

CONDITIONAL ADMISSION PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Academic
Parent Policy:	Admissions Policy
Approval Date:	November 14, 2018
Effective Date:	November 14, 2018
Procedure Owner:	Chief, Customer Experience Officer
Procedure Administrator:	Senior Manager, Registrar

Overview:

The purpose of this procedure is to describe the circumstances under which NorQuest College (college) may provide a conditional offer of admission, allowing an applicant to reserve a seat in a program prior to having met all the program's admissions requirements.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Applicants who wish to receive a conditional offer of admission must submit a request to the Office of the Registrar by email to admissions@norquest.ca.

The college may provide a conditional offer of admission to an applicant who:

- has applied for a college program, and
- is currently registered at a recognized institution in a course or courses that will meet the academic admission requirements, and which will be completed prior to the NorQuest College program start date, and
- provides acceptable proof of registration in the required course(s).

Applicants who are conditionally admitted must show they have met their conditions by the date specified by the Office of the Registrar. If requirements are not met by the specified date, the application will be cancelled.

Definitions:

Academic Calendar: an annual publication of academic regulations, academic dates, programs of study, and course descriptions. The NorQuest College website is the official source of Academic Calendar information.

Admission: the decision of the college to accept an applicant based on the process of applying to and providing documentation for consideration for entry to a program or course of studies.

Admission requirements: a set of criteria stipulating education, training, or experience needed for eligibility to enter an educational program or occupation. May include minimum marks, levels of achievement, exams scores, and/or documentation such as criminal records check and immunization records. Also known as *entrance requirements*.

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Conditional admission: Admission for an applicant who is currently enrolled in a course or program of studies which, if successfully completed, would allow the applicant to meet all admission requirements prior to the start of the program.

- [Admissions Policy](#)
- [Applying to NorQuest](#)

N/A

November 2022

November 2018: new
August 2019: Compliance Office template & reorganization update