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	<b>Approved by:</b> <b>Learning Council</b>	
<b>Policies &amp; Procedures Manual</b>	<b>Effective Date:</b> <b>February 23, 2021</b>	
<b>Section: ACADEMIC</b>  <b>Title: ADMISSIONS POLICY</b>	<b>Replaces:</b> <b>NEW</b>	

## POLICY STATEMENT

Admission requirements and processes at the University College of the North (UCN) shall be established to promote the likelihood of student success, to allow UCN to admit qualified students, and to provide fair, consistent, and transparent selection of applicants.

UCN programs may admit qualified applicants either based on the date of application or on a competitive basis.

## PURPOSE OF POLICY

UCN provides admission to educational programs for as wide a range of students as possible. However, access to programs will be restricted to students who satisfy established admission criteria at both general and program-specific levels.

## PROCEDURES

### Admission Classification:

Applicants must meet one of the admission classifications listed below, along with program specific admission requirements:

- **Regular Student:** an applicant who has successfully completed a high school program, or by obtaining an academic equivalency through an approved adult education program with the stated minimum program entrance requirements in either Manitoba or another province or territory within Canada.
- **Mature Student:** an applicant who is at least 19 years of age and has been out of school for a minimum of one year at the time of application, and who does not meet regular program entrance requirements as specified by each program.
- **Returning Student:**
  - **Continuing Student:** Students who have successfully completed one year (or part of a year) of a one or multi-year program will be automatically eligible to register the following academic year provided the student has a good academic and financial standing with UCN. Continuing students are normally expected to register for at least one course per academic year.
  - **Returning Student:** Students who have had a break of at least one academic year in their studies and wish to continue their studies within the same program,

or those who have recently graduated from a program and/or wish to enroll in a different program, will be required to submit a new application.

- Special Student: an applicant who may not have all stated admission criteria but can reasonably expect to earn them in one academic year while taking a minimum of one program course. The applicant may be offered an acceptance into the program as a special student for one year only. A special student is a non-degree seeking student.
- Transfer Student: an applicant who has attended another post-secondary institution and has accumulated a minimum of 15 credit hours of acceptable transferable credits. Note, some programs may require a minimum of 30 credit hours of acceptable transfer credit to be considered.
- Undeclared Student (General Studies): an applicant who would like to take course(s) for professional development and general interest and is not seeking a credential. Students are restricted to take a maximum of 2 courses per term. After successfully completing 30% of program required courses, they must apply and be admitted to the program prior to registering for additional courses.
- Visiting Student: a student from another institution attending via a letter of permission from their home institution.

### **Admission Decisions:**

- Learning Council approves all program admissions criteria and standards.
- The Registrar has authority to admit applicants to UCN based on approved criteria and standards.
- The Dean, or ALC Education Director, of a program area has authority for granting admission criteria waivers in exceptional and unusual cases in consultation with the Registrar and the appropriate program chair/coordinator.
- Applicants have the right to appeal an admission decision under the guidelines provided under “Appeal of Admission Decisions”.

### **Admission Selection:**

Unless otherwise stated pursuant to a formal agreement, admission preference to programs approved and funded by the Manitoba Government will be given to applicants in the following order:

- Manitoba residents who are a Canadian Citizen or Permanent Resident.
  - Saskatchewan residents who are a Canadian Citizen or Permanent Resident.
  - Residents of all other provinces or territories who are a Canadian Citizen or Permanent Resident.
  - International Students (overly subscribed programs excluded).
- a) Admission requirements will be specific to each program and shall be on the UCN website.
  - b) Applications are processed in accordance of qualify sequence as set forth by UCN for each program;
    - i. First-qualified, First-accepted.
    - ii. Competitive selection criteria in accordance with approved program selection criteria.
  - c) As English is the language of instruction, UCN reserves the right to assess English Language Skills, reading ability, and core subject preparation to determine admission eligibility.

### **Appeal of Admission Decisions:**

Admission decisions may be appealed by a qualified applicant on the grounds that admission was denied on one of the following conditions:

- Procedural error;
- Evidence the assessment was not made according to the published admission requirements and selection criteria;
- Evidence the decision was based on incorrect or incomplete information through no fault of the applicant.

Appeals must be submitted in writing to the Registrar within ten (10) working days of the initial decision being provided to the applicant. Failure by the applicant to provide complete and accurate information or to meet stated deadlines is not grounds for appeal. An applicant who does not meet admission requirements may request an individual exception, however may not appeal if the request is denied.