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## Purpose

University Canada West's admission policies and regulations are intended to identify students who are best able to be successful in their academic studies and contribute to the university community. This policy outlines the general criteria and regulations for admission to UCW's undergraduate and graduate programs.

## Scope

This policy applies to applicants to UCW's academic preparation courses as well as undergraduate and graduate degree programs.

## Policy Statement

University Canada West accepts qualified applicants who meet the stated admission requirements. The University has clearly articulated admission requirements that support the likelihood of success in undergraduate and graduate programs and adhere to necessary academic standards. In addition, English is the language of instruction at the University and, therefore, successful applicants must demonstrate English language proficiency levels essential for academic success in a Canadian university.

The University reserves the right to set enrolment limits, although the intention is to admit all qualified students.

University Canada West shall constitute an Admissions Committee to provide recommendations and review to the Admissions process as guided by this policy. Terms of reference for the Committee are established by the President in consultation with Academic Council.

### 1. Residency Classifications

#### 1.1. Domestic Applicants

Applicants to UCW must identify whether they are domestic or international applicants. Domestic applicants are those who are:

- Canadian citizens;
- Permanent residents (landed immigrants) of Canada
- Refugee claimants whose claims have been accepted and who have been granted protected persons or convention refugee status
- Diplomatic or consular officers or their dependents

#### 1.2. International Applicants

Applicants who are citizens of a country other than Canada and who do not hold permanent resident (landed immigrant) status in Canada will be considered as international students.

## 2. Undergraduate Admissions

### 2.1. Secondary School

Applicants who have graduated from BC secondary school (high school) or equivalent are required to have, at minimum, the equivalent of a BC high school (Grade 12) diploma, with an overall average of C.

### 2.2. College or University Transfer

Students who have completed at least 24 credit hours of academic post-secondary credits (one full-time year at the tertiary level) at a recognized institution may be reviewed for admission on the basis of their post-secondary studies and require a minimum 2.00 cumulative grade point average (CGPA) or C average to be admitted without consideration of high school completion.

### 2.3. Special Admission (Mature Student Admission)

The Admissions Committee may consider an applicant for Special Admission (Mature Student Admission) if the applicant does not otherwise qualify for admission but demonstrates a combination of education and experience that indicates the ability to be successful in their program of study. Such applicants generally must:

- Be over twenty-one (21) years of age on or before the first day of classes;
- Have been out of high school for at least two years; and
- Be approved by the Admissions Committee.

### 2.4. Admission to a Second or Subsequent Bachelor's Degree

Students with a bachelor's degree from UCW or another recognized institution may be admitted to a second undergraduate degree program. The principal areas of study or academic emphasis of the second degree must be distinct from that of the first degree. Applicants for admission to a second degree require a 2.00 cgpa (C average) on their last two years of study in their first bachelor's degree.

## 3. Graduate Admissions

Applicants to the Masters of Business Administration (MBA) program may qualify for admission based on one of the following:

### 3.1. Bachelor Degree

**3.1.1.** A Bachelor's degree awarded by a recognized post-secondary institution, with a CGPA of 3.0 (on 4.33 scale) or better and have ONE of the following requirements:

- a) whose Bachelor's degree was a Bachelor of Business Administration (BBA) or Bachelor of Commerce (BCom) or equivalent
- b) an appropriate Canadian professional designation or equivalent international designation (e.g. CPA, CA, CGA, CMA, CHRP or P.Eng)
- c) acceptable score on the Graduate Management Admission Test (GMAT) or the Graduate Record Examinations (GRE) that has been written in the last five years
- d) at least three (3) years documented professional or management experience, with evidence of career progression and relevant education and/or training.

**3.1.2.** Applicants who do not meet the requirements for direct admission may qualify through completion of the MBA Foundation courses.

- a) Currently, to be admitted to the MBA Foundation courses, applicants who have an undergraduate CGPA of 2.33 or better may qualify for entry to the MBA program after completion of MBA Foundation courses;
- b) Effective January 1, 2021, applicants who have an undergraduate CGPA of 2.67 or better may qualify for entry to the MBA program after completion of MBA Foundation Courses.

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Applicants must earn a grade of B (GPA of 3.0) or better on each Foundation course in order to continue into the MBA program.

- 3.1.3.** Applicants who meet the academic CGPA requirement in 3.1.1 but do not have any of the additional requirements may qualify for entry to the MBA program after completion of the MBA Foundation courses. They must earn a grade of B (GPA 3.0) or better on each Foundation course in order to continue into the MBA program.

### 3.2. Special Admission

Applicants who do not meet the minimum admission standards may be considered for Special Admission into the MBA program or the MBA Foundation Courses by the Admissions Committee if they demonstrate a significant depth and breadth of business/management experience, or a combination of education and experience, to be successful in the MBA program. Applicants must usually be over twenty-one (21) years of age on or before the first day of class.

### 3.3. Admission to a Second or Subsequent Master's Degree

**3.3.1.** Students who have been awarded a Master's Degree or higher level credential from a recognized Canadian university (or equivalent) with a CGPA of 3.00 or better may be admitted to a Master's degree program. The principal areas of study or academic emphasis of the second degree must be distinct from that of the first degree. Students must also have one of the following:

- a) acceptable score on the Graduate Management Admission Test (GMAT) or the Graduate Record Examinations (GRE) that has been written in the last five years;
- b) an appropriate Canadian professional designation or equivalent international designation (e.g. CPA, CA, CGA, CMA, CHRP or P.Eng);
- c) minimum of three (3) years of documented professional or management experience, with evidence of career progression and relevant education and/or training.

**3.3.2.** Applicants who meet the academic requirements of 3.3.1 but do not have any of the additional requirements may qualify for entry to the MBA program after completion of the MBA Foundation courses. They must earn a grade of B (GPA 3.00) or better on each Foundation course in order to continue into the MBA program.

## 4. English Language Proficiency

**4.1.** Applicants whose first language is not English, or who have received their education in another language, must provide evidence of English language proficiency at a university level in one of the following ways:

- a) Required score on a recognized English proficiency test (eg. IELTS, TOEFL);
- b) Successful completion of a minimum of 30 credits of academic post-secondary education at a recognized institution where English is the language of instruction and where the school is located in a country where English is an official language;
- c) Successful completion of UCW's English preparation courses;
- d) Successful completion of recognized English preparation courses from another institution where students have demonstrated proficiency at an equivalent to the required IELTS score or better;
- e) Successful completion of BC English 12 or English 12 First Peoples (or equivalent) taken in Canada as part of a high school graduation program with a final overall grade of C or better;
- f) Successful completion of a 3 credit academic English course from a Canadian post-secondary institution that is transferable to UCW. A minimum grade of C or higher is required;
- g) Graduation from a secondary school attended for four or more consecutive years of full time education where English was the language of instruction and where the school is located in a country where English is an official language;

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- h) Graduation from an eligible international secondary school attended for four or more consecutive years of full time education where English was the language of instruction but operates in a country where English is not a primary language;
- i) Completion of International Baccalaureate English A1/A2 or English Literature and Performance.

4.2. The Admissions Committee may require proof of English language proficiency from applicants who attended English language-based education systems if the Committee sees deficiencies in language proficiency when the application package is reviewed.

4.3. English language proficiency test scores are valid for admissions purposes for a maximum of 2 years from the date of the score report.

4.4. Applicants who do not meet the minimum English language proficiency requirements may be admitted, subject to the successful completion of the appropriate level of a specified English preparation program. Applicants will not be permitted to start UCW courses until proof of the required minimum level of English language proficiency is achieved.

4.5. In the event an applicant cannot readily access any of the specified tests, English language assessments may be conducted through alternative means as directed and approved by the Admissions Committee. The Admissions Committee has sole authority to approve and direct alternate language proficiency testing for applicants.

### 5. Academic English Preparation

Students who meet the academic admission requirements to the University but do not meet the English proficiency requirements may apply to or be considered for UCW's academic English preparation courses. Students who successfully complete the advanced level (eg. considered equivalent to the required IELTS score) will be considered to have fulfilled the English Proficiency requirements for admission.

### 6. Deferred Admission

Once students have been admitted, they may defer their start date for up to a maximum of one (1) year from the date the application for admission was first approved.

UCW retains the admission documents of students who have not started studies or do not have a confirmed start date for one year from the admission decision date of the application, after which they are destroyed by the Office of the Registrar. If an applicant reactivates their application after one year, the applicant must provide complete, new documentation and meet the current published admissions standards.

### 7. Readmission

Students, who have been inactive for two (2) or more terms, and not on an approved leave of absence, must apply for readmission through the Office of the Registrar, and submit all required documentation and fees.

7.1 Students who were in good academic standing when they left the University and have not taken academic courses since last attending will be made active and be eligible to register.

7.2 Students who have undertaken additional academic coursework during a period of inactivity must submit official transcripts of any courses taken elsewhere during that time.

7.3 Students who are required to withdraw from a degree program for academic reasons may apply for readmission no sooner than one year from the date of their first academic withdrawal. Students must provide evidence of remediation of their issues. Applications are reviewed by the Admissions Committee which may approve, deny, or place special conditions upon the readmission request.

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7.4 Students required to withdraw from a degree program for academic reasons for a second or subsequent time, may apply for readmission no sooner than 2 years from the date of the last withdrawal. Students must provide evidence of remediation of their issues. Applications are reviewed by the Admissions Committee which may approve, deny, or place special conditions upon students requesting readmission.

### 8. Visiting Students

Students enrolled and in good standing at another college or university wishing to take a course(s) at UCW to transfer back to their home institution may be admitted to UCW as a Visiting Student. Visiting Students must:

- Be in good standing at their home institution
- Meet the English language proficiency requirements
- Provide a Letter of Permission from their home institution

Applicants wishing to attend as a visiting student must complete a Visiting Student application, provide a recent official transcript and Letter of Permission sent directly from their home institution.

Admission as a Visiting student does not guarantee entrance to the courses requested or subsequent admission to a degree program at UCW.

### 9. Required Documentation

- 9.1. Applicants to degree programs must furnish information necessary for the University record, including disclosing all post-secondary institutions attended, and arranging for all official transcripts, documents and test results to be sent directly to the Office of the Registrar.
- 9.2. Applicants are not admissible if fraudulent or misleading documents, records, information, or data are submitted.
- 9.3. A transcript is only considered official if it is received by the Office of the Registrar directly from the issuing institution in the original sealed envelope with the institution's name and address. The envelope must remain unopened and free of tampering.
- 9.4. Notarized copies are not official educational documents and will not be accepted in place of original, official transcripts
- 9.5. Official documentation must be received before the Letter of Acceptance will be issued.
- 9.6. A certified English translation of the official transcript completed by a certified translator must accompany the official transcripts if the document is in a language other than English. Some exceptions may be possible for documents in French.
- 9.7. All documents submitted to UCW become the property of the University and will not be returned. Only documents considered by UCW to be irreplaceable will be returned to the student if requested at the time of submission.

**10. Admission Appeals**

Applicants denied admission or readmission, and who can demonstrate extenuating circumstances may appeal to the Admissions Appeals Committee. The applicant must initiate the appeal.

Appeals must be received by the Office of the Registrar no later than 30 days from the date of the letter in which admission is denied. The appeal must contain a statement and clarifying information to explain why the appeal should be considered.

The Office of the Registrar will provide written notification to the applicant of the Admissions Appeals Committee decision. The decision of the Admissions Appeals Committee is final.

**Regulations****11. Admission Decisions**

11.1. University Canada West's Office of the Registrar is authorized to admit applicants who:

- Meet or exceed the stated minimum entrance requirements for Undergraduate Admission in sections 2.1, 2.2, and 2.4; Graduate Admissions in section 3.1; Readmission in section 7; or Visiting Students in section 8 of the Admission Policy and;
- Meet all the entrance requirements but require an English Language Proficiency condition.

11.2. Applicants who do not meet regular admissions requirements will be referred to the Admissions Committee for an admissions decision. The Admissions Committee may require further information on a student such as additional documentation or form of evaluation deemed appropriate in order to assess the applicant's potential for success or to verify the applicant's information or qualifications.

The Admissions Committee may consider a combination of the applicant's work experience, previous post-secondary education, in-house training, professional designations, and other supplemental information as elements of the admissions assessment process.

11.3. The Admissions Committee may specify admission with conditions where a student is required to achieve a minimum grade or to complete additional requirements, courses, and/or limitations to course load. The conditions shall be specified in the student's Letter of Acceptance.

**12. Required Documents****12.1. Undergraduate Admissions**

12.1.1. All applicants to undergraduate programs must submit:

- a) A completed application form;
- b) An official high school transcript (if applicable);
- c) Official transcripts from all post-secondary institutions attended, if any;
- d) A detailed chronological résumé to demonstrate educational achievements, work experience and progression, community involvement, volunteer experience, and other related experience; and
- e) A Letter of Intent (LOI) that clearly explains why the student is applying to UCW, outlines their academic goals and intentions, and their career aspirations;
- f) Proof of English language proficiency as specified in the "English Language Proficiency" section of the Admissions Policy;
- g) Certified translations of any required documents not in English.



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- 12.1.2.** Applicants who completed their secondary education (high school) outside Canada must also submit:
- Documentation confirming their secondary level or high school completion was awarded, if not already indicated on official transcripts;
  - A credential evaluation from a recognized service if additional analysis is required by the Admissions Committee
- 12.1.3.** Domestic applicants who are permanent residents must provide a current copy of proof of permanent residency (landed immigrant status) with their application.  
Applicants who are Convention Refugees must provide proof of their Refugee status with their application.

### 12.2. Graduate Admissions

- 12.2.1.** All applicants to the MBA program must submit:
- A completed application form;
  - Official transcripts from all post- secondary institutions attended;
  - Official documentation confirming professional designations, where applicable;
  - A detailed chronological résumé clearly outlining educational achievements, work experience and progression, and other related experience; and
  - A Letter of Intent (LOI) that clearly explains why the student is applying and outlines the student's academic goals and intentions;
  - Proof of English language proficiency as specified in the "English Language Proficiency" section of the Admissions Policy;
  - Certified translations of any documents not in English.
- 12.2.2.** Applicants who completed undergraduate studies outside Canada must also submit:
- Documentation confirming awarding of their previous degree(s), if not already indicated on official transcripts; and
  - A credential evaluation from a recognized service if additional analysis is required by the Admissions Committee.
- 12.2.3.** Domestic applicants who are permanent residents must provide a current copy of proof of permanent residency (landed immigrant status) with their application.  
Applicants who are Convention Refugees must provide proof of their Refugee status with their application.

### 12.3. Visiting Student

The Letter of Permission must be on official college/university letterhead or the appropriate form, indicate the course(s) the student is permitted to take at UCW and how they will transfer back to the home institution. The Letter of Permission must also specify the term(s) or timeframe in which the course may be taken.

- 12.4.** The Admissions Committee may request additional documentation to support the assessment of an application for admission including official documentation provided by a recognized credential evaluation service that requires official transcripts to make their determination such as
- International Credential Evaluation Service (ICES);
  - World Education Services (WES) evaluation.

Subject to additional verification and at the sole discretion of the University, other recognized credential evaluation services that require official copies of transcripts to make their determination may be considered. A list will be maintained by the Registrar's Office.

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12.5. In lieu of a physical copy of an official transcript, UCW may accept:

12.5.1. Official electronic transcripts:

- processed by the sending institution through an authorized third party vendor or agency, or
- in PDF encrypted form from a sending institution with a digital certificate/ signature verified and accepted directly by UCW;

12.5.2. Copies of transcripts duly notarized by Citizenship and Immigration Canada (CIC) or Canadian Consular officials.

13. No student may register for courses at UCW unless they have received a Letter of Acceptance (LOA).

### Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Admission	Formal written offer for an applicant to register at UCW for a specific program and start date. May only be issued through the Registrar's Office
Admission with Conditions	Formal letter issued by the Registrar's Office to applicants who have been accepted into a specific program of study for a specific term, and with specific conditions specified which the student must meet after they start their studies
Admissions Appeals Committee	University panel that reviews all request for appeal from applicants who were denied
Admissions Committee	University panel that reviews all applications which Admissions is not able to fully accept or recommends to be denied
Application for Admission	Formal request by an applicant to attend UCW. Includes submission of required documentation
Convention Refugee	Any individual who has been recognized as a bona fide refugee under the Geneva Convention and has been issued official documentation to verify their status
Deferred admission	Offer of admission that, on request of the applicant, is deferred to a later start date
Denial	Formal rejection of an application for admission issued by the Registrar's Office when an applicant does not meet the minimum level and who is not eligible under flexible admissions rules
Extenuating Circumstances	Unusual circumstances beyond a student's control that make it impossible for the student to meet the usual requirements
ICES	International Credential Evaluation Service: a British Columbia-based service which provides a detailed report to compare an international credential to Canadian educational standards
Letter of Acceptance (LOA)	Formal letter issued by the Registrar's Office to applicants who have been accepted into a specific program of study for a specific term with no conditions
Official transcript	Official, original signed and sealed document sent directly to the UCW Registrar's Office from the issuing high school or post-secondary institution outlining the applicant's educational experiences
Readmission	Formal process by which a student returns to UCW after a period of inactivity
WES	World Education Services: an Ontario-based service which provides a detailed report to compare an international credential to Canadian educational standards



**Related policies**

Policy Number	Policy Title
9010	Misrepresentation of Student Documentation
9013	Student Leave of Absence

**Related Documents**

	Document Title
	Admissions Committee Terms of Reference
	Admission Appeals Committee Terms of Reference

**Responsibility**

Applicants are responsible for:

- providing all required documentation and applicable fees (if any) required for an admission evaluation.
- International applicants are responsible for obtaining their student visa and student study permits.

Recruitment Advisors are responsible for:

- ensuring applicants understand all admission requirements and provide all required documentation
- ensuring that complete applications are provided to the Office of the Registrar for review.
- ensuring that any official transcripts they receive are sent to the Office of the Registrar unopened and intact
- advising applicants to have their official transcripts sent directly to the Office of the Registrar and not to the representative

The Office of the Registrar is responsible for:

- processing all applications for admissions and accepting those who clearly meet the stated minimum standards
- issuing all formal offers of admission, admissions with conditions, and denials of admission
- maintaining official records and all official documentation for applicants and students
- maintaining a list of countries where English is an official language
- maintaining a list of approved credential evaluation services
- maintaining a list of approved English Proficiency tests and required minimum scores
- working with the head of English language courses to compile and maintain a list of approved English language programs that meet the English Proficiency requirements

The Admissions Committee is responsible for:

- reviewing and deciding upon all applications that vary from the standard admission requirements including identifying admission conditions if appropriate
- deciding and directing alternate language testing mechanisms on a case-by-case basis

The Admissions Appeals Committee is responsible for:

- reviewing any applications for which the applicant was denied admissions or for admissions with conditions and appeals to have the decision reviewed. The decision of the Admissions Appeals Committee is final.