

Policy History
Policy No. AR2
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic
Effective Date: May 26, 2014

Admission Procedure

Refer to Section F of this document for a list of definitions in support of the Admission Policy and the Procedures in Support of the Admission Policy.

A. ASSESSING ADMISSION

1. Guiding principles
 - a. All applicants to KPU will be assessed for English language proficiency. The level of English proficiency required will differ depending on whether an applicant applies to the undergraduate, vocational or preparatory level of studies. KPU's English proficiency equivalencies will be endorsed by the appropriate Senate committee.
 - b. The mechanisms used and criteria established for determining admission equivalencies, admission GPAs and associated grading conversion methodologies will be under the authority of the Office of the Registrar.
 - c. Faculties will establish transparent criteria for assessment of interviews, auditions and portfolio reviews. To ensure quality assurance, a record of established criteria will be approved by the appropriate Faculty Council, maintained in the Office of the Registrar and published online.
 - d. Offers of admission may be rescinded if any aspect of the application or submitted documentation is deemed to have been falsified.
 - e. The University reserves the right to limit enrolments as necessary. These limits will be based on published criteria.
2. Admission categories
 - a. Undergraduate Admission
 - i. The admission type used to identify the post-secondary undergraduate-level of studies up to a master's degree. At KPU such credit is awarded on the undergraduate-level of the academic transcript. Admission criteria for undergraduate admission is determined by the Faculty, and approved by Senate.

- b. Vocational Admission
 - i. The admission type used to identify post-secondary educational training that provides practical experience, skills and knowledge for a particular occupational field, at the vocational level. At KPU such credit is awarded on the vocational-level of the academic transcript. Admission criteria for vocational admission are determined by the Faculty, and approved by Senate.
 - c. Preparatory Admission
 - i. The admission type used to identify post-secondary studies at the preparatory level. There are two types of preparatory learning at KPU:
 - 1. Upgrading: post-secondary learning that prepares students for vocational or undergraduate studies (e.g. Academic and Career Preparation)
 - 2. Access Programs resulting in a preparatory credential (e.g. Citation in Work Exploration)
 - ii. At KPU such credit is awarded on the preparatory-level of the academic transcript. Admission criteria for preparatory admission is determined by the Faculty, and approved by Senate.
3. Required documents
- a. Official Transcripts and Credentials
 - i. As part of the admission process at KPU, applicants are required to arrange for official transcripts and/or grade information from all previously attended secondary and post-secondary institutions to be sent directly to the Office of the Registrar at KPU.
 - ii. A transcript is considered to be official only when it is sent directly to KPU from the originating institution or issuing body. Hard copy transcripts and credentials must be received in the original sealed envelope signed by the institution or bearing an official stamp or seal or they will be deemed unofficial. Exceptions may be made when it is not possible for a transcript to be sent directly to KPU, provided the Office of the Registrar can reasonably determine the document's authenticity.
 - iii. In reviewing secondary transcripts for English 12 and all other provincially examinable courses, KPU will accept the blended grade (classroom grade + provincial examination grade) OR the classroom grade — whichever is higher — for the purposes of admission.
 - iv. All documents submitted to KPU become the property of Kwantlen Polytechnic University. Neither the original document nor copies will be released to the applicant or anyone outside of the institution. Applicants who do not attend and wish to re-apply later may be required to submit a new set of documents.

B. CONFIRMING ACCEPTANCE OF ADMISSION

1. The University will send out offers of admission as follows:
 - a. Open intakes
 - i) Qualified applicants will receive an offer of admission and will signal acceptance of the offer through payment of a confirmation deposit.
 - b. Limited intakes
 - i) Qualified applicants for whom there is space in a limited intake program will receive an offer of admission and will signal acceptance of the offer through payment of a confirmation deposit.

C. APPLICATION TIMELINES

1. Semester-based instructional cycle
 - a. Applications may be accepted as early as 10 months prior to the start of a program.
 - b. Application deadlines are posted in the online admissions guide.
2. Fixed-term instructional cycle
 - a. Applications may be accepted as early as 24 months prior to the start of the program.
 - b. Application deadlines are posted in the online admissions guide.
3. Continuous instructional cycle
 - a. Applications may be accepted as early as 12 months prior to the start of a program.
 - b. There are no application deadlines for applicants: admission is granted on a continuous basis as space becomes available.

D. ADMISSION WAITLISTING

1. Limited intakes
 - a. Faculties will establish transparent criteria for ranking waitlisted candidates. To ensure quality assurance a record of established criteria will be approved by the appropriate Faculty Council, maintained in the Office of the Registrar and published online.
 - b. If there is no space in a limited intake program qualified applicants may be waitlisted and offered admission to the Faculty.
 - c. Applicants on the admission waitlist who are offered admission must respond to an admission offer within the time specified by Admissions by way of payment of the confirmation deposit.
 - d. Applicants who have accepted an offer of admission but who fail to register on or before the specified deadline without notifying Admissions prior to the deadline will be removed from the waitlist and will forfeit the confirmation deposit.

E. DEFERRAL / RE-APPLICATION

1. Deferral
 - a. KPU will grant deferral requests in exceptional circumstances, on a case-by-case basis as approved by the office of the registrar and deferral deadlines will be posted online. Attendance at another postsecondary institution will invalidate an approved deferral.
2. Semester-based Studies

- a. Admission to semester-based studies is only valid for the intake indicated in the admission offer letter. Students who do not register in classes for the semester in which they are admitted forfeit their confirmation deposit. A deferral of admission may be requested for up to one year in exceptional circumstances; however, deferrals may only be requested once and will be assessed on a case-by-case basis. Exceptional circumstances are those as defined as being beyond the student's control.
 - b. Deferral requests will not normally be accepted for semester-based limited intake programs.
3. Fixed-term and Continuous Studies
- a. Applicants to fixed-term and continuous intake studies may state a preferred start-date at the time of application only. If the preferred start date is full, applicants will be placed on a waitlist for admission. Applicants who have been offered admission to the intake coinciding with their preferred start-date will be permitted one refusal without losing his/her place on the waitlist and will be made the next available offer. A second refusal will result in removal from the waitlist and re-application is required.
4. Re-application
- a. Students are required to re-apply for admission if any of the following apply:
 - i. They voluntarily withdraw from their first semester of study before / during the withdrawal period.
 - ii. They were initially admitted as a General Interest student.
 - iii. They do not register in courses for the semester to which they were admitted.
 - iv. They are no longer classified as a current KPU student.

F. DEFINITIONS

1. Intake types
- a. Open Intakes
 - i. An application cycle for an intake in which a limit HAS NOT been set on the number of students admitted.
 - b. Limited Intakes
 - i. An application cycle for an intake in which a limit HAS been set on the number of students admitted.
2. Instructional Cycles
- a. Semester-Based
 - i. Instruction delivered during a traditional semester. At KPU traditional semesters are defined as Fall (September start), Spring (January start) and Summer (May start).
 - b. Fixed-Term
 - i. Programs with a fixed start and end date that is typically off-semester.
 - c. Continuous
 - i. Instructional offerings that utilize rolling admission whereby each student starts and ends courses on an individual basis. Continuous instructional cycle offerings have a limited number of seats that are continuously filled as space becomes available.

3. Applicant Categories

- a. The following categories are used to classify all applicants for admission to KPU on the basis of their educational history. These categories are comparable to classification systems at other BC universities. Applicants in all categories are subject to published admission requirements.
 - i. High School
 - a. An applicant who is a graduate of a BC Secondary school in any program, or the equivalent from another school system in Canada or another country may be admitted as a High School graduate.
 - b. Home Schooled applicants will be evaluated as equivalent to BC Grade 12 graduates, provided they have written and passed the BC Provincial English examination. Students under 22 years of age who have not written the BC Provincial English examination will be required to satisfy KPU's English proficiency requirement for admission through one of the University's established English proficiency equivalencies, or may be admitted under the General Interest Admission category. For applicants who have completed the BC Adult Graduation Diploma program, provincial exams are not required.
 - c. Applicants who have completed less than 24 post-secondary credits above the preparatory level will be classified as a high school applicant.
 - ii. Transfer
 - a. An applicant who has successfully completed 24 or more credits above the preparatory level and has a cumulative grade point average of 2.0 or greater from the sending institution(s) may be admitted as a transfer student.
 - iii. Mature
 - a. An applicant who will be 19 years of age or older on the first day of classes who is not a secondary school graduate (or equivalent), and has attempted fewer than 24 credits above the preparatory level may be admitted as a mature student, or at the discretion of the Registrar.
 - iv. Aboriginal
 - a. An Aboriginal applicant may be considered on an individual basis through an assessment of educational background, cultural knowledge, life experience, academic goals and personal achievements.
 - b. Each applicant under the Aboriginal admission category will be evaluated by the Aboriginal Admissions Committee composed of one Aboriginal faculty member, one representative of the Faculty to which the candidate is applying, one designated member of the KPU Aboriginal Advisory Committee and one representative from Admissions. The committee will have the authority to recommend to the Registrar students for admission and determine if specific conditions are required for enrolment.
 - c. Aboriginal peoples refers to First Nations, Métis, and Inuit peoples of Canada. Candidates seeking admission consideration under this category must self-identify as an Aboriginal applicant. Aboriginal applicants include status and non-status First Nations, Métis, or Inuit. Documentation of Aboriginal heritage can include, but is not limited to a First nations, Inuit, or Métis status card. It can also include official letters from Aboriginal organizations, or written or oral statements from Elders, or other relevant information identified by the applicant.

4. Other Applicant Classifications

a. General Interest

i. The General Interest applicant category is for non-credential-seeking students. Students may complete up to a maximum of 12-credits before being required to satisfy admission requirements. Students must achieve a passing grade (as defined in Policy C.20) in every course in order to continue in their studies as a student in the General Interest category. Students who successfully complete 12 credits with a cumulative GPA of 2.0 and who satisfy the English proficiency requirement may re-apply to KPU under the Special Entry category. Students admitted under the General Interest category may not earn a credential.

ii. Special Entry

a. Students in the General Interest category who have successfully completed 12 credits with a CGPA of 2.0 and who have demonstrated they satisfy KPU's English proficiency requirement are eligible for admission under KPU's Special Entry admission category.

b. Concurrent

i. An applicant enrolled in a BC secondary school who wishes to register in courses at KPU may be admitted as a concurrent student. The University reserves the right to limit the number of seats available to Concurrent students (in total and per section). The applicant must have the written consent of the parent or legal guardian if under the legal age of majority on the opening day of classes. Continued registration as a concurrent student in subsequent semester(s) is contingent on the continued support of the secondary school principal and the student maintaining good academic standing. Once a student has graduated high school they will be required to re-apply to KPU under the applicable admission category.

ii. Partnership programs with specific high schools or school districts may allow concurrent students to be admitted under different circumstances, as negotiated between the parties. Criteria for concurrent admission and enrolment will be clearly articulated and promoted.

iii. In all circumstances the primary home of students admitted in the concurrent admissions category is understood to be the high school and school district to which they belong.

c. Exchange

i. An exchange student is someone from one of KPU's approved partner institutions who has been nominated by their institution to come on an exchange to KPU. Exchange students may be of domestic or international status and pay tuition and fees to their home institution and not KPU.

d. Visiting

i. A visiting student may be of domestic or international status and is someone who wishes to spend a period of time up to one year studying at KPU (without earning a credential from KPU). Visiting students must have a Letter of Permission from their home institution.

5. Residency Classifications

a. Canadian Citizens

- i. A Canadian citizen is a person who is Canadian by birth or who has applied for Canadian citizenship through Citizenship and Immigration Canada and has received a citizenship certificate.
- b. Permanent Residents
 - i. A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries. Permanent residents confirm permanent resident status under Canadian immigration regulations.
- c. International
 - i. International applicants are defined as those who do not possess Canadian citizenship or permanent resident status under Canadian immigration regulations. All international undergraduate and vocational-level applicants are required to demonstrate the appropriate level of English language proficiency prior to an offer of admission being made to KPU.
- d. Work Permit / Visitor's Visa
 - i. Applicants who possess a work permit or a visitor's visa are eligible to apply for admission and are assessed in the same manner as an international applicant.
- e. Convention Refugees
 - i. Upon presentation of documentation that confirms the applicant as a "protected person" by the Immigration and Refugee Board of Canada, applicants with convention refugee status will be assessed for admission in the same manner as a Canadian citizen / permanent resident.
- f. Refugee Claimant
 - i. Refugee Claimants will be assessed for admission as International applicants. Applicants with a Refugee Claimant document must discuss their situation with an International Advisor prior to applying.
- g. Diplomatic Status
 - i. For those countries with diplomatic representation in Canada, applicants to KPU of diplomatic status (or those who are a dependent of a person of diplomatic status) are eligible to apply for admission and will be assessed in the same manner as a Canadian applicant.

G. RELATED POLICIES & LEGISLATION

Refer to *Bylaw 4, Fees*.

Refer to Policy AR2, *Admission Policy*.

Refer to Policy AC4, *Student Evaluation and Grading Policy*.

Refer to Policy AR12, *Transfer Credit and Advanced Standing Policy*.