeking to enrol in that program. This description will include the following:



- Application deadline
- Quotas within class size
- Number of intakes per year
- Admission criteria
- Documentation required for admission

POLICY STATEMENTS (CONT.)

- Method(s) of evaluating eligibility
- Any notes not covered above, but relevant to the success of the student in the program

Ranking Criteria

The criteria used to rank applicants must be relevant to one or more of the following:

- Student retention
- Program quality
- Employability of graduates

INTERNATIONAL STUDENT ADMISSION

Douglas College encourages the admission of international students where such admissions do not operate to displace Canadian students, where unused capacity exists, or where the capacity can be increased using fees paid by international students.

Provincial Government Guidelines

In accordance with provincial government guidelines:

- International students' fees cover all direct and indirect costs of their instruction
- International students may not displace qualified Canadian students

Admission Requirements

International applicants must meet the General Admission Requirements outlined in this policy and the English language proficiency requirement approved by the Standing Committee on Admissions and Language Competency.

PROCEDURES

None

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[College/School District Relationship policy](#)

[Credentials Awarded at Douglas College policy](#)

[Prior Learning Assessment and Recognition policy](#)

[Student Appeals policy](#)

[Recognition of Transfer Credit policy](#)

[Guidelines Respecting International Students at British Columbia Public Post-Secondary Institutions](#)

RELATED ACTS AND REGULATIONS

To be determined.

RELATED COLLECTIVE AGREEMENT CLAUSES



To be determined.