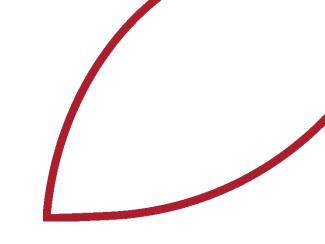**NORQUEST COLLEGE**

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.

Functional category	Academic
Approval date	January 30, 2024
Effective date	January 30, 2024
Policy owner	Vice President, Enrolment & Communications
Policy administrator	Director, Admissions & Supports

Objective

NorQuest College (college) is committed to following a transparent, published process that provides admission to applicants based on fair consideration of requirements. Admission requirements are established with the understanding that program-learning outcomes may require prior academic preparation.

Authority to establish this policy 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.

Policy

The college admits students to ministry-approved programs based on admission requirements that:

- comply with the *Post-Secondary Learning Act*,
- are recommended by the Vice President Academic,
- are approved by the NorQuest Academic Council and Board of Governors; and
- are reviewed annually.

The college publishes a schedule of dates when applications become available.

Applicants are required to pay a non-refundable, non-transferable application fee to be considered for ministry-approved programs. These fees are subject to change and may differ from program to program. However, this fee is waived for Indigenous learners.

Applicants are accepted on a first-qualified, first-admitted basis. The college regularly sets admission floors for Indigenous learners and reserves seats in programs for International students.

The Office of the Registrar reserves the right to deny admission to any applicant.

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 the necessary documentation for consideration for entry to a program or course of studies.

Admission floors: minimum number of seats reserved for Indigenous learners to address the underrepresentation of Indigenous Peoples within PSI and across professions.

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, exam scores, and/or documentation such as criminal records check and immunization records. *Also known as entrance requirements.*

First-qualified, first admitted: a 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.

Related information

NorQuest College

- Application Fee Waiver Procedure
- Conditional Admission Procedure
- English Language Proficiency Procedure
- Equivalencies Procedure
- Transfer Credit Procedure

External

- *Post-Secondary Learning Act*

Next review date

January 2028

Revision history

Date	Version Number	Action
December 2011	V1	New (replaces Standard Practice 2.26).
August 2013	V2	Update for document links and branding.
July 2014	V3	Update for document links.
November 2014	V4	Update for document links.
June 2016	V5	Updated policy description and employee titles.
August 2018	V6 (published as V5)	Updated.
January 2019	V7 (published as V5)	Update for document links.

August 2019	V8 (published as V5-C)	Compliance Office template & reorganization update.
January 2024	V9	Update terminology and include information for Indigenous Learners.