

TITLE: ADMISSION OF STUDENTS TO CREDIT PROGRAMS

POLICY STATEMENT:

Red Deer College gives fair consideration to all who apply for admission to credit programs. Each program has admission requirements that are objective, measureable, and non-discriminatory.

PURPOSE:

The policy defines the criteria used to apply admission requirements in assessing applicants for admission to programs.

SCOPE:

This policy applies to all applicants seeking admission and to staff responsible for setting admission requirements and making admission decisions.

PRINCIPLES:

Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.
2. Are non-discriminatory and non-intrusive.
3. Incorporate open, honest, and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights, and responsibilities.
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

DEFINITIONS:

Academic Requirement: A requirement for admission including courses or programs completed at an accredited secondary or post-secondary institution and documented on an official transcript.

Applicant: An individual who has completed an application for admission to a program.

Clear Admission: An admission status granted to applicants meeting all admission requirements.

Conditional Admission: An admission status granted to applicants on the condition that admission requirements will be met.

Credit Program: A program comprised of a set number of courses that, upon completion, result in the awarding of a credential (certificate, diploma, applied degree or degree) that has received or requires Academic Council approval.

Grade Point Average (GPA): GPA is calculated by multiplying the credit weight of each course by the grade points earned in each course. The average is calculated by dividing the total term grade points by the total credit weight of the term. If a course has been repeated the prior grade is excluded from the GPA calculation.

Major Term: An academic term that is at least 15 weeks in duration (i.e. Fall or Winter term).

Non-Academic Requirement: A requirement for admission demonstrated through the completion of tests, auditions, portfolios, interviews, or other requirements as specified for the program.

Official Transcript: The official record of the academic history of an applicant or student.

Program: Official name of the credential awarded on graduation or the name of the program in the case of programs where RDC credential is not awarded (e.g. University Transfer, Academic Upgrading).

Specified Courses: The courses, identified by discipline and level, used for the purpose of calculating the GPA for admission.

Student: An applicant who has been admitted.

Waitlist: A list of applicants, maintained on the basis of application date or GPA, waiting for admission to a program that has filled to capacity and who have met or will meet the admission requirements. The waitlist for programs is not rolled over from year to year. The waitlist ceases to exist on the last day to add/drop courses for the term.

GUIDELINES:

1. Red Deer College categorizes programs as General, Oversubscribed or Programs with External Requirements, reserving the right to use a competitive admission process where demand exceeds availability or as required for external accreditation.
2. Applicants who are accepted and do not attend, or students who leave the College for one major term or more, must reapply for admission. Current admission criteria will apply. Students who have been required to withdraw may reapply for admission after one year has elapsed. At the discretion of the Registrar, application fees may be waived.
3. The College reserves the right to refuse admission to any applicant. Applicants who are denied admission may consult with the Registrar.
4. Programs set the criteria for testing when required for admission. Test results are confidential and protected in accordance with College policy. Applicants may request the results of tests administered by the College for admission purposes.
5. Programs requiring interviews or auditions for admission indicate the criteria on which the applicants are evaluated. Programs notify the Registrar of the results of interviews or

auditions in order to complete the admission process. Applicants rejected on the basis of interviews or auditions are entitled to know the reasons for rejection.

6. The Dean or designate responsible for the program, in consultation with the Registrar, may waive one or more admission requirements. The admission decision is based on an assessment of the applicant's ability to be successful in the program.
7. Oversubscription procedures apply if the number of qualified applications received for a program in the previous academic year equals or exceeds two times the number of qualified applicants needed to fill the program.

PROCEDURES:

1. For purposes of determining admission procedures, the Registrar classifies each credit program in one of the following categories:
 - 1.1. Category A: General Admission:
Qualified applicants are admitted according to the receipt date of the completed application(s).
 - 1.2. Category B: Oversubscribed Programs:
Qualified applicants are admitted through academic achievement and/or random selection.
 - 1.3. Category C: Programs with External Requirements:
Qualified applicants are admitted on the basis of academic achievement or another process in order to comply with external accreditation requirements.
2. Applicants are admitted on the basis of meeting [English Language Proficiency](#) requirements when English is a second language, and:
 - 2.1. Regular
Program admission requirements as evidenced on official transcript(s) and documentation.
 - 2.2. Unclassified
Course prerequisites and are permitted to register in a maximum of two credit courses per term.
 - 2.3. Visiting Students
Course prerequisites and submission of a letter of permission from the institution where they have been admitted and are attending.
 - 2.4. High School Students
Course prerequisites, approval from the high school confirming current enrolment, and successful completion of at least one 30 level course.
3. Conditional admission is granted on the basis of mid-term results, unofficial transcripts or evidence that the applicant is currently registered in an appropriate prerequisite course(s) or program.
4. Clear admission is granted upon the applicant satisfying all admission requirements upon presentation of official transcripts.
5. Applicants applying for admission into the 2nd or 3rd year of a program must meet the admission requirements for the program.

6. Applicants not qualified for admission are notified by the Registrar of the criteria required to meet the admission requirements. Applicants are offered admission to alternate programs providing the alternate program admission requirements are met and space is available.
7. Offers of admission can be withdrawn if official transcripts or required documentation indicate that the applicant did not meet the admission requirements, official transcripts are not received by the due date, or official transcripts are knowingly withheld by the applicant.
8. Applications from former students who were required to withdraw for unsatisfactory behavior in a practicum/placement as an outcome of student discipline, are reviewed by the Registrar. If admission is denied the individual may appeal the decision to the Associate Vice President Academic.
9. The program category placement is determined by the Registrar by January 15 for the next admission cycle (e.g. January 15, 2016 for programs starting September 2017). Programs designated as Category B and C are noted in the Academic Calendar. Any program not specifically determined to be Category B or C is, by default, considered Category A. A program that meets the criteria of both Category B and Category C is treated as Category C.

Category A: General Admission to Programs

1. The Registrar commences accepting applications on the following dates:

Term	Month	Day
Summer	September	1
Fall	October	1
Winter	April	1
Spring	August	1

2. The Registrar notifies students of the status of their application(s) and provides information regarding outstanding admission requirements, important deadlines, registration and supplemental information. Applicants who meet, or will meet, all admission requirements are admitted in date order unless the program has been designated as oversubscribed or has reached capacity.
3. Applicants who meet the admission requirements to a program that is oversubscribed or has reached capacity are placed on a waitlist. These applicants are referred to their second program choice, where, if qualified, they are admitted or waitlisted. If an applicant's second choice is not specified, the applicant is directed to contact the Registrar's Office for available program options.
4. Program waitlists cease to exist on the last day to register for Fall term or full-year courses. Program waitlists are not rolled from year to year.
5. Official transcripts are due by August 15th for Fall term, December 15th for Winter term and April 1 for Spring term. International transcripts are due by July 15th for Fall term, December 1st for Winter term, and March 31st for Spring term.
6. The decision to close applications for a program is made by the Registrar in consultation with the Dean. Applications received after the closure date are deferred to the next term if

admission is possible or returned with the application fee along with information on future application dates and other available program options.

Category B: Admission to Oversubscribed Programs

1. Applicants must submit all transcripts required to calculate the competitive Grade Point Average (GPA) by March 1st for Fall term and June 1st for Winter term. Transcripts (official/unofficial) must include high school or post-secondary courses and grades, including final grades, of the most recently completed course work.
2. GPA calculation begins after March 1st. Applicants who have transcripts submitted by March 1st are placed in rank order by GPA. Applicants who do not submit transcripts by March 1st for Fall term or June 1st for Winter term, or are not eligible in the GPA ranking are considered only in the random selection process.
3. The GPA calculation for conditional admission is based on one of the following:
 - 3.1. 25 high school credits, including all credits from the most recently completed semester, or those courses specified by the program in the Academic Calendar, plus the best grades from the next most recent semester;
 - 3.2. 18 post-secondary credits including all credits from the most recently completed term plus the best grades from the next most recent term;
 - 3.3. Applicants with fewer than 18 post-secondary credits have their GPA calculated using all credits from post-secondary plus the best grades from the most recently completed courses at the high school level to reach 18 credits.
4. The waitlist is determined randomly by application date after initial offers of admission have been made.
5. The GPA for applicants is not recalculated upon receipt of official transcripts. The transcript(s) is used to confirm admission requirements have been met.

Category C: Admission to Programs with External Accreditation Requirements

i. Bachelor of Science (Nursing)

1. Applicants must submit all transcripts required to calculate the competitive Grade Point Average (GPA) by March 1st for Fall term. Transcripts (official/unofficial) must include high school and/or post-secondary courses and grades, including final grades, of the most recently completed course work.
2. Applicants who have submitted transcripts by March 1st are admitted in GPA rank order. Applicants who submit transcripts after March 1st are placed on the waitlist in GPA rank order.
3. The GPA calculation for admission is based on one of the following:
 - 3.1. 20 credits of the specified high school courses required for program admission;
 - 3.2. 18 post-secondary credits including all credits from the most-recently completed term plus the best grades from the next most recent term;

3.3. Applicants with fewer than 18 post-secondary credits will have their GPA calculated using all post-secondary credits, plus the credits from the most recent semester from high school using the best grade(s) from the specified high school courses required for program admission

4. Post-secondary credits are used in the Conditional Admission GPA calculation before high school credits, regardless of when the post-secondary credits were taken. Post-secondary credits do not include any high school equivalents completed through a post-secondary institution (i.e. high school equivalents completed at RDC)
5. The waitlist is determined by GPA rank order after initial offers of admission have been made.
6. The GPA for applicants is not recalculated upon receipt of official transcripts. The transcript(s) is used to confirm admission requirements have been met.

ii. Other Designated Programs

1. Programs seeking external accreditation may be required to align admission requirements with the standards set by the accrediting agency. In such cases the admission requirements or process for admission are modified to meet the standard.

OFFICER RESPONSIBLE: Chair, Academic Council

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Deans' Council, Registrar, School Councils, Students' Association, Vice President Academic, Associate Vice President Academic.

POLICY REVIEW DATE: June 2021

EFFECTIVE DATE: July 1, 2016

REVISED DATES: December 1, 2002
July 1, 2003
November 10, 2005
November 16, 2007
July 1, 2008
July 1, 2016

RELATED POLICIES:

- Academic Standing
- Assessment and Grading Policy
- Freedom of Information and Protection of Privacy
- Non-credit Programming
- Prior Learning Assessment and Recognition
- Student Rights and Responsibilities

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.