



Policy Information	
Policy No:	E-1.01
Approved by:	Executive Management
Approval Date:	April 28, 2016
Advice by Ed Council:	February 9, 2016
Executive Responsible:	VP Academic/VP C&SS
Administrator Responsible:	Registrar
Date of Next Review:	April 2021

## ADMISSION TO THE COLLEGE

### Policy Statement

The College of New Caledonia will admit qualified domestic and international applicants in a consistent manner according to approved admissions requirements identified in the College’s Calendar.

### Purpose / Rationale

The purpose of this policy is to define the criteria and conditions for admission to the College of New Caledonia and its programs.

### Scope / Limits

1. This policy applies to all domestic and international applicants seeking admission to College of New Caledonia credentialed programs.
2. Programs specifically intended to prepare students for direct entry into upper levels of further study or advanced programs at partner institutions shall be governed by the admission requirements of those institutions or as outlined in specific agreements with the College of New Caledonia.

### Principles

1. The College of New Caledonia will establish general and program specific admission requirements of both an academic and non-academic nature that will optimize students’ access and success.
2. The College of New Caledonia is committed to meeting the diverse needs of its community and may therefore tailor its admission criteria to support demonstrated community need or to enable appropriate partnerships.
3. As defined in the College’s Strategic Plan the College of New Caledonia is committed to the success of Aboriginal students and integrating aboriginal perspectives into its community and curriculum and will provide opportunities for

reserved seats to increase Aboriginal student participation and enrolment at the college.

4. As defined in the College's Strategic Plan the College of New Caledonia is committed to integrating a diverse, international perspective into its community curriculum and will provide opportunities for international students to study at the College.
5. The College of New Caledonia encourages the admission of international students where such admission does not displace domestic students in domestically-funded programs/courses who have applied by an application deadline or where unused capacity exists or where capacity can be increased.
6. The College of New Caledonia is committed to meeting the diverse needs of its communities and may reserve program seats for approved community partners.
7. The College of New Caledonia 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 where there is identified reserved seating to Aboriginal applicants or reserved seating for agreements with approved community partners.
8. Applicants must be deemed qualified in order to be admitted into a program.
9. The College of New Caledonia reserves the right to deny admission.

## **Guidelines**

1. Admission requirements for each program are approved at Education Council, applied by the Office of the Registrar and posted in the print and online versions of the College Calendar.
2. Admission requirements will be consistently applied in accordance with procedures established for this policy.
3. Applicants will have the right to know the admission criteria under which applications will be evaluated prior to application. Changes to admission requirements will not normally be made after an application cycle has begun.
4. The College of New Caledonia will uphold the principles and provisions of privacy in accordance with the *BC Freedom of Information and Protection of Privacy Act*.

## Definitions

1. Credentialed Program

A program for which an Education Council approved credential is granted once all program graduation requirements are met.

2. Approved Community Partner

A sponsor or community group with whom the College has an established Memorandum of Understanding (MOU) or statement of Terms.

## Legislative and Collective Agreement References

BC Colleges and Institute Act – Sections 19(1)(f), 23 (1) (m)

BC Freedom of Information and Protection of Privacy Act

Citizenship and Immigration Act

## Links to Other Related Policies, Documents and Websites

### Related Policies

- E-1.24 International Students
- E-1.25 New Program Development

### Related Procedures

- E-1.01 Admission to the College Procedures

### Related Documents

- College of New Caledonia Strategic Plan

## Policy Amendment Log

Amendment Number:	Date:
0	November 23, 1990
1	April 28, 2016
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