



Northlands College Policy Admissions

POLICY STATEMENT

Northlands College is committed to a fair, consistent, and transparent learner (student) selection process that is in the best interest of the learner and is intended to provide reasonable assurance that applicants who are admitted will be successful in their academic pursuits.

Northlands College is committed to the principles of access, equity, diversity, and inclusion in the pursuit of nurturing a representative community of learners and may undertake special measures to promote the participation of underrepresented communities in specific programs of study.

PURPOSE:

Northlands College Policy #402 (hereinafter referred to as the admissions policy or the policy) will set standards that govern the admissions process for courses and programs delivered by Northlands College.

GUIDING PRINCIPLES:

Northlands College is a learner-centered organization that strives to ensure the equitable provision of learning opportunities to adults. As such, Northlands College commits to the following guiding principles:

1. Striving to nurture a learner body that is representative of the peoples of Saskatchewan;
2. Maintaining a set of admission requirements and selection criteria for each program that are supportive of the success of learners admitted into Northlands College programs and courses;
3. Supporting a First Qualified, First Admitted admission process that encourages prospective learners to apply as early as possible; and,
4. Providing sufficient time for applicants to complete program applications as well as clearly communicating any changes to admission requirements that may impact applicants.

SCOPE:

The Admissions Policy applies to all applicants and learners applying to Adult Basic Education, College-level Training, University programs, Continuing Education courses and programs, and/or Essential Skills program delivered by Northlands College.

1. In certain circumstances, specific programs (e.g. programs delivered through a partnerships with other post-secondary institutions) may be granted specific exemptions to elements of this policy with the written approval of the Northlands College Registrar.



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2. Admission policies of funding agencies and partners shall be honoured when the College agrees to accept financial sponsorship of any program.
 - a. Where more than one funding agency is involved, admission requirements for the program will be negotiated between the funding agencies and the College.
3. In certain circumstance, specific applicants may be granted exemptions to a program's minimum admission requirements established by programs under this policy through written approval by the Program Director or designate.

POLICY:

1. The minimum age requirement for applicants to Northlands College programs and courses shall be 17 years of age or in Grade 12 at the time of admission.
 - a. The minimum age requirement for Adult Basic Education programs shall be 18 years of age.
 - b. The College shall co-operate with local school systems in accommodating under-age learners who, in the opinion of both agencies, could benefit from college programs or courses.
2. Each applicant must complete a general application form in addition to the specific admission requirements required by each program or course at Northlands College.
3. Each program at Northlands College shall maintain with the Northlands College Registrar's Office at least one set of minimum entrance requirements that include admission requirements and selection criteria reflective that are supportive to the success of learners in that program without presenting an undue burden on prospective learners. These requirements and criterial may include:
 - a. Original transcripts from high school or other post-secondary education institutions;
 - i. Equivalencies for high school education may be accepted in lieu of high school transcripts on a case-by-case basis;
 - b. Copies of past academic credentials where applicable to the program;
 - c. A minimum grade point average in past studies;
 - d. Prerequisite courses or programs where applicable to the program;
 - e. Prerequisite or qualifying examinations where applicable to the program;
 - f. Letters of support where applicable to the program. This may include past instructors, employers, or community leaders;
 - g. Evidence of prior experience in a related field;
 - h. Evidence of career planning such as a career plan, employment readiness plan, or academic readiness plan; or,
 - i. Successfully pass an interview administered by Northlands College staff that is related to the program; or,
 - j. Any other admission requirement or selection criterial not itemized here but that supports the applicants success in the program and with written approval from the



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Registrar's Office.

4. Consistent with the guiding principle of this policy to nurture a student body that is reflective of Saskatchewan, with written approval of the Registrar, each program at Northlands College may maintain multiple sets of admission requirements and selection criteria with the Registrar's Office for clearly identifiable and distinctive groups of applicants from underrepresented communities.
 - a. It is the responsibility of the Registrar's Office to maintain categories for each identifiable and distinctive group of applicants created in this manner.
 - b. Clearly identifiable and distinctive groups may include but are not limited to: Indigenous learners; Residents of Northern Saskatchewan; mature learners; or international learners.
5. All sets of minimum entrance requirements must be published by Northlands College and be reasonably attainable by any prospective applicant.
6. Admission decisions for applicants exceeding the minimum entrance requirements shall be vested in the Program Director for each program.
 - a. Admissions decision shall be made in a manner consistent with a First Qualified, First Admitted processes.
7. Applicants who meet the academic requirements but who are not admitted to a program due to an excessive number of qualified applicants or other reason as determined by the college will be placed on a waitlist.
 - a. Waitlists for all programs shall be maintained by the Registrar's Office;
 - b. Applicants will be informed in writing that they are placed on a waitlist by the Registrar's Office;
 - c. In the event that spots become available in the program, applicants will be offered spots in the order they appear on the waitlist in a manner consistent with a First Qualified, First Admitted process; and,
 - d. Those on the waitlist in the current application year who are not offered spots will be given early notice of any new program sessions within the same application year and encouraged to reapply.
8. Northlands College reserves the right to deny admission to applicants who do not meet admission requirements, may otherwise be unsuitable for the course or program, or who have been discontinued from another College program.
9. Northlands College reserves the right to deny admission to applicants when there is reasonable cause to believe that applicant poses a danger to the other members of the Northlands College community.
10. In special circumstances applicants may be admitted into Northlands College programs.
 - a. Applicants who do not meet the admission requirements for a program and who are



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- 18 years of age or over and have been out of school for at least one year, may be admitted if evidence of probable success can be established through an adult admission assessment.
- i. Applicants may receive conditional acceptance into the program pending completion of additional coursework at Northlands College or another post-secondary institution upon mutual agreement of the Program Director and the Northlands College Registrar; or,
 - b. Consistent with section 2 of the scope of this policy applicants who do not meet the minimum entrance requirements of a program but are considered by the Program Director as eligible candidates may be accepted to the program through written approval from the Program Director or designate.
11. All application and admission dates for each program shall be set by the Northlands College Registrar's Office with input from each Program Director where necessary.
 12. Applicants may apply for more than one program at a time provided a separate application form and required documents are attached with each application.
 - a. In the event an applicant is applying only one copy of official transcripts from high school or other post-secondary education institutions will be required by Northlands College.
 13. No applicant or learner may be admitted or readmitted to Northlands College if that applicant or learner has outstanding accounts due to tuition or fees with Northlands College.
 14. Previously discontinued learners must meet the re-admission criteria as outlined in their discontinuation letter.
 15. Upon admission or re-admission, applicants are deemed to be learners in good standing. Continuation of this status is dependent on the learner meeting promotion or performance standards and complying with college policies and regulations.
 16. Any admission or readmission decisions may be appealed through a written statement by the applicant to the Registrar's Office which will review the decision and either uphold the original admission or readmission decision or grant an appeal within two calendar weeks. Eligible grounds for appeal of an admission or readmission decision include:
 - a. Policy or procedural errors at the academic unit for the program or the Registrar's Office;
 - b. Evidence that indicates information used in any assessment for the decision was wrong or incomplete through no fault of the applicant; or,
 - c. Evidence that the assessment was not made according to the publicized academic requirements of the program.
 17. Any admission or readmission appeal decisions may be further appealed to the Office of the Vice-President, Academic.



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- a. The Vice-President, Academic shall establish and chair an appeals committee, including at least one representative from the Registrar's office, to review the case and rule on an appropriate remedy.
- b. The decision of the appeals committee is final, and no further appeal procedure will be entertained.

Policy Originated: June 19, 1989	Approved by: Board of Directors
Last Approved: December 16, 2022	Signature: