

Policy Number:	9007p
Policy Title:	Admissions Procedures
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**1. Purpose**

The purpose of these procedures is to outline the guidelines for admission to University Canada West (UCW) in alignment with policy 9007 - Admissions.

**2. Definitions**

The definitions outlined in 9007 - Admissions apply to this procedures document. Institutional Bodies

**3. Applications**

3.1. The Applicant is required to submit their application either via the online application process on the University’s website, or through being represented by an approved agency partner.

3.1.1. Domestic Applicants are required to submit their application twenty-one (21) calendar days prior to the start of their program.

3.1.2. International Applicants are required to submit their application fifty-six (56) calendar days prior to the start of their program.

3.1.3. The Applicant is required to submit the following non-academic documents;

- a) application form;
- b) proof of photographic identification;
- c) proof of residency; and,
- d) proof of English-language proficiency.

3.1.4. Applicants for undergraduate programs are required to submit their transcript(s) for senior secondary education.

3.1.4.1. These Applicants are also required to submit transcripts for any additional post-secondary and/or post-graduate programs, regardless of completion and/or achievement.

3.1.5. Applicants for post-graduate programs are required to submit their transcript(s) for any

post-secondary and/or post-graduate programs, regardless of completion and/or achievement.

3.1.5.1. These Applicants may submit one or more of a combination of the following non-academic documents to further support their program readiness:

- a) Graduate Management Admission Test (GMAT) Report;
- b) Graduate Record Examinations (GRE) Report;
- c) Records of Employment History; and/or,
- d) Personal Statement.

3.1.6. The Applicant is required to make payment for the application fee, unless otherwise stated in section 6. *Admission Categories*.

3.2. The Registrar's Office reviews applications for completeness of the admission requirements.

3.2.1. The Registrar's Office will notify the Applicant if any documentation is missing, incomplete or requires resubmission.

3.2.2. Domestic Applicants must complete their application twenty-one (21) calendar days prior to the start of their program.

3.2.3. International Applicants must complete their application fifty-six (56) calendar days prior to the start of their program.

3.3. The Registrar's Office reviews applications to determine if they meet the academic requirements.

3.3.1. The Registrar's Office will convert CGPA achievement from provincial/international education grading systems to a Canadian 4.33 GPA scale equivalency.

3.3.2. The Registrar's Office will notify the Applicant if any additional information and/or documentation is required.

3.4. The Registrar's Office will offer admission to eligible Applicants in the order that they have met all academic and non-academic requirements.

3.4.1. The Registrar's Office may offer admission with either unconditional or conditional approval.

3.5. The Registrar's Office will provide an Offer Letter to all eligible Applicants.

3.5.1. The Offer Letter will state if additional preparatory courses are required for admission into the program.

3.5.2. The Offer Letter will state the deposit amount required for acceptance.

- 3.6. The Registrar's Office may rescind an offer if any aspect of the application is later deemed to be misrepresentative.
- 3.7. The Applicant accepts their offer into the program by submitting the payment of the deposit, unless otherwise stated in section 6. *Admission Categories*.
  - 3.7.1. The payment of the deposit must be received by the University before the issuance of a Letter of Acceptance (LOA).
    - 3.7.1.1. The Registrar's Office will provide a LOA to all Applicants who make payment of their deposit, subject to any other conditions that may be required before issuance of the LOA.
  - 3.7.2. Domestic applicants must pay their deposit fourteen (14) calendar days prior to the start of their program.
  - 3.7.3. International applicants must pay their deposit forty-nine (49) calendar days prior to the start of their program.
- 3.8. The Applicant may request a deferral of their program commencement provided they do not exceed the expiration of their offer (refer to admissions policy 5.4.).
- 3.9. If the Applicant has missed a required deadline then they will be required to request a deferral of their program commencement, provided they do not exceed the expiration of their offer, if they wish to continue with their admission.
- 3.10. The Applicant may withdraw their application and/or their admission into the University.
- 3.11. The Applicant must submit a new application if they have an expired offer.
  - 3.11.1. Reapplications are subject to these same procedures as listed in this document.
- 3.12. The Applicant may submit an appeal to review an admission decision regarding their application.
  - 3.12.1. The Registrar's Office may reject an appeal for review if it is determined that an insufficient amount of new information has been provided for consideration.
  - 3.12.2. The outcome decision of an appeal is final.
- 3.13. The Applicant may request to transfer their deposit from an expired and/or withdrawn application to a future, approved application and/or re-application.
  - 3.13.1. Admissions fees and/or the deposit are not transferrable to another individual.

#### **4. English Language Proficiency**

- 4.1. The Registrar's Office will accept the following measures of prior English-language instruction as meeting the required level of English-language proficiency;
  - a) Completion of BC English 12 (or equivalency) taken in Canada with a final overall grade of 'C' or better;
  - b) Graduation from a secondary school attended for four or more consecutive years of full-time study at a school that is located in a country where English is recognised by the University as the language of instruction with a final-year average grade of 'C' or better;
  - c) Completion of International Baccalaureate English A1/A2 or English Literature and Performance with a final over grade of '3' or better;
  - d) Completion of a 3-credit academic English course that is transferable to the University with a final overall grade of 'C' or better; and/or,
  - e) Completion of 30-credits of academic post-secondary studies at a verified institution that is located in a country where English is recognised by the University as the language of instruction with a CGPA of 2.00 or better.
- 4.2. The Registrar's Office will accept the International English Language Testing System (IELTS) report as meeting the required level of English-language proficiency.
  - 4.2.1. The Applicant is required to achieve an overall minimum score of 6.5 and an additional minimum score of 6.0 for the individual writing band.
    - 4.2.1.1. The University may accept results from other standardized English-language proficiency tests that the University recognises as being of equivalent achievement to the above.
- 4.3. The Registrar's Office will accept completion from an English preparation course and/or English program from an institution, which has an active pathway agreement with the University, as meeting the required level of English-language proficiency.
- 4.4. The Registrar's Office may request that the Applicant be required to provide additional proof of English-language proficiency if English-language deficiencies are noticed within the application.
- 4.5. The Registrar's Office may request that the Applicant be required to provide additional proof of English-language proficiency if significant time has passed, or will have passed, in between the completion of their proof of English-language proficiency and the expected commencement date of their program at the University.
  - 4.5.1. The Registrar's Office may request that the Applicant be required to provide additional proof of English-language proficiency before approving a request for deferral.
- 4.6. The Registrar's Office may admit an Applicant who does not meet any of the approved procedures for proof of English-Language Proficiency with the requirement to take one or more bridging courses from the University Access Program.

## 5. Document Guidelines

- 5.1. All required data fields on the application form must be completed.
- 5.2. The Registrar's Office will only accept documents as meeting proof of photographic identification that;
  - a) state the legal name and date of birth of the Applicant;
  - b) are issued by a state, provincial or federal government; and,
  - c) have an expiration date that has not elapsed.
- 5.3. The Registrar's Office will only accept transcripts and/or qualifications from an institution where the education board, ministry or accrediting body is recognised by the University.
  - 5.3.1. The Applicant is required to submit grading keys/legends for transcripts if it is not already included on the document itself.
  - 5.3.2. The Applicant is required to submit certificates/diplomas as proof of program completion if a statement to confirm program completion is not already included on the transcript.
  - 5.3.3. The Applicant is required to submit certified, English-language translations for any transcript, report and/or certificate that is in a language other than English.
- 5.4. The Registrar's Office will accept the following documents as proof of residency for Domestic Applicants;
  - a) Canadian passport;
  - b) Canadian Indian Status Card;
  - c) Canadian birth certificate;
  - d) Canadian naturalization certificate;
  - e) Canadian permanent residency card;
  - f) Notice of Decision (from the Refugee Protection Division);
  - g) Verification of Status (VOS); or,
  - h) Canadian diplomatic visa.
- 5.5. The Registrar's office will not accept Canadian permanent residency cards nor Canadian diplomatic visas that are due to expire before the last day of the Applicant's first term of their program.
- 5.6. The Registrar's Office will accept a Canadian study permit as proof of residency for International Applicants.
  - 5.6.1. The Registrar's Office will accept a valid passport as being satisfactory for the procedures listed in section 3. *Applications*.
  - 5.6.2. The Applicant is required to submit an official copy of their Canadian study permit before, or at the time of, registration.

- 5.6.3. The Registrar's Office will not accept Canadian study permits that are due to expire before to last day of the Applicant's first term of their program.
- 5.6.3.1. The Registrar's Office may waive 5.6.3. if the Applicant submits proof of an implied study permit status in Canada.
- 5.7. The Registrar's Office will accept electronic and/or unofficial copies as being satisfactory for the procedures listed in section 3. *Applications*.
- 5.8. The Applicant is required to submit electronic copies that are;
- scans and/or other photo images in either PDF, PNG, and/or JPEG file formats;
  - submitted as separate, single documents;
  - legible;
  - complete representations of the document(s); and,
  - not larger than 1MB (per document).
- 5.9. The Applicant may submit a single document as proof of meeting multiple academic and/or non-academic requirements.
- 5.10. The Registrar's Office will request to receive official copies of select documents that form the basis of admission and/or document verification.
- 5.10.1. These requested documents may include one or more of the following;
- Academic transcript(s);
  - Academic certificate(s)/diploma(s);
  - Standardized English-language proficiency test report;
  - Standardized post-graduate admission test report; and/or,
  - Letter of Permission.
- 5.10.2. The Applicant is required to submit official copies of these requested documents before, or at the time of, registration.
- 5.11. The Registrar's Office will only return irreplaceable documents upon request from the Applicant.
- 5.12. The Registrar's Office may request the resubmission of documents that do not comply with the above procedures.
- 6. Admission Categories**
- 6.1. Standard admission is categorised as Applicants who are able to demonstrate they meet both the minimum academic and non-academic requirements for admission into a degree program at the University.

- 6.1.1. Applicants for undergraduate programs are required to submit proof of completion from senior secondary education, that the University recognises as equivalent to year 12 education in British Columbia.
  - 6.1.1.1. The Applicant is required to submit proof of a minimum overall 'C' grade average achievement.
    - 6.1.1.1.1. The Registrar's Office will calculate the CGPA from all courses attempted in the final year(s) of study.
- 6.1.2. Applicants for post-graduate programs are required to submit proof of completion of a bachelor's degree, that the University recognises as equivalent to a four-year bachelor's degree in British Columbia.
  - 6.1.2.1. The Applicant is required to submit proof of a minimum overall 'B' grade average achievement.
    - 6.1.2.1.1. The Registrar's Office will calculate the CGPA from all courses completed at the institution that has awarded the bachelor's degree qualification.
- 6.2. Pathway admission is categorised as Applicants who have completed an articulated academic pathway program from a partnered institution, that leads into a degree program at the University.
  - 6.2.1. Applicants are required to submit proof of completion of a pathway program.
    - 6.2.1.1. The Registrar's Office will review applications for eligibility based on the criteria that is outlined in the articulation agreement.
- 6.3. Early admission is categorised as Applicants who are currently enrolled, but have not yet completed, a program and/or qualification required for Standard or Pathway admission into a degree program at the University.
  - 6.3.1. Applicants are required to submit proof of currently completing the program and/or qualification required for Standard or Pathway admission.
    - 6.3.1.1. The Applicant is required to be enrolled in their final term/semester.
    - 6.3.1.2. The Applicant is required to submit proof of currently achieving the minimum CGPA requirements for Standard or Pathway admission.
  - 6.3.2. The Registrar's Office will admit the Applicant with conditional approval.
    - 6.3.2.1. The Applicant will be required to submit proof of completion of the program and/or qualification, with the minimum CGPA requirements, required for

Standard or Pathway admission.

6.3.2.2. The Applicant may be required to fulfil other conditions, subject to their application meeting other academic and/or non-academic requirements.

6.4. Transfer admission is categorised as Applicants who have partial completion of a program, regardless of current enrolment activity, and who intend to transfer to a program, of an equivalent education level, at the University.

6.4.1. Applicants for undergraduate programs are required to submit proof of partial completion of an undergraduate degree program, that the University recognises as equivalent to undergraduate level education in British Columbia.

6.4.1.1. The applicant is required to submit proof of completing a minimum 24 credits.

6.4.1.1.1. The Applicant is required to submit proof of a minimum overall 'C' grade average achievement.

6.4.1.1.2. The Registrar's Office will calculate the CGPA from all courses currently attempted.

6.4.2. Applicants for post-graduate programs are not eligible for Transfer Admission.

6.5. Second Degree admission is categorised as Applicants seeking admission into a degree program at the University and who have already completed a program of an equivalent education and/or qualification level.

6.5.1. Applicants for undergraduate programs are required to submit proof of completion of a bachelor's degree, that the University recognises as equivalent to a four-year bachelor's degree in British Columbia.

6.5.1.1. The Applicant is required to submit proof of a minimum overall 'C' grade average achievement.

6.5.1.1.1. The Registrar's Office will calculate the CGPA from all courses completed at the institution that has awarded the bachelor's degree qualification.

6.5.2. Applicants for post-graduate programs are required to submit proof of completion of a post-graduate degree, that the University recognises as equivalent to a two-year master's degree in British Columbia.

6.5.2.1. The Applicant is required to submit proof of a minimum overall 'B' grade average achievement.

6.5.2.1.1. The Registrar's Office will calculate the CGPA from all courses



completed at the institution that has awarded the post-graduate degree qualification.

- 6.6. Visiting admission is categorised as Applicants who are enrolled in a program at another institution and who will only study a select course, or select courses, at the University with the intention, and for the purpose, to transfer credit back to their home institution.
- 6.6.1. Applicants are required to submit proof of currently completing a degree program, that the University recognises as equivalent to higher education in British Columbia.
- 6.6.1.1. The Applicant is required to submit a Letter of Permission that is issued and signed by the Registrar's Office and/or Dean of the Applicant's program at their home institution.
- 6.6.1.1.1. This letter is required to specifically state the course(s) the Applicant is permitted to study at the University for the purpose of transferring credit back to the Applicant's home institution.
- 6.6.2. Applicants for this category are waived from paying the application fee.
- 6.6.3. Applicants for this category are waived from paying the deposit.
- 6.6.3.1. Applicants accept their offer when they register for the program.
- 6.7. Discretionary admission is categorised as Applicants who are otherwise not eligible to be admitted under any of the above admission categories, but who can demonstrate potential and/or other merit for admission into a degree program at the University.
- 6.7.1. The Registrar's Office will review the application for indicators to be successful in the program.
- 6.7.1.1. These indicators for success may include a combination of the following;
- a) the proximity to being above or below the required minimum CGPA;
  - b) the CGPA for the latter half of study;
  - c) the grade achievements of individual courses in similar subject areas;
  - d) the percentage of passed courses;
  - e) vocational and/or technical education/training;
  - f) work and/or volunteer experience;
  - g) achievement on a GMAT; and/or,
  - h) achievement on a GRE.
- 6.8. General admission is categorised as Applicants who are only seeking admission into select course(s) and do not intend to complete a degree program at the University.
- 6.8.1. The Applicant is required to submit proof of meeting the pre-requisite course

requirement(s).

6.8.2. The University may restrict which courses may be available for General Admission.

6.8.3. Applicants for this category are waived from paying the deposit.

6.8.3.1. Applicants accept their offer when they register for their course(s).

## 7. Approval

7.1. The Registrar's Office may admit with unconditional approval when the Applicant has demonstrated achievement of all the academic and non-academic admissions requirements.

7.2. The Registrar's Office may admit with conditional approval when the Applicant has not demonstrated achievement of one or more of the academic and non-academic admissions requirements.

7.2.1. The Applicant will be required to fulfil conditions before full admission and before, or at the time of, registration.

7.2.1.1. The Applicant may additionally be required to fulfil certain conditions before issuance of a Letter of Acceptance.

7.2.2. The Registrar's Office may rescind an offer for admission if the Applicant is unable to fulfil the conditions.

## 8. Rejection

8.1. The Registrar's Office may reject an application if the Applicant has not demonstrated achievement of the minimum academic qualification requirement for the course/program.

8.2. The Registrar's Office may reject an application if the Applicant has not demonstrated achievement of the minimum CGPA requirement for the course/program.

8.2.1. The Registrar's Office may reject an application if the Applicant has demonstrated achievement of the minimum CGPA requirement, but also has additional and more recent education with low academic achievement.

8.3. The Registrar's Office may reject an application if it is determined that the course/program at the University would replicate a significant portion of higher education credit that the Applicant has previously attained.

8.3.1. The Registrar's Office will use this justification in alignment with program residency requirements and/or limitations in transfer credit.

8.4. The Registrar's Office may reject an application if the Applicant will be enrolled in another higher

education program during part of, if not all of, the expected program duration at the University.

- 8.5. The Registrar's Office may reject an application if any aspect of the application is deemed to be misrepresentative.

## 9. Readmission

- 9.1. The Student must apply for readmission if they have a withdrawn status for a minimum of one year.

9.1.1. The Student is required to have fulfilled any conditions that were assigned if they were required to withdraw by the University.

9.1.2. The Student must disclose if they have participated in other education courses and/or programs since the date of their last enrolment with the University.

9.1.3. The Student is not guaranteed approval for readmission.

## 10. Responsibilities

- 10.1. The Registrar's Office is responsible for;

- a) ensuring a fair review based on consistent admission processes and practices in alignment with the above procedures;
- b) ensuring that only applicants who are eligible and/or suitable for a particular admissions category and a particular approval category receive approval for admission;
- c) providing communication to the Applicants and/or their agency partners on the outcome of their applications; and,
- d) reviewing the above procedures periodically as appropriate.

- 10.2. The Academics Department is responsible for;

- a) establishing the academic criteria that is required for eligibility into programs and courses; and,
- b) establishing the English-language proficiency criteria that is required for eligibility into programs and courses.

- 10.3. The Applicant is responsible for;

- a) submitting all the required information and/or documents for purposes of admission, including additional requests made by the Registrar's Office; and

- b) ensuring all the information and/or documents in their application are a complete and accurate representation of their identity, contact details, as well as their education history and work experiences.

## APPENDIX - Postponed Effective Dates

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### Section 3 - Applications

The following procedures, regarding the submission deadlines for application documents and/or deposits, will have their *Effective Date* postponed to January 1st, 2022:

- 3.2.2. Domestic Applicants must complete their application twenty-one (21) calendar days prior to the start of their program.
- 3.2.3. International Applicants must complete their application fifty-six (56) calendar days prior to the start of their program.
- 3.7.2. Domestic applicants must pay their deposit fourteen (14) calendar days prior to the start of their program.
- 3.7.3. International applicants must pay their deposit forty-nine (49) calendar days prior to the start of their program.

### Section 6 - Admissions Categories

All procedures within this section will have their *Effective Date* postponed to January 1st, 2022.