

POLICY AND PROCEDURES

POLICY NAME: Admissions	POLICY NUMBER: 2.1.3	CATEGORY: Academic
RESPONSIBLE EXECUTIVE: Vice President/Principal	APPROVAL AUTHORITY: Executive Council	EFFECTIVE DATE: September 4, 2020
NEXT FULL REVIEW DATE: September 3, 2022	REVISED:	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 study permits and transcripts, when an application is submitted or as soon as possible thereafter. Any missing documentation must be submitted to the Office of the Registrar before the first day of classes. Failure to do so may result in the applicant being unable to attend classes.
16. 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

17. 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.

Requesting a Review of an Admission Decision

18. If an applicant believes that they have been unjustly denied admission they may submit a request to review the admission decision to Student Services.
19. 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.
20. 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 Vice-President/Principal 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 Vice-President/Principal. 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