



Policy on Application and Admission to College Programs- Policy: A17

Revised/Reviewed: July 01, 2025

I. Purpose

The purpose of this policy is to provide an equitable and consistent framework by which all applicants shall be considered for admission to Assiniboine College. It also establishes authorities and principles of the application and admission process to enhance student access, conversion and success.

II. Scope

This policy applies to all Assiniboine College applicants for admission to credit programs, and employees responsible for communicating information about or evaluating student applications.

III. Definitions

Academic Conditions: There are three categories of academic standing that may affect a student's admission in accordance with College policy: Academic Probation, Academic Restriction, and Academic Suspension. Note that an Academic Suspension standing can also be the result from violations of various academic and non-academic policies.

Admission Requirements: Specific academic and supplementary requirements for entry to the College in a specific program. There are both general college requirements and program-specific requirements.

Academic Decision: A decision made in the college regarding the status of a student in a program or course, including the decision to admit or withdraw a student from a course or program.

Academic Standing: The status of a student in a program or course as determined by the Registrar.

Advanced Placement: The result of the process for granting credit towards partial completion of a program. Advanced placement of students is done on the basis of course work completed elsewhere or through competencies achieved by other means. The process may result in the student starting at an advanced point in the program or being exempt from some course work through the program. The receipt of advanced placement may result in reduction of workload while in the program and/or the shortening of the time required for completion of the program.

Applicant: Individual applying to a program.

Assiniboine College: Also referred to as Assiniboine, AC, or College

Conditional Offer of Admission: Offer of admission into a program issued before the successful completion of one or more of the published admission requirements for the program. This offer is contingent upon the applicant successfully fulfilling all outstanding conditions and submitting the required documentation within the specified timeframe. Failure to meet these conditions will result in the withdrawal of the offer. The specific conditions applicable to each applicant are outlined in the official communications sent to them.

Competitive Program: A program designated by the Vice President, Academic to offer priority seats to the most qualified applicants rather than simply by application date.

Course: A unit of study with defined learning outcomes, which may be approved for inclusion in one or more programs. A credit course for which a grade is assigned and for which credit may be granted towards an AC credential or a partnering institution. A non-credit course is a course for which a grade may or may not be assigned, and for which no credit is granted towards an AC certificate, diploma, or degree.

International Student: A student who is neither a Canadian citizen according to the Citizenship Act, nor a permanent resident. The College welcomes the admission of international students provided that such admissions do not take the place of Canadian students, where available capacity exists, or where additional capacity can be created through the fees paid by international students. To study at AC, international students must be eligible and compliant with study permit requirements detailed by IRCC. Exceptions to International Student Status with respect to fees, include students who fall under one of the following categories: a student or the dependant of a person who holds a Convention or Protected Person Status Document (PPSD); a student on a diplomatic visa or the dependent of a person on a diplomatic visa; a student with restricted employment authorization or the dependent of a person with restricted employment authorization; a student resident of the state of Minnesota; a student from the United States who self identifies as Native American on their application (A tribal enrolment, registration, or status

card must be presented to qualify). Students in one of these exempted categories are admitted on the same fee schedule as students who are Canadian citizens or permanent residents.

Mature Student: A student who has reached the age of 19 on or before the start of the program and who does not have a Secondary School Diploma, or equivalent.

Program: A group of courses that comprise the requirements for a credential awarded by AC.

Student: A person the Registrar recognizes to be enrolled and in good standing in a course or program of study at the college.

Transfer Credit: Credits granted at Assiniboine for academic work that has been completed at another post-secondary institution. Transfer credit requests must be accompanied by official transcripts and will be assessed by the college. Transfer credits will not receive a grade on the AC transcript, but credit towards the AC credential will be noted.

Undeclared Student: Students are considered undeclared when they have not applied for or been admitted to an Assiniboine credit program. Undeclared students may take a maximum of 12 credits, unless the course structure is specifically designed to allow otherwise. This includes students who are completing courses on Letter of Permission from another institution, or students who are completing one-off courses for interest or exploration of academic interest.

Work Integrated Learning: Programs which involve students in realistic learning situations which enhance academic theory. These programs include: cooperative education, clinical, practicum, work placements. These are directly supervised and structured experiences with specific and assessed learning.

IV. Policy

Assiniboine College provides admission to a wide range of educational programs. Admission to programs is offered to students who meet both general college requirements as well as program-specific requirements.

The selection process requires that all applicants be reviewed using three criteria: (1) College eligibility; (2) Program eligibility; and (3) Applicant selection.

1. General College Requirements

a. Age Restriction

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

b. Residency Priority

- i) In high demand programs, priority for consideration for admission will be for Canadian citizens and permanent residents. AC will review programs for eligibility for international admission annually. Program capacity in high demand areas may be expanded by international students.

c. English Language Proficiency (ELP)

- i) English is the language of instruction at the College. Applicants are responsible for demonstrating a level of English proficiency that is sufficient to participate fully in all aspects of college study, including lectures, assessments, discussions, and work integrated learning. Applicants must meet or exceed the English language level specified in the relevant program's admission requirements. The College will establish English language entry levels for all its programs.
- ii) Applicants for whom English is not a first/primary language and who are not from an [English test-exempt country](#), or do not meet another waiver condition as outlined on the College's [website](#), must provide proof of ELP as an admission requirement for their selected program. Admission will not be granted unless this requirement is fulfilled.
- iii) Assiniboine reserves the right to assess ELP to determine admission eligibility, regardless of any previously submitted documentation or waiver conditions.

d. Mature Students

- i) A person will be considered for admission as long as they meet or exceed program requirements. Persons who do not meet college or program admissions requirements are encouraged to meet with a Student Advisor to develop an educational plan to meet requirements

e. International Students

- i) International students must meet admission requirements or equivalent as determined by the Registrar before registration/the first day of classes.

- f. Work Integrated Learning
 - i) In addition to the established program admission requirements, work placements may stipulate further or supplementary requirements, published in the annual calendar. It is the student's responsibility to be aware of and meet those requirements.
- g. Access Programs
 - i) The College is committed to creating opportunities for students to meet admissions requirements through a variety of options. Equivalences for admissions will be maintained by the Registrar as approved by the Vice President, Academic.
- h. Multiple Applications
 - i) Applicants may be considered for more than one program. Waitlisted applicants may be encouraged to take a different program while waiting for their seat. In order to be considered, applicants wishing consideration for an additional or further program must re-apply and pay the application fee.
- i. Students with Academic Conditions
 - i) Students who have academic conditions should meet with the Registrar in order to discuss options for admissions given the specific conditions of the case. Students whose official transcripts indicate that they are under suspension at another College or University will not be considered for admission until after the period of suspension imposed by the other institution, unless a student appeal is filed. The Registrar reserves the right to specify conditions concerning an individual student's admission or readmission to the College consistent with approved College policies.
- j. Special Circumstances
 - i) If a student does not meet general admission requirements, they may apply for an assessment of special circumstances through the Registrar. Students in this category include those with modified academic credits in their secondary studies, and homeschooled applicants.

- k. Supporting Documentation for Admission Requirements
 - i) Applicants are required to demonstrate that they meet admission requirements. The Registrar establishes and maintains documentation standards and the Registrar's Office may request additional documentation to verify authenticity or clarify eligibility.
 - ii) The college requires official transcripts to verify an applicant's complete academic history including high school, college, university, or technical school attended.

2. Program Admissions

- a. Program Requirements
 - i) Further to college requirements, applicants must meet specific program requirements. These may include academic and non-academic requirements such as: designated courses or programs with specific achievement levels; letters, essays, references; interviews; medical or legal certificates; assessments or testing; assessment of prior learning; approved upgrading courses. In exceptional circumstances, a student may be admitted with lower formal qualifications when there is significant experience relevant to the proposed area of study.
- b. Applicant Selection
 - i) The college is responsible for the final selection of all candidates, and reserves the right to accept only those applicants who, having met the minimum requirements, are best suited for success in the program.
 - ii) The College assesses applicants against criteria which indicate the prospect of success in the program selected by the applicants. The College gives consideration to admit those applicants who meet the published admission requirements. The selection procedures to programs offered by the College shall be equitable, fair and open, and consistently applied. The applicant selection criteria may vary from year to year depending on the local needs and number of qualified applicants.

- iii) Programs may operate different models of offering seats (such as competitive or selective entry, waitlist, or lottery) with the approval of the Vice-President, Academic and as published on the College's website.
- iv) A waitlisted admissions process admits students on a first-qualified, first admitted basis whereby students must satisfy all admissions criteria to establish eligibility, and then are offered places by date of eligibility.
- v) Competitive admissions process may take additional factors into consideration in creating a balanced incoming class, including balance in class composition and extraordinary or high potential applicants (varsity athletes, scholarship winners, etc.). For competitive admissions programs, all applications received will be given equal consideration on established dates. Applications received after those dates will be processed on a first-qualified, first-served basis as long as spaces are available in the program.
- vi) Materials used for applicant selection must include the approved notification to comply with the Freedom of Information and Protection of Privacy Act.
- vii) Where selection criteria include applicant tests, interviews or other selection tools requiring mandatory college visits, alternative arrangements must be available for any applicant who resides outside of normal commuting distance from the College.
- viii) The Vice President, Academic may establish priorities by geographic residence for certain types of programs.

c. Access Programs

- i) Access programs, including Mature Student High School programs and courses, will establish program requirements and application selection processes appropriate to those areas, which may be substantively different than post-secondary level processes but are consistent with approved program or College policies.

d. Transfer Students

- i) The College welcomes transfer students. Applicants requesting advanced placement in a program must satisfy program admission requirements. Transfer credits, Exemptions, Prior Learning Assessment credits, or an offer of Admission may be granted in recognition of course work completed at other post-secondary institutions. Applications must be supported by official transcripts and course outlines. There is a restriction on the amount of credit received from any combination of transfer, advanced placement, and other exemptions per program.

e. Re-admission as a Returning Student

- i) Students who interrupt their full-time studies may apply to re-enter their former program at a future date as a returning student. Re-admission may depend on the program, seat availability, time elapsed since enrolment, or other admission criteria. Where a program has made significant changes, the student may be required to repeat courses and/or complete additional courses. To request re-admission, an application form must be completed and submitted to the Registrar's Office. To be eligible for admission, students must not have registration or progression restrictions.
- ii) Returning students in programs with limited seat capacity will be placed on a waitlist and considered for admission as space becomes available. Admission will be based on a first-qualified, first-admitted basis, with consideration given to factors related to student success.

f. Letter of Permission

- i) Admission may be granted to applicants who wish to take a small number of courses, for credit under a letter of permission as an undeclared, or for no credit as an auditing student. These course registration permissions must be approved by the Dean/Director and administered by the Registrar. Students studying under these course permission conditions will not be eligible for graduation.

g. Changes in Requirements

- i) All program requirement changes must have written approval of the Vice President, Academic and published in the annual calendar. The College is committed to giving fair notice of change, and strives to do this with a minimum of twelve (12) months. All pertinent publications will state that information printed is subject to change without notice.

3. Admission Decisions

- a. The Vice President, Academic approves all program admissions criteria and standards.
- b. The Registrar has authority to admit applicants to the College based on approved criteria and standards.
- c. The Registrar oversees the general college requirements and the assessment of special circumstances in consultation with the Dean or Director.
- d. The Dean or Director of a program area has authority for granting waivers of program requirements for individual applicants in exceptional and unusual cases in consultation with the Registrar and the appropriate Chairperson.
- e. Applicants who are unsuccessful in their application to a program have the right to appeal that decision under the Student Appeals Policy.

4. Responsibilities

- a. Applicants
 - i) Applicants are responsible for the completeness and accuracy of their application. Any applicant submitting falsified or forged documentation will be referred to the appropriate authorities, up to and including prosecution under the Criminal Code of Canada. Findings of falsified or forged documentation will be taken into consideration in any future application and may result in denial of admission based on the applicant's conduct. The Registrar may specify conditions concerning an individual student's admission or readmission to the College consistent with approved College policies.

- ii) Applicants who receive conditional admission must complete all 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 will a student who has not cleared condition(s) of acceptance be permitted to attend classes beyond 10 calendar days after class start.
- iii) Students are expected to attend orientation and begin classes on time. Those unable to start as scheduled should contact their School as soon as possible to discuss their situation and potential arrangements to determine whether a late start will be permitted by the academic Dean/Director

b. Registrar's Office

- i) The Registrar will maintain and communicate all college and programs admissions requirements.
- ii) The Registrar has the authority to grant special circumstances in consultation with Deans or Directors.
- iii) The Registrar's Office is charged with maintaining the security and confidentiality of all applicant and student files.
- iv) Where records of program requirements are gathered and retained, such as medical or legal certificates, these documents are stored in the permanent student record and retained in accordance with retention policies in the Registrar's Office. Appropriate safeguards and processes must be in place to preserve the records' confidentiality and integrity, and ensure that access to such records is restricted to authorized users.
- v) The Registrar, as the College official responsible for admission procedures, will monitor all selection processes and may attend or send a delegate to any or all admissions decisions meetings.
- vi) The Registrar's Office will officially notify candidates of their acceptance or refusal.

- vii) The Registrar reserves the right to specify conditions concerning an individual student's admission or re-admission to a program, consistent with approved program or College policies.

c. Deans/Directors

- i) Deans/Directors are responsible for recommending program admissions requirements to the Vice-President, Academic for approval. Program eligibility criteria must be objective, measurable and relevant to the program. Identical programs offered at different locations of the College will have the same program criteria.
- ii) Deans/Directors are responsible for ensuring requests for adjudication of admissions and related decisions involve appropriate faculty and staff, and recommendations are provided back to the Registrar.
- iii) Deans/Directors have the authority to waive applicant requirements. In consultation with the Registrar, a Dean/Director may decide to waive one or more program requirements. The decision is based on an assessment of applicant success in the program.
- iv) Deans/Directors may approve late admission in consultation with the appropriate Chairperson and Registrar.

5. Reserved Rights

The College reserves the right to: cancel any course or program; alter any course or program; change admission requirements to any course or program.

The College reserves the right to revoke an offer of acceptance in accordance with policies.

6. Process

- 1. Applicants must complete and submit an official application for admission, along with application fee and all required supporting documentation.

2. Each application is assessed to determine completeness, whether the applicant meets general college and program admission requirements, as well as the availability of seats within the program.
3. The Registrar's Office communicates admission decisions to applicants by email. Decisions may include an offer of acceptance/eligibility, placement on waitlist or standby listing, denial of admission, or conditional offer.
4. If admission is denied, the applicant will be informed of the reason. Applicants are encouraged to upgrade their qualifications or otherwise satisfy the missing requirement(s) and re-apply.
5. To accept an offer, applicants must submit the required non-refundable, non-transferable tuition deposit by the stated deadline.
6. Applicants must fulfil all conditions of admission and adhere to deadlines communicated throughout the admissions process. Requests for deadline extensions may be considered and granted when possible.
7. Students may be admitted to a program during the add period, which for regular daytime programs is typically the first week of the start of an intake.
8. Students who do not start their program within the first two days of the start of classes, have not been granted permission to start late, and do not respond to Assiniboine's attempts to confirm their attendance will be considered "no-shows." Beginning on the third day, their seat may be offered to another applicant.

V. Policy History

Policy Change Date	Details
July 1, 2025	Review/Revised
Approved April 19, 2017	Learning Leadership Council

VI. Related Policies

Policy on Academic Responsibilities - A08-1

Respectful College - M10Academic and Disciplinary Appeals – A01

Policy on Academic Accommodation for Students with Disabilities – A03

Prior Learning Assessment and Recognition – A06

Credit for Previous Education – A07

Policy on Student Academic Standing and Progression – A08-5

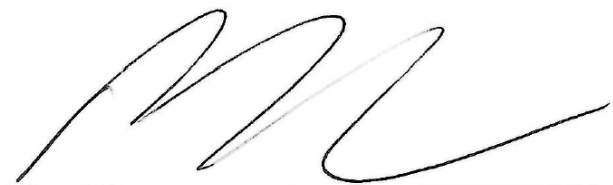
Maintaining Active Student Status – A10

Refunds, Registration, Adding and Dropping of Courses – A20

Handling of Student Information and Records – A22

3-21/23

Date



President