

**TITLE: ADMISSION OF STUDENTS TO CREDIT PROGRAMS**

**POLICY STATEMENT:**

Red Deer College gives fair consideration to all who apply for admission. Qualified applicants will generally be admitted according to the date of their application. Exceptions may occur where it has been determined that a program is over-subscribed or where it is necessary to comply with external accreditation requirements. Other factors besides prior education may be recognized in setting admission requirements. Each program will have specific admission requirements approved by Academic Council and the Board of Governors.

**PURPOSE:**

This policy assures the consistent and fair application of the principles that guide the access of learners to credit programs at Red Deer College. It also guides the actions of the College to be consistent with the stated values of the College: exploration, inclusiveness, excellence, integrity, community, and accountability.

**SCOPE:**

This policy applies to all students seeking admission to credit programs at Red Deer College and to all staff making decisions regarding admission to credit programs.

**PRINCIPLES:**

Procedures and decisions at Red Deer College

- Are nondiscriminatory, respectful, dignified.
- Are not unnecessarily intrusive.
- Provide appropriate confidentiality and privacy.
- Provide appropriate access to education.
- Ensure that all learners are treated fairly.
- Operate with clear written expectations for learner conduct and handling of complaints.
- Ensure that all accreditation standards are met.
- Ensure that a high standard of administration and instruction in all areas of educational programs are maintained and clearly stated in College practices and policies.

**GUIDELINES:**

1. Each program clearly specifies its admission requirements for regular and mature students (see No. 3 below). Each program, in recommending its own admission requirements, clearly specifies all influencing factors such as prior academic experience, passing test scores, and other criteria.
2. Admission to College programs requires submission of official transcripts of previous education and may require additional documentation and testing as determined by the program department and approved by Academic Council and the Board of Governors. Conditional admission may be granted on the basis of mid-term results, or evidence that the applicant(s) is currently registered in an appropriate course(s) or

program which meets the admission requirements and has met all other admission criteria.

3. Applicants are accepted in one of the following categories:
  - a. Regular Students  
Normally students whose prior academic experiences are deemed suitable in terms of specific courses, course grades and/or overall grade averages.  
  
Regular students may also be required to demonstrate suitability through such forms of appraisals as Tests, Auditions, Portfolios, or such other tests recommended by the program/department and approved by Academic Council.
  - b. Mature Students  
Students who do not qualify under (a) but who are at least 19 years of age and who have been out of high school for a period of at least one year prior to commencement of the program. Some of the admission criteria specified for regular students may also be required.
  - c. Visiting Students  
Normally, students who present approval from another institution to take a course(s) at Red Deer College. Academic criteria for admission are determined by the student's home institution.
4. Applicants who are accepted and do not attend, students who completely withdraw from a program, or students who leave the College for one term or more, must reapply for admission. Current admission criteria will normally apply. Students who have been required to withdraw may apply for re-admission after one year.
5. The College reserves the right to refuse admission to any person.
6. Applicants who are denied admission may consult with the Registrar.
7. The requirements for testing to determine the appropriate level of student study (e.g. College Preparatory Program placement testing) are specified by the program department. Testing may also be used by program departments as criteria for admission. Test results and transcripts are treated as confidential in accordance with College policy. Applicants may request the results of tests administered by the College for admission purposes.
8. Those program departments requiring interviews or auditions for admission indicate the criteria on which the students are judged in the interviews. Program departments notify the Registrar as to whether or not the applicant has been successful in the interview. Applicants rejected on the basis of interviews are entitled to know the reasons for rejection.
9. Students who have been required to withdraw for unsatisfactory behavior in a practicum/placement as an outcome of student discipline will have their applications reviewed by a committee chaired by the Associate Vice President Students and Enrolment Management/designate.

10. In the event that the number of qualified applications received for a program in the previous academic year equals or exceeds two times the number of qualified applicants needed to fill the program, over-subscription procedures apply. These procedures will afford some students the opportunity to gain admission through academic achievement while respecting the principle of open access.

Normally, if a program is over-subscribed, 50% of the total offers of admission are allocated on the basis of academic achievement. The remaining offers of admission shall be allocated through random selection, or some process other than academic achievement, deemed appropriate by the program and the Executive Vice President Academic, and approved by Academic Council and the Board of Governors.

11. When necessary to meet external accreditation requirements crucial to the effectiveness or viability of the program (e.g. NEPAB requirements related to Bachelor of Science in Nursing), admission may be based on academic achievement or some other process deemed appropriate by the program and the Executive Vice President Academic and approved by Academic Council and the Board of Governors.

#### **PROCEDURES:**

For purposes of determining admission procedures, each credit program will be classified as either

- Category A: General Admission:  
Qualified applications are admitted according to the date of completed applications;
- Category B: Over-subscribed Programs:  
Procedures afford some students the opportunity to gain admission through academic achievement while respecting the principle of open access;
- Category C: Programs with External Requirements:  
Admission may be based on academic achievement or some other process in order to comply with external accreditation requirements crucial to the effectiveness or viability of the program.

The Registrar (or designate) is responsible for determining the appropriate category of admission for a program. The decision on category placement is made by January 15 for the next admissions cycle (e.g. January 15, 2005, for programs starting September 2006). Category B and C programs are listed in the College calendar. Any program not specifically determined to be Category B or C shall, by default, be considered Category A. A program that meets the criteria of both Category B and Category C is treated as Category C.

The Associate Vice President, Students and Enrolment Management (or designate) reviews any application where a "Student Discipline flag" is encountered. The Associate Vice President reviews the nature of the action taken and the conditions set at the time of the disciplinary action or requirement to withdraw and makes a final decision on the application for re-admission.

All applicants must meet the minimum admission requirements for the program to which

they are applying, as stated in the Red Deer College calendar.

Applicants who are not qualified for admission are notified by the Registrar (or designate) of specific criteria required for admission and are offered alternative program choices and/or assistance in meeting admission criteria.

**Category A: General Admission to Programs**

1. No sooner than 11 months prior to the start of the program, beginning on October 1 each year, the Registrar (or designate) commences accepting qualified applicants according to the date of application completion.
2. The Registrar's office notifies students of their acceptance to Red Deer College and provides an information package containing the College policies and procedures regarding confirmation of attendance and payment of tuition deposit and fees.
3. Qualified applicants not accepted into their first choice program due to unavailability are notified of their wait list status by the Registrar (or designate) and are contacted periodically regarding their status until accepted. These applicants will be referred to their second choice program, where, if qualified, they will be accepted or wait listed in accordance with availability of space. If a student's second choice is not specified, he/she will be notified of other available program options.
4. The waitlist ceases to exist on the last day to register or add/drop Fall term or full-year courses. Applicants in this category are given the opportunity to indicate if they wish their application to be considered for the next admission intake. Letters to these applicants will clearly indicate that they are applying for the next admission intake and that an updated transcript, if applicable, is required. No additional application fee is required and this is stated in the letter.
5. Final transcripts are due by August 15th for Fall term and December 15th for Winter term. Offers of admission may be withdrawn if final transcripts indicate that the applicant does not meet admission requirements or if final transcripts are not received by the due date.
6. The decision to close applications for a program is made by the Registrar (or designate). Applications received after this determination are returned with the application fee (if applicable), along with information on future application dates and other available program options.

NOTE: Refer to the Academic Standing Policy regarding the possible denial of admission to a program for students who have previously been required to withdraw from a program because of unsatisfactory performance in a practicum/placement.

**Category B: Admission to Over-subscribed Programs**

1. The application for admission is acknowledged within two weeks of the application opening date. The application fee, if applicable, must accompany the application. Applications mailed, faxed, or submitted via web will not be processed until the application fee has been paid. Applicants are encouraged to apply on the first day

applications are accepted, since applications may be closed any time thereafter.

2. All documentation required for conditional admission must be received by March 1st for Fall term and June 1st for Winter term. For conditional admission, transcripts (official/unofficial) must include high school and/or post-secondary courses and grades, including final grades, of the most recently completed course work.
3. Processing of applications begins after March 1st. Applicants who have transcripts in by March 1st are placed in rank order by conditional admission grade point average. Applicants who do not have their transcripts in by March 1st for Fall term or June 1st for Winter term, or are not eligible in the GPA ranking, will only be considered in the random selection process.
4. The GPA calculation for conditional admission is based on one of the following:
  - 25 high school credits, including all credits from the most-recently completed semester plus the best grades from the next most recent semester;
  - 18 post-secondary credits including all credits from the most-recently completed term plus the best grades from the next most recent term;
  - Applicants with fewer than 18 post-secondary credits will have their GPA calculated using all credits from post-secondary plus the best grades from the most recently completed courses at the high school level to reach 18 credits.
5. The waitlist is determined randomly by application date after initial offers of admission have been made. The waitlist for over-subscribed programs is not rolled over from year to year. The waitlist ceases to exist on the add/drop deadline of the term to which the student applied. Applicants in this category are given the opportunity to indicate if they wish their application to be considered for the next admission intake. Letters to these applicants clearly indicate that they are applying for the next admission intake and that an updated transcript, if applicable, is required but no additional application fee will be assessed.
6. Upon receipt of final transcripts, those applicants that have been conditionally admitted will not have their GPA recalculated. The only consideration is that they meet the minimum admission requirements for the program. Final transcripts are due by August 15th for Fall term and December 15th for Winter term. Offers of admission may be withdrawn if final transcripts are not received by the due date.

### ***Category C: Admission to Programs with External Accreditation Requirements***

#### **Bachelor of Science (Nursing)**

1. The application for admission is acknowledged within two weeks of the application opening date. The application fee, if applicable, must accompany the application. Applications mailed, faxed, or submitted via web are not processed until the application fee has been paid. Applicants are encouraged to apply on the first day applications are accepted, since applications may be closed any time thereafter.
2. Admission is offered to the most-qualified applicants as determined by the conditional admission grade point average (GPA).
3. The GPA calculation for conditional admission is based on one of the following:

- 25 high school credits specified in the Red Deer College Calendar;
  - 18 post-secondary credits including all credits from the most-recently completed term plus the best grades from the next most recent term;
  - Applicants with fewer than 18 post-secondary credits will have their GPA calculated using all post-secondary credits, plus the credits from the most recent semester from high school using the best grade(s) from courses specified in the Red Deer College Calendar.
  - Post-secondary credits will be used in the Conditional Admission GPA calculation before High School credits, regardless of when the post-secondary credits were taken. Post-secondary credits do NOT include any high school equivalents completed at a post-secondary institution (i.e. High School equivalents completed at RDC)
4. All documentation required for conditional admission must be received by March 1st for Fall term and June 1st for Winter term. Conditional admission means that, based on documentation received, the applicant is eligible for admission. Applicants who do not have their transcripts in by March 1st for Fall term or June 1st for Winter term are not considered for admission. Any extensions to these deadlines are posted on the College website.
  5. Upon receipt of final transcripts, those applicants that have been conditionally admitted will not have their GPA recalculated. Final transcripts are due by August 15th for Fall term and December 15th for Winter term. Offers of admission are withdrawn if final transcripts indicate that the applicant does not meet admission requirements or if final transcripts are not received by the due date.

**RESPONSIBILITY:** Executive Vice President Academic, Associate Vice President Student Services

**CONSULTATION FOR REVIEW:** Registrar, Chairs, Students, Deans, Deans' Council

**POLICY REVIEW DATE:** June 2013

**EFFECTIVE DATE:** July 1, 2008

**REVISED DATES:**

**Policy revised:** December 1, 2002  
November 10, 2005  
July 1, 2008

**Procedures revised:** December 1, 2002  
July 1, 2003  
November 10, 2005  
November 16, 2007

**RELATED POLICIES:**

- [Academic Standing](#)
- [EL-A4 Participation and Treatment of Learners](#)