

Policy History
Policy No. AR2
Approving Jurisdiction: Senate
Administrative Responsibility: Vice President Students
Effective Date: March 20, 2023

Admission Procedure

Refer to Section G of this document for a list of definitions in support of the Admission Policy and the Procedures in Support of the Admission Policy.

A. ASSESSING ADMISSION

1. Guiding principles
 - a. All applicants to KPU will be assessed for English language proficiency. The level of English proficiency required will differ depending on whether an applicant applies to the graduate, undergraduate, vocational or preparatory level of studies. KPU’s English proficiency equivalencies will be endorsed by the appropriate Senate committee.
 - b. The mechanisms used and criteria established for determining admission equivalencies, admission GPAs and associated grading conversion methodologies will be under the authority of the Office of the Registrar.
 - c. Faculties will establish transparent criteria for assessment of interviews, auditions and portfolio reviews. To ensure quality assurance, a record of established criteria will be approved by the appropriate Faculty Council, maintained in the Office of the Registrar and published online.
 - d. Offers of admission may be rescinded if any aspect of the application or submitted documentation is deemed to have been falsified.
 - e. The University reserves the right to limit the intake size as necessary.

2. Admission categories

a. Graduate Admission

- i. The admission type used to identify post-secondary studies at the graduate level. At KPU such credit is awarded on the graduate-level of the academic transcript. Admission criteria for graduate admission is determined by the Faculty, and approved by Senate.

b. Undergraduate Admission

- i. The admission type used to identify the post-secondary undergraduate-level of studies up to a master's degree. At KPU such credit is awarded on the undergraduate-level of the academic transcript. Admission criteria for undergraduate admission is determined by the Faculty, and approved by Senate.

c. Vocational Admission

- i. The admission type used to identify post-secondary educational training that provides practical experience, skills and knowledge for a particular occupational field, at the vocational level. At KPU such credit is awarded on the vocational-level of the academic transcript. Admission criteria for vocational admission are determined by the Faculty, and approved by Senate.

d. Preparatory Admission

- i. The admission type used to identify post-secondary studies at the preparatory level. There are two types of preparatory learning at KPU:
 1. Upgrading: post-secondary learning that prepares students for vocational or undergraduate studies (e.g. Academic and Career Preparation)
 2. Access Programs resulting in a preparatory credential (e.g. Citation in Employment and Community Studies)
- ii. At KPU such credit is awarded on the preparatory-level of the academic transcript. Admission criteria for preparatory admission is determined by the Faculty, and approved by Senate.

3. Required documents

a. Official Transcripts and Credentials

- i. As part of the admission process at KPU, applicants are required to arrange for official transcripts and/or grade information from all previously attended secondary and post-secondary institutions to be sent directly to the Office of the Registrar or designate at KPU.
- ii. A transcript is considered to be official only when it is sent directly to KPU from the originating institution or issuing body. Hard copy transcripts and credentials

must be received in the original sealed envelope signed by the institution or bearing an official stamp or seal or they will be deemed unofficial. Exceptions may be made when it is not possible for a transcript to be sent directly to KPU, provided the Office of the Registrar can reasonably determine the document's authenticity.

iii. In reviewing secondary transcripts for English 12 and all other provincially examinable courses, KPU will accept the blended grade (classroom grade + provincial examination grade) OR the classroom grade — whichever is higher — for the purposes of admission.

b. Other documents

i. As part of the admissions process at KPU, some programs may also require additional documentation to be submitted to KPU. These documents will be published within the admission requirements in the University Calendar. Applicants will be asked to provide these requirements as applicable once they have applied.

ii. All documents submitted to KPU become the property of Kwantlen Polytechnic University. Neither the original document nor copies will be released to the applicant or anyone outside of the institution. Applicants who do not attend and wish to re-apply later may be required to submit a new set of documents.

B. CONFIRMING ACCEPTANCE OF ADMISSION

1. Qualified applicants who receive an offer of admission will confirm acceptance of the offer through payment of a confirmation deposit.
2. Admission to standard term studies is valid only for the intake indicated in the admission offer letter.
3. Applicants who accept an offer of admission and do not register on or before the specified deadline without notifying Admissions prior to the deadline will have their admission offer rescinded and will forfeit the confirmation deposit.

C. APPLICATION TIMELINES

1. Standard term
 - a. Applications may be accepted as early as 11 months prior to the start of a program.
 - b. Application deadlines are posted in the online admissions guide.
2. Fixed-term
 - a. Applications may be accepted as early as 24 months prior to the start of the program.
 - b. Application deadlines are posted in the online admissions guide.

D. APPLICANT SELECTION

1. Qualified candidates are selected for admission on a first-qualified, first-admitted basis, except where established admission requirements require a competitive assessment of applicants within the pool of qualified candidates. Applicant selection for programs with competitive admission is based on rank order. Programs will establish transparent criteria for ranking candidates and a selection-ranking rubric to support selection decisions.

E. ADMISSION WAITLISTING

1. Standard Term intakes
 - a. When there are more qualified applicants than the intake size, qualified applicants may be waitlisted and offered admission to the Faculty or their second choice program.
 - b. Applicants on the admission waitlist who are offered admission must respond to an admission offer within the time specified by Admissions by way of payment of the confirmation deposit.
2. Fixed Term Intakes
 - a. Qualified applicants are placed on a waitlist and offers are released on an ongoing basis as seats become available for each intake. Applicants who have been offered admission to an intake will be permitted one refusal without losing their place on the waitlist and will be offered a seat in the next available intake. A second refusal will result in removal from the waitlist and re-application is required

F. DEFERRAL / RE-APPLICATION

1. Deferral
 - a. KPU will grant deferral requests in exceptional circumstances, on a case-by-case basis as approved by the office of the registrar or designate and deferral deadlines will be posted online. Attendance at another postsecondary institution will invalidate an approved deferral.
2. Open Intakes
 - a. A deferral of admission may be requested by the posted deadline for up to one year; however, deferrals may only be requested once and will be assessed on a case-by-case basis.
 - b. Deferral requests will not normally be accepted for limited intake programs.
3. Re-application
 - a. Students are required to re-apply for admission if any of the following apply:
 - i. They were initially admitted as a General Interest student.
 - ii. They were initially admitted as a Concurrent or Dual Credit Student.

- iii. They do not register in courses for the term to which they were admitted, up to the end of the add/drop period for the standard term.
- iv. They do not accept their offer of admission.
- v. They are no longer classified as a current KPU student.

G. DEFINITIONS

1. Instructional Terms

a. Standard Term

- i. Standard terms are defined at KPU as Fall (September-December), Spring (January-April) and Summer (May- August). Standard terms also include intersessions. Each intersession is half the length of the full standard term.

b. Fixed-Term

Fixed term instructional activities have a fixed start date and end date that are typically different from standard term-based dates.

2. Applicant Categories

- a. The following categories are used to classify all applicants for admission to KPU on the basis of how they are qualified. These categories are comparable to classification systems at other BC universities. Applicants in all categories are subject to the published, Senate approved admission requirements.

i. High School Graduate

- a. An applicant who is a graduate, or will be graduating from, a BC Secondary school prior to the start of the standard term of admission (or the equivalent from another school system in Canada or another country).
- b. Applicants who have completed home-schooling may be considered on a case-by case basis and may require supplementary evidence of academic ability.

ii.

Transfer

- a. An applicant who has successfully completed 9 or more credits above the preparatory level from a recognized post-secondary institution.

iii. Mature

- a. An applicant who will be 19 years of age or older on the first day of the standard term of admission.

- iv. Aboriginal
 - a. An Aboriginal applicant may be considered on an individual basis through an assessment of educational background, cultural knowledge, life experience, academic goals and personal achievements.
 - b. Each applicant under the Aboriginal admission category will be evaluated by the Aboriginal Admissions Committee composed of one Aboriginal faculty member, one representative of the Faculty to which the candidate is applying, one designated member of the KPU Aboriginal Advisory Committee and one representative from Admissions. The committee will have the authority to recommend to the Registrar students for admission and determine if specific conditions are required for enrolment.
 - c. Aboriginal peoples refers to First Nations, Métis, and Inuit peoples of Canada. Candidates seeking admission consideration under this category must self-identify as an Aboriginal applicant. Aboriginal applicants include status and non-status First Nations, Métis, or Inuit. Documentation of Aboriginal heritage can include, but is not limited to a First nations, Inuit, or Métis status card. It can also include official letters from Aboriginal organizations, or written or oral statements from Elders, or other relevant information identified by the applicant.

- v. Access
 - a. An applicant pursuing programming offered through KPU's Access programs department who is 18 years of age or older and has received The School Completion ("Evergreen") Certificate, may be admitted as an access student.

4. Other Applicant Classifications

- a. General Interest
 - i. The General Interest applicant category is for non-credential-seeking students. Students may enroll in up to a maximum of 12-credits. Students admitted under the General Interest category may not earn a credential.

- b. Concurrent
 - i. An applicant enrolled in a BC secondary school who wishes to register in courses at KPU may be admitted as a concurrent student. The University reserves the right to limit the number of seats available to Concurrent students (in total and per section). The applicant must have the written consent of the parent or legal guardian, a high school transcript, and letter of support from the secondary school principal.
 - ii. In all circumstances the primary home of students admitted in the concurrent admissions category is understood to be the high school and school district to which they belong.

c. Dual Credit

- iii. High school students enrolled in a BC High School with whom KPU has a partnership agreement may be permitted to take a limited number of undergraduate courses at KPU. Continued registration as a dual credit student in subsequent semester(s) is contingent on the continued support of the secondary school principal and the student maintaining good academic standing.
- iv. In all circumstances the primary home institution of students admitted under the dual credit applicant category is understood to be the high school and school district to which they belong.

c. Exchange

- i. An exchange student is someone from one of KPU's approved partner institutions who has been nominated by their institution to come on an exchange to KPU. Exchange students may be of domestic or international status and pay tuition and fees to their home institution and not KPU.

d. Visiting

- i. A visiting student is someone who is attending a home institution and wishes to spend a period of time up to one year studying at KPU with the intent of taking credit earned at KPU back to the home institution. Visiting students must provide a Letter of Permission from their home institution.

5. Residency Classifications

a. Canadian Citizens

- i. A Canadian citizen is a person who is Canadian by birth or who has applied for Canadian citizenship through Citizenship and Immigration Canada and has received a citizenship certificate.

b. Permanent Residents

- i. A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries. Permanent residents confirm permanent resident status under Canadian immigration regulations.

c. International

- i. International applicants are defined as those who do not possess Canadian citizenship or permanent resident status under Canadian immigration regulations.

d. Work Permit / Visitor's Visa

- i. Applicants who possess a work permit or a visitor's visa are eligible to apply for admission and are assessed in the same manner as an international applicant.

e. Convention Refugees

- i. Upon presentation of documentation that confirms the applicant as a “protected person” by the Immigration and Refugee Board of Canada, applicants with convention refugee status will be assessed for tuition and fees in the same manner as a Canadian citizen / permanent resident.

f. Refugee Claimant

- i. Refugee Claimants will be assessed for admission, tuition and fees in the same manner as an International applicant. Applicants with a Refugee Claimant document must discuss their situation with an International Advisor prior to applying.

g. Diplomatic Status

- i. For those countries with diplomatic representation in Canada, applicants to KPU of diplomatic status (or those who are a dependent of a person of diplomatic status) are eligible to apply for admission and will be assessed for tuition and fees in the same manner as a Canadian citizen / permanent resident.

G. RELATED POLICIES & LEGISLATION

Refer to *Bylaw 4, Fees*.

Refer to Policy AR2, *Admission Policy*.

Refer to Policy AC4, *Student Evaluation and Grading Policy*.

Refer to Policy AC6, *Recognition of Prior Learning*