
Admissions

Policy No.:	5003
Category:	Education
Approving Body:	Education Council; Board of Governors
Executive Division:	Education
Department Responsible:	Education
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Policy Statement

The Admissions policy supports BCIT in its efforts to:

- Optimize the success of students that are accepted into programs
- Provide equality of access to programs regardless of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation or age (BC Human Rights Code 7.1.b)
- Recognize and provide an opportunity for advanced placement within a program based upon transfer credits and/or work place experience.

In programs that are high demand, the admissions policy establishes acceptance priority.

Purpose of Policy

The purpose of this policy is to define the criteria an applicant must satisfy in order to be considered for admission to BCIT.

The policy also describes the conditions for transfer credit and advanced placement.

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Application of this Policy

This policy applies to applicants for admission to BCIT programs and BCIT employees.

Related Documents and Legislation

B.C. College and Institute Act
B.C. Human Rights Code 7.1.b
Canada Immigration Act

Definitions

Refer to Policy 5100, Glossary of Educational Policy Terms

1 General Entrance Requirements

1.1 Age Restriction

At time of enrolment, students must be at least 16 years of age. There is no upper age limit.

1.2 Applicant Residency Priority

The British Columbia Ministry of Advanced Education sets the overall Institutional enrolment targets for Canadian citizens and permanent residents. BCIT aims first to meet these targets. Enrolment capacity above Institutional Ministry targets may be filled with international students.

1.3 English Language Proficiency

All BCIT applicants must meet or exceed the level of English language skills as outlined in the relevant program's entrance requirements.

1.4 Mature Students

A person will be considered for admission as long as they meet or exceed the program entrance requirements.

1.5 International Students

- A. International students must submit proof of adequate medical coverage before being permitted to enrol in a program at BCIT.
- B. Once enrolled at BCIT, international students will have the same rights and privileges as domestic students in similar programs, subject to relevant government regulations.

1.6 Co-operative Education / Work Placement Employment Programs

In addition to the established program entrance requirements, co-operative education or workplace employment programs may stipulate further or supplementary entrance requirements.

2 Programs

2.1 Program Entrance Requirements

Once applicants have met the general BCIT entrance requirements, then they must meet the entrance requirements of the program area. Program requirements may fall into the following categories:

- A. Designated courses (s) with specific achievement levels
- B. Essays, references, interviews, resumes
- C. Medical certificates
- D. Testing
- E. Assessment of prior learning
- F. Approved upgrading courses and assessment testing.

2.2 Right to Select Candidates

BCIT is responsible for the final selection of all candidates. BCIT reserves the right to accept only those applicants who, having met the minimum program entrance requirements, are best suited for success in the program.

2.3 Waiving of Program Entrance Requirements:

The program associate dean, in consultation with the subject area expert and the Registrar's office, may decide to waive one or more of the program entrance requirements. The decision is based on an assessment of applicant success in the program.

2.4 Changes in Admission Prerequisites

A. Authorization

All program entrance requirement changes must have written approval of the Vice President, Education.

B. Giving Fair Notice of Change

BCIT has an ongoing obligation to update program information and entrance requirements. Approved changes should not be implemented unless fair notice is given to prospective students. BCIT has determined that twelve (12) months is sufficient time for implementing an entrance requirement change.

A caveat shall remain in all pertinent publications stating that information printed is subject to change without notice.

3 Prior Learning and Formal Transfer Arrangements

3.1 Academic Residency Requirements

Students may be granted academic credit toward a BCIT credential based upon prior successful academic studies at other educational institutions (transfer credit and/or advanced placement) and/or through credit granted based upon life and/or work experience (prior learning assessment and recognition).

In order to satisfy academic residency requirements for a BCIT credential, a student must satisfactorily complete a minimum of 50% of the total required program of study at BCIT. For apprenticeship programs, the residency policy will be satisfied by completion of the final term at BCIT.

This limitation may be appealed by individual programs through Education Council.

Individual BCIT schools may require use of specific procedures regarding the academic residency requirement.

3.2 Transfer Credit

BCIT will undertake to provide students with an opportunity to use credits earned at and awarded by other post-secondary institutions, where the learning outcomes are similar to those of BCIT courses within their program. BCIT reserves the right to determine where transfer credit will and will not be awarded and will endeavour to ensure consistency of assessment activities and the resulting award or credit.

3.3 Multiple Credentials

BCIT encourages laddering among programs, allowing students to pursue additional credentials to advance in their field of study. Credits earned for one credential may be used to meet some of the requirements of a more advanced credential, where those credits are applicable to the more advanced credential. Students may also be able to apply credits earned for one credential to meet some of the requirements of another credential of the same type (e.g. two certificates). See additional information in 5003 – PR1 Admission Procedure.

3.4 Advanced Placement

Applicants who possess a portfolio of academic study and/or skills, knowledge and experience may satisfy Advanced Placement criteria for their program of choice. The underlying principle is that all accepted applicants shall have sufficient course prerequisites and related skills and knowledge to maximize the student's opportunity for successful progression and completion of their program of study at BCIT.

3.5 Prior Learning Assessment and Recognition (PLAR)

BCIT may provide students with the opportunity to be granted access to courses, programs, and credentials based on their skills, knowledge, and professional values acquired through life experiences, work, and academic achievement. Where appropriate, credits shall be awarded.

Participants in the PLAR process shall have access to the normal reassessment and appeal process associated with academic decisions. Reassessments and appeals of PLAR activities shall involve an individual with knowledge of the policies and procedures relevant to PLAR.

3.6 Approved Student Exchanges

BCIT outgoing exchange students must have their learning plan pre-approved by the BCIT program's department and the Registrar's office. Once tuition is assessed and paid, the agreed upon courses taken at the exchange institution will be considered part of the student's BCIT residency.

3.7 Formal Transfer Arrangements

The British Columbia Institute of Technology encourages arrangements with other educational institutions whereby students may take part of a program at another educational institution and transfer to BCIT to complete the program. This is intended to enable students who begin BCIT-equivalent programs in other educational institutions to complete them at BCIT. The transfer arrangement is

formalized at the educational institution level and should maximize the student's opportunity for success at BCIT.

4 Restrictions / Confidentiality

4.1 No Multiple Applications

Applicants will be considered for only one program at a time. This excludes part time and apprentice programs.

4.2 Time Restrictions on Provisional Acceptance

Applicants who receive provisional acceptance must complete all entrance requirements 30 days prior to the first day of class. Exceptions will be dealt with on an individual basis by the Registrar. Under no circumstance shall a student who has not cleared his or her condition(s) of acceptance be permitted to attend classes beyond 10 calendar days after class start.

4.3 Fraudulent Documents

The minimum penalty for submitting fraudulent, application-related documents is non-enrolment from BCIT for one full calendar year.

4.4 Security and Confidentiality of Applicant Files

The Admissions Office maintains the security and confidentiality of all applicant file information.

Duties and Responsibilities

None

Procedures Associated With This Policy

Procedure 5003-PR1, Admission Process
Procedure 5103-PR1, Grading

Forms Associated With This Policy

None

Special Situations

None

Amendment History

1.	Created	2003 Sep 01
2.	Revision 1	2004 Jan 21
3.	Revision 2	2006 Jan 26
4.	Revision 3	2006 May 9
5.	Revision 4	2008 Mar 18
6.	Revision 5	2008 Jun 17

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Scheduled Review Date

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