

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:	August 29, 2018
Effective Date:	September 1, 2018
Policy Owner:	Vice President, College Services and Chief Financial Officer
Policy Administrator:	Dean, Student Services and Registrar

Objective:	<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 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.</p>
Policy:	<p>The college admits students to ministry-approved programs on the basis of admission requirements that:</p> <ul style="list-style-type: none"> • are reviewed annually by each Faculty, • are recommended by the Vice President, Teaching and Learning, • are approved by the NorQuest Academic Council and Board of Governors; and • comply with the Post-secondary Learning Act. <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>
Definitions:	<p>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.</p> <p>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.</p> <p>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 <i>entrance requirements</i>.</p>

Related Information:
Related Procedures:
Next Review Date:
Revision History:

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.

- [*Post-secondary Learning Act*](#)
- [English Language Proficiency Procedure](#)
- [Transfer Credit Procedure](#)
- Conditional Admission Procedure - to be developed
- [Application Fee Waiver Procedure](#)

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