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| Policy Number: | 9007 |
| Policy Title: | Admissions Policy |
| Approved by: | President |
| Approval date: | September, 2021 |
| Effective date: | September, 2021 |
| Review date: | July 28, 2021 |
| Next review date: | July 28, 2023 |

1. Policy Statement

- 1.1. The University sets admission requirements to support the likelihood for its students to achieve success in both undergraduate and graduate programs.
- 1.2. The University seeks to accept all qualified applicants whenever possible but reserves the right to set application deadlines and/or enrolment limits.
- 1.3. The University assesses each application in a fair and consistent manner based on published and readily accessible criteria.
- 1.4. English is the primary language of instruction, correspondence and all other forms of communication at UCW.

2. Purpose

The purpose of this policy is to define the general criteria for admission to University Canada West (UCW) and to outline the basis upon which applicants are selected for admission.

3. Scope

This policy applies to all UCW applicants of curriculum for academic preparation courses, undergraduate degree programs, and graduate degree programs that have been approved by the Academic Council.

4. Definitions

The following definitions and their usage apply to this policy document and its associated procedures, as well as all published admissions documentation including in the academic calendar, the official university website and other promotional material.

4.1. Institutional Bodies

| Word/Expression | Definition |
|----------------------|--|
| The Applicant | The individual applying for admission into the University. |

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| The University | University Canada West; the encompassing of all programs and campuses, under the direction of the President. |
| Registrar’s Office | The department that encompasses admissions, awards, enrolments, graduation, transfer credits and records, under the direction of the Registrar. |
| Admissions Committee | A committee group with members comprised of senior staff from the Registrar’s Office as well as program faculty from the Academic Department, under the direction of the Associate Registrar responsible for admissions. |
| Academic Department | The department that encompasses the facilitation of programs and courses, under the direction of the Vice President of Academics. |

4.2. Residency Classifications

| Word/Expression | Definition |
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| Domestic Applicant | An individual who is either; a Canadian citizen; a permanent resident of Canada; a refugee, or; a diplomatic or consular officer or their dependent. |
| International Applicant | An individual who is a citizen of a country other than Canada and who otherwise does not meet the definition of a domestic applicant. |

4.3. Admissions Procedures

| Word/Expression | Definition |
|---------------------------|--|
| Basis of Admission | The academic and non-academic criteria that forms the decision to approve admission for a particular program and applicant category. |

4.4. Documents

| Word/Expression | Definition |
|-----------------------------|---|
| Offer Letter | An offer of placement into the program. |
| Letter of Acceptance | A confirmation of acceptance into the program. International Students will use this letter when submitting a visa application to study in Canada. |
| Official Documents | An original or attested copy that is received directly from the issuing institution to UCW without indicators of, or the potential for, interference. |

5. Principles

- 5.1. Applicants must be a minimum of sixteen (16) years of age by the date of commencement for their first term.
- 5.2. The Registrar’s Office reserves the right to request additional information and/or documents in the process of reviewing an application before a decision is made.

- 5.3. The Registrar’s Office reserves the right to deny the Applicant approval for admission to an intake due to missed deadlines.
- 5.4. Offers are valid up until one (1) year from the issuance date at which point they are considered expired.
- 5.5. Admission decisions are to a specific application. They are independent and do not guarantee that the Applicant will receive approval for another program or any re-application.
- 5.6. All certified and/or official documents submitted as a requirement for admission, acceptance and/or registration becomes property of the University.
- 5.7. The University reserves the right to limit enrolments as necessary.
- 5.8. The Registrar’s Office reserves the right to deny the Applicant registration for an intake due to missed deadlines.
- 5.9. The Registrar’s Office reserves the right to deny the Applicant admission or rescind an offer on the basis of misrepresentation.
- 5.10. The Registrar’s Office reserves the right to withdraw the student from the University on the basis of misrepresentation that is later discovered in the application.

6. Applicable Legislation

- Freedom of Information and Protection of Privacy Act (FOIPPA)
- The Personal Information Protection and Electronic Documents Act (PIPEDA)

7. Related Policies

| Policy Number | Policy Title |
|---------------|--|
| 9010 | Misrepresentation of Student Documentation |
| 9015 | Student Records |

8. Associated Procedure

| Procedure Number | Procedure Title |
|------------------|------------------------------|
| 9007p | Admissions Procedures |