

## ADMISSIONS POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional Category:</b>	Academic
<b>Approval Date:</b>	August 29, 2018
<b>Effective Date:</b>	August 29, 2018
<b>Policy Owner:</b>	Chief, Customer Experience Officer
<b>Policy Administrator:</b>	Senior Manager, Registrar

<b>Objective:</b>	<p>NorQuest College (college) is committed to following a transparent, published process that provides admission to applicants based on a fair and equitable consideration of requirements. Admission requirements are established with the understanding that program-learning outcomes may require prior academic preparation.</p> <p>Authority to establish this policy is derived from the <a href="#">NorQuest College Board of Governors Policy No. 5</a>, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
<b>Policy:</b>	<p>The college admits students to ministry-approved programs on the basis of admission requirements that:</p> <ul style="list-style-type: none"> <li>• comply with the <a href="#">Post-Secondary Learning Act</a>,</li> <li>• are recommended by the Vice President Teaching and Learning,</li> <li>• are approved by the NorQuest Academic Council and Board of Governors; and</li> <li>• are reviewed annually by each Faculty.</li> </ul> <p>The college publishes a schedule of dates when applications become available.</p> <p>Applicants are required to pay a non-refundable, non-transferable application fee to be considered for ministry-approved programs.</p> <p>Applicants are accepted on a first-qualified, first-admitted basis. Occasionally, the college may reserve seats in programs for particular student populations.</p> <p>The Office of the Registrar reserves the right to deny admission to any applicant.</p>
<b>Definitions:</b>	<p><b>Academic Calendar:</b> 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.</p> <p><b>Admission:</b> The decision of the college to accept an applicant based on the process of applying to and providing the necessary documentation for consideration for entry to a program or course of studies.</p> <p><b>Admission requirements:</b> A set of criteria stipulating education, training, or experience needed eligibility to enter an educational program or occupation. May include minimum marks, levels of achievement, exam scores, and/or documentation such as criminal records check and immunization records. Also known as <i>entrance requirements</i>.</p>

<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

**First-qualified, first admitted:** A non-competitive basis of admission used by all programs at NorQuest College. Applicants are offered admission if they meet the admission requirements of the program to which they are applying before program capacity limits are reached.

- [Application Fee Waiver Procedure](#)
- [Conditional Admission Procedure](#)
- [English Language Proficiency Procedure](#)
- [Transfer Credit Procedure](#)
  
- [Post-Secondary Learning Act](#)

June 2022

December 2011: New (replaces Standard Practice 2.26)  
 August 2013: Update for document links and branding  
 July 2014: Update for document links  
 November 2014: Update for document links  
 June 2016: Updated policy description and employee titles  
 August 2018: Updated  
 January 2019: Update for document links  
 August 2019: Compliance Office template & reorganization update