



Procedure Title	Procedure No.	
Admissions	E-1.01a	
Executive Responsible	Administrator Responsible	
Vice President Academic	Registrar	
Approving Body	Approval Date	Date of Next Review
Board of Governors	June 30, 2026	June 2031
Associated Policy and Resources		
Admission Decision - Application for Appeal Form		
Admissions Policy and International Procedure E-1.01		
English Language Proficiency College Standard ES-1110-CS		

PURPOSE

To outline the requirements and procedures for applicants to access programs at the College of New Caledonia (CNC). It provides flexible admission pathways that remove barriers and improve access to post-secondary education across the communities we serve.

PROCEDURE

1. Admission Decisions

- 1.1 The Board, through the Executive, shall seek advice from the Education Council on all admission criteria and standards
- 1.2 The Registrar or designate has the authority to admit applicants to the College based on approved criteria and standards.
- 1.3 The Dean or Associate Dean has the authority for granting admission criteria waivers in exceptional and unusual cases in consultation with the Registrar and the appropriate coordinator/program area.

2. Assessing Admission

2.1 General Admission

- a) All applicants for admission to the College must meet one of the following requirements:
 - i. Completion of a BC secondary school program, including a BC Certificate of Graduation (Dogwood Diploma), Adult Graduation Diploma, School Completion ("Evergreen") Certificate, or comparable secondary credential from another province or country;
 - ii. One course short of BC secondary completion, or equivalent;

- iii. 18 years of age or older on the first day of the first semester of attendance and has not been enrolled at a school for a minimum of one year;
 - iv. Visiting student with a valid Letter of Permission.
- b) Applicants admitted on the basis of a School Completion (“Evergreen”) Certificate, as referenced in section a.(i), or equivalent, may, at the sole discretion of the institution, be required to complete additional assessments or evaluations for the purposes of determining appropriate program placement, readiness, and any necessary academic or support services. Completion of such assessments does not guarantee admission to a specific program, course placement, or level of support, and the institution reserves the right to make final determinations regarding placement and required supports based on the results of such assessments.

2.2 **Standard Admission**

- a) All applicants to these programs must meet the General Admission Requirements as well as an English Language Proficiency (ELP) requirement.
 - i. Applicants who do not meet the ELP requirement are admissible to General Admission programs.

2.3 **Program-Specific Admission**

- a) Applicants to these programs must first meet the College’s Standard Admission Requirements unless a higher or lower requirement is specified in the program profile.

2.4 **Institutional Partnerships**

- a) Where an applicant applies to a College program or course that is offered in partnership with another institution, organization, or agency, the applicant must meet the eligibility requirements as established in the relevant partnership agreement.

3. **Offers of Acceptance**

- 3.1 Qualified applicants can be offered conditional or unconditional acceptance into a program if a seat is available.
 - a) Conditional acceptance offers may be given to applicants who are in the process of completing their program admission requirements.
 - i. Applicants who do not successfully complete the admission requirements by the document deadline will have their offer of admission withdrawn, and their commitment deposit refunded.
 - b) Unconditional acceptance offers may be given to students who have successfully completed all admission requirements.
- 3.2 If a student declines the offer of acceptance or does not pay the commitment deposit by the deadline, the Office of the Registrar will offer a seat to another qualified applicant.
- 3.3 A seat will be reserved for the applicant once a commitment deposit has been received by the deadline stated on the offer of acceptance.

4. **Admission Waitlists**

- 4.1 If a program does not have an available seat, a qualified applicant will be placed on a program waitlist.
- 4.2 If a seat becomes available, the Office of the Registrar will notify the next applicant and offer acceptance into the program (refer to section 3 above).

5. **Incomplete Applications**

- 5.1 Applicants missing documentation or required courses to meet the minimum admission requirement will be notified.
- 5.2 If an applicant does not supply the required documentation or course information in a timely manner, the applicant will be deemed unqualified and their application will be closed.
- 5.3 Applicants who wish to have their application re-opened, may submit the required documentation or course information to the Office of the Registrar.

6. **Readmission**

- 6.1 Readmission applications follow the regular admissions process and are assessed according to current academic regulations, admission requirements, and program requirements.
- 6.2 Readmission to a program is dependent upon seat availability and specific program readmission procedures.

7. **Deferrals**

- 7.1 If a program has multiple intakes in an academic year, an applicant who is waitlisted or an accepted student can request to have their start date deferred to the next available intake.
- 7.2 Requests for deferrals can be made to the Admissions Officers, and will be assessed by program seat availability.

8. **Appeal Process**

- 8.1 Under exceptional circumstances, applicants who have been deemed unqualified may appeal the decision to the Registrar or designate within ten (10) business days of being notified to submit their appeal.
- 8.2 The grounds for admission appeals are limited to:
 - a) A mistake was made in how the admission process or procedures were followed, and this may have affected the decision;
 - b) Evidence that the assessment was not made according to the published admission qualifications and selection criteria; or
 - c) Evidence that the decision was not made fairly. For example, there was failure to consider important information or special circumstances.
- 8.3 A rationale and supporting documentation must be submitted at the time of the appeal.

- 8.4 The Registrar or designate will review the appeal within ten (10) business days of receiving the appeal and notify the student of their decision. The decision is considered final.

9. File Retention

- 9.1 Any documents submitted with an application become the property of the College and will not be returned and may be destroyed.
- 9.2 Information required for admissions is collected under the authority of the *College and Institute Act*, and student privacy is protected under the *Freedom of Information and Privacy Act*.

Definitions and Acronyms	
Admission Requirements	The minimum qualifications required for entrance to a program.
Applicant	An individual who completes an application for admission to the College of New Caledonia.
Commitment Deposit	A deposit paid by applicants after acceptance to a CNC program (see <i>Tuition, Fees, and Refunds Policy E-1.15</i>).
Domestic Applicant	An individual who has documentation confirming their legal status as a Canadian citizen, a permanent resident, or with diplomatic status.
Letter of Permission	A formal authorization for students who wish to take courses at other recognized post-secondary institutions, primarily for credit towards their credentials.
Returning Student	A student who has experienced an enrolment break of greater than 12 months from the last month of attendance at CNC must submit a new application to re-enter a program. Upon readmission, the student follows the academic and program requirements in effect at the time of their return.
Unqualified	Not meeting the admission requirements for entry into a program.
Visiting Student	A student enrolled at one post-secondary institution who temporarily takes courses at another institution with an approved Letter of Permission.
Supporting Information	
Related Policies, Forms, Documents, Websites	Change of Enrolment Status E-1.14 Domestic Application for Admission Form English Language Proficiency College Standard ES-1110-CS International Application for Admission Form Tuition, Fees, and Refunds Policy E-1.15
Acts and Regulations	BC Colleges and Institute Act Section 19(1)(f), 23(1)(m) BC Freedom of Information and Protection of Privacy Act