

## POLICY AND PROCEDURES

POLICY NAME: Admissions	POLICY NUMBER: 2.1.3	CATEGORY: Academic
RESPONSIBLE EXECUTIVE: President	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: September 4, 2020
NEXT FULL REVIEW DATE: September 3, 2024	REVISED: October 23, 2023	REPLACES:

### PURPOSE

Admission standards at Coquitlam College (the College) are set to ensure that admitted students have the necessary knowledge and background to be reasonably assured of success in their academic pursuits.

This policy establishes the principles and practices that support the consistent, fair and timely process for admission to the College.

### SCOPE

This Policy applies to College applicants and staff.

### POLICY STATEMENTS

1. English is the primary language of study at the College; applicants must therefore be able to demonstrate the appropriate level of English language proficiency in order to register in credit courses.
2. Applicants are responsible for ensuring the accuracy and relevancy of all information submitted in support of their application, including any documents prepared by an educational agent on their behalf.
3. The College reserves the right to request and/or confirm any information necessary to support an application for admission. The submission of false statements and/or documents, or the failure to disclose relevant information, may result in the cancellation of admission and/or registration without refund.
4. The College will establish admission requirements that seek to optimize student access and success. Admission requirements and pre-requisites to programs and courses should be reliable predictors of student success.
5. Canadian citizens, permanent residents, and individuals determined by Immigration, Refugees and Citizenship Canada to study in Canada, are eligible to apply for admission.
6. Applicants must satisfy all admission criteria prior to the start date of classes. Failure to do so may result in the student being unable to attend class.

## POLICY AND PROCEDURES

7. The College will provide a review process for applicants who are not satisfied with an admission decision.
8. All submitted documents and transcripts become the property of Coquitlam College.

### PROCEDURES

9. Individual program and course specific admission requirements are found in the College's course outlines and on the website.
10. Applications for admission to the College will be processed according to whether an applicant:
  - a. meets all admission requirements including academic qualification criteria
  - b. meets all admission requirements except academic qualification criteria
  - c. has a complex learning history and for whom documenting their learning is either difficult or complex
11. Admission decisions fall into one of the following three categories:
  - a. Accepted: Applicants who meet all of the admission requirements for a program/course to which they applied.
  - b. Conditional Acceptance: Applicants who do not meet all of the admission requirements for a program/course to which they applied. These applicants will be required to meet specified conditions before the last day of registration.
  - c. Not Accepted: Applicants who do not meet the admission requirements for the program/course to which they have applied, have submitted false statements and/or documents, or failed to disclose relevant information.
12. Applicants are admitted to programs as either full-time, part-time, audit or mature students.
13. Admission decisions will be communicated to applicants by email and/or agents.
14. The College reserves the rights to refuse admission to any applicants.

### Required Documentation

15. Applicants are responsible for providing all official documentation, such as transcripts and English proficiency, when an application is submitted or as soon as possible thereafter.
16. For those students who have not provided official documentation, their student file is considered incomplete until all official documentation is provided to the Office of the Registrar. With an incomplete file, students are not able to order any official documentation or to receive graduation documents at the end of their program.
17. Medical Insurance
  - a. All applicants are asked to provide proof of medical insurance coverage by means of British Columbia CareCard or private medical insurance. The insurance should cover the student throughout the duration of their studies at the College.

### **English Language Proficiency**

18. Proficiency in the English language is required so that students have the ability to function in an instructional environment where the language of instruction is English. Proficiency is demonstrated through the completion of previous education in English and/or an upgrading course and/or an assessment test.

### **English Language Learners Assessment for High School English Studies**

19. Admission into Literary Studies 10 (LTST 10), Composition 10 (CMPS 10), Literary Studies 11 (LTST 11) and English Studies 12 (ES 12) is based upon assessment of prior learning and/or official transcripts submitted by an applicant. Students who do not provide documentation sufficient for direct entry into high school English courses may write an external language exam or write the Coquitlam College English Diagnostic Exam. The English Studies Department Head and a Senior Administrator will assess student performance and determine eligibility for direct entrance into a high school English course.

Students who do not receive direct entry into high school English courses will register for the appropriate non-credit English Studies courses to gain access to high school English courses.

### **Requesting a Review of an Admission Decision**

20. If an applicant believes that they have been unjustly denied admission they may submit a request to review the admission decision to Student Services.
21. The grounds for review are normally limited to evidence of an administrative error made by authorized College staff. Dissatisfaction with College policy or admission criteria, disagreement as to the evaluation of admissibility (e.g., 'grade point average'), arguments related to the authenticity of documents submitted, or failure to meet admission deadlines are not legitimate grounds for a review.
22. Admission review decisions are final.

### **DEFINITIONS**

Admission Requirements: A list of courses, certifications, or skills that students must present to be admitted to a program/course.

Applicant: A person who has applied to a program/course and paid an application fee.

Full-Time Student: For University Transfer, this means a student who is registered in a minimum of three courses in a semester. For Senior Secondary and English Studies, this means a student who is registered in a minimum of four courses in a semester.

Part-Time Student: For University Transfer, this means a student who is registered in less than three courses in a semester. For Senior Secondary and English Studies, this means a student who is registered in less than four courses in a semester.

Audit Student: A student who is registered in a course for interest or self-improvement reasons. These

students are required to complete class assignments but do not write examinations, receive a final grade, or obtain credit for the course. Permission to enroll as an audit student is granted by the President at the time of registration.

Mature Student: A student who is 19 years of age or older on the first day of classes. A mature student may be exempted from the requirement of having completed secondary education, provided they meet all other requirements and can provide academic transcripts for the highest level of education completed. A mature student who lacks the minimum requirements may be admitted upon approval by the President. The basis for such approval will be based on the applicant's objectives and likely benefit of taking the program/course.

Official Transcript: The record of a student's past academic history. Transcripts are considered official when they are in an envelope sealed by the sending institution. The only exceptions are official translations and transcripts from institutions where retrieval is not possible.

Standard Admission: Admission to a program is performed on a first qualified, first accepted basis.

### **Related Documents**

- [Canadian Immigration Act](#)