ADMISSIONS

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. Academic
Policy Number:	A04
Approval Date:	July 5, 2024
Effective Date:	July 5, 2024
Policy Owner:	Vice President, Student Experience

Objective:	Olds College of Agriculture & Technology (the "College") strives to establish clear, fair Admission Requirements and processes for all programs of study approved through the Provider and Program Registry System (PAPRS). Admission Requirements establish the minimum academic, non-academic, and English language skills required to support student success. 1. When possible, the College strives to provide accessibility for admission to provide educational opportunities to students. 2. Pathways: Admission to College programs considers pathways into other learning opportunities and potential credentials required. The College considers incoming students' previous post-secondary experience when considering admission to our programs. 3. Student Success: Admission Requirements to College programs consider previous education, skills and experience to encourage the greatest likelihood of success. 4. Comparatives and Periodic Reviews: The College reviews Admission Requirements to similar programs both internally and externally as well as commits to periodic review of admission standards during the regular Comprehensive Program Review (CPR) process (A16 Program Review Policy).
Policy:	Applicants submit one application for admission per program, per term. Applications are subject to applicable fees. Students continuing from a qualifying program to another qualifying program without a break in study may submit an Intent to Return Form with no application fee. Students returning after having been absent for two or more consecutive program terms are required to submit a new application for admission with applicable fees. Students returning after having been absent for only one program-specific term, or who are returning to complete a second major within the same program, are required to complete an Intent to Return Form. In all cases, registration in courses is

subject to space availability.

Programs have defined Application Periods during which applications are received. Applications received outside of the defined Application Periods may be considered depending upon program capacity.

Changes to Admission Requirements and process are recommended by the Program Curriculum Committee and approved by the Dean in consultation with the Office of the Registrar (A14 Program Curriculum Committee Policy).

Program Admission Requirements are applied consistently throughout the entire Application Period. Admission decisions are made by the Office of the Registrar on behalf of academic programs. The Office of the Registrar is responsible for communicating decisions to the applicant. Exceptions to the admission policy may be approved by the Registrar, in consultation with the Dean.

Definitions:	**Admission Requirements:** Criteria set by the College to determine eligibility for entry into academic programs. **Application Period**: Specific timeframe during which prospective students can submit their application for admission. This timeframe can vary depending on program and intake.
Related Information:	Intent to Return Form A16 Program Review Policy A14 Program Curriculum Committee
Related Procedures:	A04 Admissions Procedure
Review Period:	3 Years
Revision History:	Revised: November 2018 Revised: May 2021 Revised: July 2024