

**ADMISSIONS POLICY**

<b>Policy Name:</b> Admissions Policy	<b>Responsible Owner:</b> Vice President, Academic and Provost	<b>Created:</b> 2010 June
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**A. PURPOSE**

The purpose of this policy is to establish general criteria and conditions for admission to credit programs at Douglas College. Some programs may have additional or modified admission criteria and applicants are required to meet both the general college and program-specific admission criteria.

**B. SCOPE**

- Applicants
- Deans/Associate Deans/Directors
- Faculty
- Registrar
- Students

**C. DEFINITIONS**

**Admission criteria:** the minimum qualifications required for entrance to a program.

**Applicant:** an individual who completes an application for admission to a credit program(s) at Douglas College.

**Applicant Categories:**

**Concurrent Studies:** an applicant in their final year of high school, upon approval/recommendation by their high school to enrol concurrently at Douglas College and

their high school. Concurrent studies students are eligible for dual credit based on successful completion of the course.

**Exchange:** a student from a Partner Institution who is currently attending Douglas College under the terms of an Exchange Agreement.

**High school student:** an applicant who is a graduate of a BC secondary school or the equivalent, or is one course short of secondary school graduation.

**Mature:** an applicant who will be nineteen (19) years of age or older by the end of the first month of the first semester of attendance, or who is seventeen (17) years of age and has not been enrolled in a school for at least one year and has not completed BC secondary school graduation or the equivalent.

**Visiting:** a student who is enrolled as a fee-paying student at Douglas College under special admission and/or registration procedures. Visiting students are accepted upon recommendation of the College department/program/faculty willing to accept them into a specific course or courses.

**Domestic applicant:** an individual who is a Canadian citizen, permanent resident or convention refugee.

**International applicant:** an individual who is neither a Canadian citizen nor a permanent resident, and who is studying in Canada on a study permit.

#### D. POLICY STATEMENTS

Douglas College provides admission to educational programs for as wide a range of students as possible and 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 will consider each applicant equitably and consistently. 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 admission processes that rank order qualified applicants.

#### ADMISSION DECISIONS

- Education Council advises and recommends for approval to the College Board all admissions criteria and standards.
- The Registrar has the authority to admit applicants to the College based on approved criteria and standards.
- The Dean or Associate Dean, in consultation with the program area has authority for granting admissions criteria waivers in exceptional and unusual cases in consultation with the Registrar and the appropriate chair/coordinator.

### **GENERAL COLLEGE ADMISSIONS REQUIREMENTS**

All applicants for admission to the College must meet one of the following requirements:

- British Columbia secondary school graduation or equivalent;
- One course short of British Columbia secondary school graduation, or equivalent;
- Nineteen (19) years of age or older on the first day of the first semester of attendance;
- Seventeen (17) 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;
- 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;

All applicants for admission to the College must meet the English Language Proficiency requirement. Applicants who do not meet the English Language Proficiency requirement are admissible to the College in select programs that have an approved English Language Proficiency variance or to enrol in adult upgrading (English or Math Upgrading and/or English Language & Language Acquisition courses).

Applicants who are suspended from another post-secondary institution will not be admitted to Douglas College until after the period of suspension.

### **POST-DEGREE PROGRAM ADMISSIONS REQUIREMENTS**

All applicants for admission to post-degree programs must meet the following requirements:

- General College Admissions requirements; AND
- Graduation from a recognized degree-granting post-secondary institution with a minimum of a 3-year bachelor degree; AND
- English Language Proficiency requirement.

### **ACADEMIC DOCUMENTS**

Applicants are required to send official transcripts of academic records from all schools and post-secondary institutions attended to Douglas College. Replaceable documents will not be returned. Irreplaceable documents will be returned to the student, on request. If the documents are not in English, Douglas College may require official translation in English, certified by an educational official of the applicant's country, an official of a Canadian Education Centre, or a Canadian consular or embassy official. Translations made by the applicant, relatives or friends will not be accepted. For applicants residing in BC, translations may be completed by a member of the Society of Translators and Interpreters of British Columbia ([www.stibc.org](http://www.stibc.org)) or through MOSAIC Translation Services ([www.mosaic-trans.com](http://www.mosaic-trans.com)).

### **INSTITUTIONAL PARTNERSHIPS**

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



## **APPEALS**

If the applicant does not meet the above admission requirements, they may appeal through the ***Appeal of Educational Decisions Policy***.

## **NOTIFICATION OF NEW ADMISSIONS CRITERIA**

If new or revised criteria become more stringent, they will be published in the online College Calendar twelve (12) months before they are implemented to provide an adequate lead time for prospective students to fulfill the requirements without delaying their educational progress.

## **ASSESSMENT TESTING**

Where minimum test scores are used to decide entry into a course/program, and a student was unsuccessful in their attempt, the student shall be permitted to retake an assessment test after reapplication to the chosen program AND four (4) months have elapsed, to allow for upgrading or skill development (a shorter period of time may be determined by the department/program).

## **E. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

Appeal of Educational Decisions Policy  
Credentials Awarded at Douglas College Policy  
English Language Competency Policy  
Prior Learning Assessment and Recognition Policy  
Recognition of Transfer Credit Policy  
Dual Credit and Concurrent Studies Policy  
Visiting and Exchange Students Policy

## **F. RELATED ACTS AND REGULATIONS**

- N/A

## **G. RELATED COLLECTIVE AGREEMENT CLAUSES**

- N/A