



College Procedures Manual	
Category	Student Affairs
Policy #	2.1 Admissions
Approval Date	September 2013

## 2.1.1 Admissions

### Policy Statement

- A.1 College of the Rockies will admit qualified applicants, both domestic and international, in a consistent manner according to approved admission requirements identified in the College's calendar.

### Purpose Statement

- B.1 Admission requirements for College of the Rockies Programs are established at levels that allow for the accessibility to these programs of applicants with diverse educational, employment and cultural backgrounds and at the same time attempting to ensure that the applicant is sufficiently prepared in order to achieve student success.

### Principles

- C.1 This policy applies to all domestic and international applicants seeking admission to College of the Rockies credentialed programs. Programs specifically intended to prepare students for direct entry into programs at other institutions, including dual admission at partner institutions, shall be governed by the admission requirements of those institutions or as outlined in specific agreements with College of the Rockies.

- C.2 College of the Rockies will publish and make widely available the schedule of when students may submit applications for programs. College of the Rockies may set application deadlines.

- C.3 College of the Rockies will review the application to determine if the applicant is qualified, tentatively qualified, or not qualified. Applicants will be informed in writing either by regular mail or electronically.

College of the Rockies normally offers program seats to qualified applicants on a 'first qualified, first admitted' basis, based on the date and time that the applicant meets all admission requirements. Exceptions may include programs with identified selective admission criteria, or reserved seating agreements with College partners.

- C.4 Students who have been disciplined for student conduct or poor academic performance resulting in suspension from a program will require the written permission from the Dean to be considered for readmission.

- C.5 College of the Rockies is committed to admitting transfer students, as defined in this policy, in accordance with the Association of Canadian Community Colleges (ACCC) Transfer Principles (see Appendix B), at a program level that is consistent with a similar program at their previous institution, based on the availability of space.
- C.7 College of the Rockies will award transfer students, as defined by this policy, either assigned or unassigned credit for post-secondary credit achieved at the student's previous institution, as applicable to the relevant COTR program and in accordance with those program completion requirements.
- C.8 College of the Rockies encourages the admission of international students where such admission does not displace domestic students who have applied by the application deadline, where unused capacity exists or where capacity can be increased.
- C.9 The College, through the Registrar, reserves the right to make final admission decisions for all applicants.

**Guidelines:**

- D.1 Admission requirements for each program are approved by Education Council, applied by the Office of the Registrar, and listed in the College calendar and posted on the College website.
- D.2 Admission requirements will be consistently applied in accordance with the established procedures in this policy.
- D.3 Application deadlines will be set for limited entry programs to prioritize admission of domestic applicants and to provide timelines for programs with selective admission criteria. Normally, the application deadline for September start will be five (5) months prior to the start of the program start date. Normally, the application deadline for January start will be three months prior to the program start date. Application deadlines will be identified in the procedures of this policy and posted on the College website.
- D.4 Domestic applications received by the application deadline do not guarantee admission.
- D.5 International applicants who have applied to limited entry programs will be considered after the application deadline on an equal basis with late domestic applicants if unused capacity exists.
- D.6 Applicants invited to programs will be provided with registration instructions. College of the Rockies will post the Registration policy and procedures on the College website.
- D.7 College of the Rockies will uphold the principles of privacy in accordance with the *BC Freedom of Information and Protection of Privacy Act*.

## Procedures

### E.1 General Admission

E.1.1 To be admitted to the College, an applicant must qualify as either a domestic applicant or an international applicant.

E.1.1.1 Domestic applicants who are not Canadian citizens will be admitted as domestic students upon providing proof of permanent resident status, proof of convention refugee status or proof of belonging to a band located in the Traditional Territory of the Ktunaxa Nation.

E.1.1.2 International students will be admitted and then must provide proof of permission to study in Canada as an International student as per Citizen and Immigration Canada (CIC) regulations prior to registering.

E.1.2 College of the Rockies programs have admission requirements listed in the College calendar posted on the College website. Applicants must satisfy these requirements before they are eligible to be admitted to the program.

E.1.3 To be considered an applicant, individuals must pay a non-refundable application fee and complete the College of the Rockies application form (paper or electronically), indicating his/her intended program of study. The fee is a one-time only charge, for applicants continuing in the same program. The amount of the fee is listed in the College of the Rockies Calendar, website. The International application fee amount is listed in Appendix A of policy 2.2.1 Payment of Fees International Education policy.

Applicants have the option of deferring their application for the next available intake of a program. An application fee will be charged for subsequent intakes.

Applicants who withdraw and don't request a deferral for the next intake or don't respond to Admission communication must reapply and repay the application fee.

Domestic applicants applying for the Adult Basic Education program will not be required to pay the application fee.

E.1.4 An application is considered complete when proof of all listed admission requirements are submitted to the College for review. Application forms and fees will differ between domestic and international students and will be posted on the College of the Rockies website.

E.1.5 Some limited entry programs require a tuition deposit from all applicants as part of their first training period fees. The fee is non-refundable, other than in the situation where the program intake is cancelled or where the applicant is unable to attend due to reasons beyond his/her control (e.g., medical reasons as supported by a physician's note). The fee is non-transferable to another program without approval of the Registrar.

For limited entry programs, International applicants are required to pay tuition fees for the first semester to hold their seat. Refund amounts for withdrawn applications are outlined in the 2.2.6 Tuition Refunds for International Students Policy.

- E.1.6 To be admitted to the College an applicant must be 18 years of age or older within the calendar year they will be starting studies at College of the Rockies (January to December) or meet the underage admission requirements as outlined in E.1.8 of this policy.
- E.1.7 Secondary School students may apply and be considered as an ACE-IT or dual credit student based on the same principles and guidelines as all applicants, provided they have met the expectations set in the relevant ACE-IT Application Package or Dual Credit Permission Form available from the College.
- E.1.8 Underage applicants may be considered for admission using the following criteria:
  - a. The secondary school record of the applicant indicates that the applicant will benefit from and be suitable for enrollment in the program. AND/OR
  - b. A supporting letter from the applicant's last secondary school principal stating an opinion concerning the applicant's admission to the College. AND/OR
  - c. An evaluation from a College Educational Advisor or International Education Coordinator based upon the above information personal interview, and in consultation with the department. Faculty will review individual cases. The applicant's ability to cope with the program of studies and whether enrolment at the College is the most constructive and/or appropriate alternative at this time will be the main factors considered.
- E.1.9 The program admission requirement of *secondary school graduation* may be waived for "mature applicants" providing the applicant is at least 19 years of age on the first day of the current semester and meets all other admission requirements and course prerequisites.
- E.1.10 Certain programs require that an applicant undergo an assessment for course or program placement.
- E.1.11 Applicants will be informed by the College as to their application status in writing either by regular mail or electronically.
- E.1.12 Applicants whose first language is not English are required to take the College's English Language Assessment. Dependent upon the results of the English Language Assessment, a student may be required to successfully complete the English Language Training Program, and may be restricted in the number, type and level of programs or courses taken. Refer to Appendix A for English Language Proficiency Standards.

## E.2 Application Deadlines

- E.2.1 College of the Rockies has established application deadlines for domestic students applying to limited entry programs. This deadline will be set in order to prioritize admission of domestic applicants. Normally, the application deadline for September start will be March 31. Normally, the application deadline for January start will be September 30. Programs with different start dates and application deadlines will be posted in the College calendar and on the College website.
- E.2.2 All applications received after the deadline will be considered late applications but may still be processed if unused capacity exists.

E.2.3 Domestic applications to programs will be processed as received in accordance with the College's requirements for admission regardless of application deadlines.

E.2.4 International applications to limited entry programs are eligible for processing after the application deadline on an equal basis with domestic applicants if unused capacity exists. For all programs not considered limited entry, international applications will be processed when received.

### E.3 Qualified Applicants

E.3.1 After an applicant has provided proof of meeting all admission requirements the applicant will be considered qualified. A qualified applicant is not guaranteed a seat in a specific program. For most programs, qualified applications received prior to the application deadline will be invited on a 'first qualified, first admitted' basis, based on the date and time the applicant meets all admission requirements. In the event two applicants have an identical qualified date and time, the College will use the application date and time to break the tie.

Exceptions to the 'first qualified, first admitted' principle may include reserved seating for approved education or College partners. Reserved seating procedures and capacity will be determined by the Dean or Department Head of each program area, in collaboration with the Department, and must be in accordance with the College's current Strategic Plan.

### E.4 Tentatively Qualified Applicants

E.4.1 A Tentatively Qualified status will be assigned to applicants not able to provide proof of completed program admission requirements by the specified application deadline. An applicant must submit proof of current registration for his/her in-progress admission requirements in order to be tentatively qualified. Changes in this registration may void the tentatively qualified status.

E.4.2 All tentatively qualified applicants must show proof of completion of all conditions of their status by the deadline stated in their admission letter. Failure to do so may result in the applicant being displaced by a fully qualified applicant.

E.4.3 When the expected completion date of the tentatively qualified applicant's conditions of acceptance is later than the final fee payment deadline or 30 days prior to the program start (whichever comes first) then proof of successful progress must be provided. Proof of successful progress is either an official progress report or interim transcript showing a passing grade. Failure to provide proof of successful progress by the final fee payment deadline or 30 days in advance of the program start may result in the applicant being displaced by a fully qualified applicant.

E.4.4 International students may be tentatively accepted to College of the Rockies for Study Permit application purposes. Conditions will include meeting program admission requirements and space availability.

### E.5 Reserved Seating Agreements

E.5.1 Reserved seating agreements allow Departments to set aside a specific number or percentage of seats in specified programs for College partners or

COTR internal departments, including International Education. The number or percentage of reserved seats will be determined by the Dean of Instruction of each program area, in collaboration with the Department, and must be in accordance with the College's current Strategic Plan.

E.5.2 Reserved seating agreements require:

- a). A signed Memorandum of Understanding (MOU) between the Dean of the program area and the community partner(s); or,
- b). A Statement of Terms from the Dean of the program area.

E.5.3 The MOU or Statement of Terms will outline as applicable: student eligibility criteria, sponsorship details, number or percentage of seats being reserved, deadlines for confirmation of student names, and the timeline for the return of unused reserved seats to the general application pool. Timelines to return unused seats will be determined by the Dean or each program area, in collaboration with the Department. Unused reserved seats will be returned to the general application pool no later than the final fee payment deadline or 30 days prior to the program start date, whichever comes first, unless otherwise stated.

E.6 Transfer Student

E.6.1 Eligible applicants will be admitted to College of the Rockies as Transfer Students (as defined by this policy) from another public post-secondary institution in Canada, based on seat availability, to a program of similar study at a similar progression level. Applicants must submit all necessary documentation and requirements for review of their transfer credit (refer to [2.5.6 Transfer of Credit policy](#)).

E.6.2 College of the Rockies will advise transfer students of the necessary course and other requirements to continue their studies and meet graduation requirements at COTR. This will include any licensing/accreditation requirements required by the program at COTR. College of the Rockies will provide transfer students with the option of waiving prerequisite course requirements if the student has met the learning outcomes and standards in a course successfully completed at his/her previous institution. Transfer students will be required to take all courses that are required to meet licensing or safety requirements.

E.6.3 Program equivalencies and prerequisite and graduation requirements will be determined by the Dean of the program area in consultation with the Department Head.

The ACCC Statement on Transfer Principles will guide the College in its admission and transfer credit assessment practices. The ACCC statement is attached in Appendix B of this policy.

E.7 Visiting Student

E.7.1 To be admitted as a visiting student, applicants must provide a Letter of Permission from an accredited post-secondary institution and must meet College of the Rockies' prerequisites for the course(s) in which they are seeking registration.

E.7.2 Application fees for Visiting Students will be waived.

E.8 Exchange Student

E.8.1 Applicants, either domestic or international, may be admitted to College of the Rockies under a reciprocal exchange agreement established between the student's home institution and College of the Rockies.

E.9 Program Waitlisting

E.9.1 When the number of qualified and tentatively qualified applicants exceeds the number of seats available in limited entry programs, Admissions may place the names of domestic applicants on a waitlist for the current and next intake of the program. International Applicants will not be waitlisted for limited entry programs.

E.10 Withdrawal of Application

E.10.1 The Office of the Registrar reserves the right to cancel all incomplete applications if admission requirements are not completed, or if no progress has been made in completing requirements after a period of six months from receipt of initial application. Incomplete applications will not be carried forward to the next program intake. Applicants will be notified by regular mail or electronically if their application has been withdrawn.

E.11 Appeal

E.11.1 A student who believes their application did not follow a fair process in accordance with this policy may appeal the admission decision to the Registrar.

**Definitions:**

***Admitted Applicant:***

- A qualified or tentatively qualified applicant who has been offered a seat in a program of study.

***Application Deadline:***

- A deadline before which domestic applicants must apply to limited entry programs to be considered for admission prior to international applicants being considered for those same programs.

***Credentialed program:***

- A program for which a certificate, diploma or degree is granted once all program requirements are met.

***Department:***

- Faculty, staff, and administrators associated with a particular discipline or program area (e.g. Child, Youth and Family Studies, Health, Trades).

***Domestic Applicant:***

- An applicant who is in possession of documentation confirming their legal status as a Canadian citizen, a permanent resident, or a convention refugee.

***Exchange Student:***

- A student attending College of the Rockies as a participant in formal exchange agreement with another institution.

***International Applicant:***

- An applicant who is not a domestic applicant and meets the guidelines established by Citizenship and Immigration Canada for international students studying in Canada.

***Letter of Permission:***

- A letter issued from the Registrar (or designate) from a student's home institution providing advanced permission to take a course or courses at another accredited institution for transfer credits towards their credential at their home institution.

***Limited Entry Program:***

- A program with limited number of seats per intake.

***Mature Applicant:***

- Applicants who have not graduated from secondary school and are at least 19 years of age on the first day of the current semester.

***Not qualified applicant:***

- An applicant who has not met the criteria to be qualified or tentatively qualified for a program.

***Partnerships:***

- An education or College partner with whom the College has an established Memorandum of Understanding (MOU) or Statement of Terms.

***Proof of permission to study in Canada as an international student:***

- A visitor's visa and/or a study permit, depending on the length of study, as outlined on the Canadian Government Study in Canada website.

***Qualified Applicant:***

- An applicant who has provided all required documentation and successfully meets the admission requirements for the program to which they have applied.

***Reserved Seating:***

- A specific number or percentage of seats in a specific program set aside by a department in accordance with an established Statement of Terms or MOU between the College and an education or community partner.

***Tentatively Qualified Applicant:***

- An otherwise qualified applicant who has submitted proof of current registration and has been provided with timelines for successful completion of the remaining admission requirements for the program.



**Transfer Credit:**

- Credit (transfer credit) that is awarded for programs or courses completed at another Post-Secondary institution. Transfer credit may be awarded as unassigned or assigned credit.

**Assigned Credit:**

- Credit granted for a specific COTR course from a course completed at a previous institution. This transfer credit may be used as credit towards an applicable COTR credential.

**Unassigned Credit:**

- Credit granted for a specific subject or discipline and year level. When COTR does not offer an equivalent for the course completed at a previous institution, applicants may be awarded unassigned credit. This credit may be used as an elective towards an applicable COTR credential.

**Transfer Student:**

- A student seeking admission to COTR who has previously met the admission requirements from a publicly funded Canadian college, institute, or university and who has successfully completed at least one complete semester of study (e.g, the equivalent of 12 weeks of fulltime study or 15 credits toward their program credential.

**Unused Capacity:**

- Seats that remain available in a program after the application deadline.

**Visiting Student:**

- A student who is enrolled at another accredited post-secondary institution and is taking courses from College of the Rockies to gain credit toward a credential at his/her home institution.

Original Date: January 29, 1986	Category: Student Affairs	
Amendment: (3)	Other Related Policies: 2.2.1 Payment of Fees – International Education 2.2.6 Tuition Refunds for International Students 2.5.6 Transfer of Credit Policy	
Manager Approval: Doris Silva	Title: Registrar	Date: Sept 2013
College Approval: David Walls	Title: President & CEO	Date: Sept 2013
EdCo Approval: James Bailey	Title: Chair	Date: Sept 2013

### **English Language Proficiency Standards**

An applicant who meets one or more of the criteria listed here meets the College of the Rockies English language proficiency standards.

1. Applicants whose first language is English
2. Test of English as a Foreign Language (TOEFL iBT) – score of 80 or more
3. Language Proficiency Index (LPI) with a score of 5 with a minimum 28/40 for the essay
4. Pearson Test of English (PTE) with a score of 54
5. International English Language Testing Service (IELTS) with an overall score of 6 with a 6 or higher in reading and writing and no stream less than 5.5. Global Studies applicants must have an overall score of 6.5 with no band less than 6.0.
6. Or equivalent as determined by the International Education Coordinator.

## **ACCC TRANSFER PRINCIPLES**

Canadian colleges, institutes and polytechnics endorse the principle that barrier-free mobility supports student success and life-long learning. The principles below are designed to inform barrier-free student mobility practices at ACCC member institutions. **Signatories to this document endorse these principles and are committed to developing policies and procedures within their institutions that are aligned with them.**

1. Transfer students seeking acceptance into a program similar to one they have been studying at another college or institute will be enrolled in the similar program at the same progression level, e.g. 1<sup>st</sup> semester, 2<sup>nd</sup> semester etc., at the receiving college.
2. All credits successfully achieved at the previous institution will be accepted at the receiving institution as either assigned or unassigned credits.
3. Transfer students will be informed of all course prerequisites in order to continue their studies at the receiving institution.
4. When transfer students do not have course prerequisites, they will be informed of the content and importance of the missing prerequisite courses for successful completion in the subsequent courses. Students will be given the opportunity to either enroll in prerequisite courses, or enroll in the required courses after having signed a document indicating they were informed of the need for the prerequisites.
5. All credits awarded through prior learning assessment and recognition (PLAR) at an ACCC member institution will be accepted at equal credit value at another member institution.
6. Transfer students will be flagged in the institutional registration system. Their progress will be monitored as a group (based on percentage of courses successfully completed) within the institution and compared to progress of non-transfer students. Information regarding the success of transfer students will be made available annually to ACCC for the production of a report. This report on the success of transfer students will be made available annually to all participating institutions and will guide future decisions related to student transfer.

Member institutions are invited to endorse these best practices principles and to publish this document on their website.

### **Definitions:**

- a) Transfer student: any student who wishes to transfer credit from one institution to another.
- b) Assigned credit: credit recorded on a student's transcript and that counts towards completion of a specified credential.
- c) Unassigned credit: credit recorded on a student's transcript but doesn't count towards completion of a specified credential unless it can be used as credit for an elective course.
- d) Prior Learning Assessment and Recognition (PLAR): a process of identifying, documenting, assessing and recognizing skills and knowledge acquired through work and life experience, non-formal training, independent study, volunteer activities etc. This learning is assessed in relation to the expected outcomes of post-secondary programs.