Effective: 2024/11/12
Next Review: 2028/09/01
Policy Number: 8611

Policy 8611 Admissions

A. PURPOSE

This policy fulfills the following purposed:

1. To provide general admission requirements to the College; and

2. To provide guidelines for specific admission requirements for programs and courses.

B. SCOPE / LIMITS

This policy applies to all domestic and international applicants seeking admission to Selkirk College credentialed programs.

C. PRINCIPLES

1. The intent of admission requirements is to ensure that applicants are adequately prepared for successin the course or program.

2. All College, program and course admission requirements will be published, measurable, andconsistently applied.

3. Programs may have specific admission requirements that must be satisfied prior to enrolling in theprogram.

4. In addition to program admission requirements, individual courses may have pre-requisites that mustbe satisfied prior to enrolling in the course.

5. Any changes to admission requirements must be approved by the Education Council. Approved changesthat raise admission requirements must be published at least one year prior to becoming effective.

6. When changes are made to admission requirements, the changes will only be applied to subsequentapplicants.

D. DEFINITIONS

See Glossary of Education Terms.

E. PROCEDURES, REQUIREMENTS, STANDARDS, GUIDELINES, FORMS…

College Admissions Requirements

1. **General College Admissions**

   a. An applicant must apply as either a domestic student or an international student.

      i. Applicants should apply as domestic students if they are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents, or convention refugees.

      ii. Applicants should apply as International students if they are not domestic students and if they meet the guidelines established for international students studying in Canada by Citizenship andImmigration Canada or if they choose to study a Selkirk College program from outside of Canada

   b. General admission to the College is open to anyone who:
      i. has graduated from a British Columbia Senior Secondary School or equivalent, or
      ii. is a mature student. Anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend theCollege as a mature student.

   c. Applicants are required to provide proof of English Language Proficiency. See Appendix A

2. **Admission of Underage Students**

   Students under the age of 19 who have not graduated from high school may qualify for admission to theCollege if they:
   a. are enrolled in the Secondary School Transitions Program, or
   b. are enrolled in a program under an agreement with the local School District, or
   c. include in their application written consent from a parent or guardian and letters of support fromindividuals who are familiar with the applicant's circumstances, such as a school principal or health care provider

3. **Special Admissions**

   a. An applicant who does not meet any of the above admission criteria may apply to the Registrar forspecial admission. Testing and attendance at an interview may be required and the applicant must provide supporting documentation as requested.
   b. Special admission may be offered to documented members of the Confederated Tribes of theColville Reservation.

4. **Program Admissions Requirements**

(a) Once applicants have met the College admission requirements stated in E.1 College Admissions,they must meet the admission requirements of their program. Specific program admission requirements are stated in the individual program policies.

(b) Program applications are received during the 12-month period preceding the start date for theprogram unless the program policy allows for early admission.

(c) Applicants must submit official transcripts of all previous academic work.

(d) The Admissions Office will acknowledge receipt of application forms (application documents willnot be returned).

(e) Applicants who are not able to provide all official requisite documents may be offered a conditional acceptance. An interim statement of grades will be used for the purposes of conditional acceptance providing that program admission requirements are met.

(f) Except for programs with competitive admission (item 12 below), fully qualified applicants will be offered admission based on application date.

(g) Fully qualified applicants who have not been offered admission due to program seat limitations will be placed on a waitlist for the next available seat. Placement on the waitlist will be maintained for 12 months from the program start date; after 12 months students must reapply toaffirm their continued interest in the program.

(h) Partially qualified domestic applicants (applicants who have not yet met all program admissionrequirements) may be conditionally accepted into a program. Program seats will be offered to these applicants on a first qualified, first served basis.

(i) When program seats are limited, partially qualified applicants who have been conditionally accepted will be placed on a waitlist and offered the next available seat as long as they meet program admission requirements by the date specified in their letter of conditional acceptance.Otherwise the seat will be offered to the next qualified applicant on the waitlist.

(j) On an annual basis, in time for the start of the application process, program seats will be designated for domestic and for international applicants. Six months prior to the start date of the program these designations will be removed. For example, the international/domestic designationwill be removed in March for programs that start the following September. The Registrar may request that vacant international-designated seats are made available to domestic applicants at any time, based on domestic waitlists.

(k) An applicant who has been accepted into a program, and paid their seat deposit, may request adeferral of their program start date for a period of up to 12 months from the accepted programstart date. Deferral for more than 12 months requires the applicant to reapply.

(l) Notwithstanding items 6 through 11, some programs may admit students through a competitiveranking process instead of first applied-first accepted process. Such a process will be explicitly described in the program policies.

Responsibility, Recommendation and Approval Dates

Executive Responsibility: Associate Vice President Student Success
Administrative Responsibility: Registrar
Recommended by Education Policy Committee 2024-10-16
Recommended/Approved by Education Council: 2024-11-12

Signature	November 12, 2024
	Date

Approved by President:

Signature	November 25, 2024
	Date

Linkage to Board Policy: EL 60

APPENDIX A

Selkirk College

English Language Proficiency Standards

Assessment	Category 1	Category 2	Category 3 (College Admission)	Category 4
English Studies 12 or English First Peoples 12 or acceptable equivalent high school course*	73% (B)	67% (C+)	60% (C)	Meeting the language proficiency requirements of a licensing body in British Columbia based on a provincial curriculum.
Completion of an English Language curriculum grade 12 level equivalent to BC English 12	IB - 4 or better on English A (higher-level or standard-level) AP - 3 or better on English Language & Composition or AP Literature & Composition GSCE O-Level English (or English Language B) - 5	IB - 3 or better on English A (higher-level or standard-level) AP - 2 or better on English Language & Composition or AP Literature & Composition GSCE O-Level English (or English Language B) - 4	IB - 3 or better on English A (higher-level or standard-level) AP - 2 or better on English Language & Composition or AP Literature & Composition GSCE O-Level English (or English Language B) - 3	
Completion of a recognized degree program from an accredited university in which all language of instruction is English, in a recognized English-speaking country	Completion	Completion	Completion	
Completion of the Selkirk College English Language Program, or an equivalent program in British Columbia	N/A	N/A	Advanced 5 plus ENGL 60, or EASL 067 with 60%	
Canadian Academic English Language (CAEL) Test	80, no component below 70	70, no component below 60	60, no component less than 60	

Assessment	Category 1	Category 2	Category 3 (College Admission)	Category 4
Cambridge English Qualifications	C1 Advanced, or C2 Proficiency Minimum score 185	B2 First, or C1 Advanced, or C2 Proficiency Minimum score 176	B2 First, or C1 Advanced, or C2 Proficiency Minimum score 162	
International English Language Testing System (IELTS) (Academic Only)	7.0, no band less than 6.0	6.5, no band less than 6.0	6.0, no band less than 5.5	
Pearson Test of English Academic (PTE Academic)	65, no skill less than 60	60, no skill less than 60	56, no skill less than 54	
Duolingo English Test (DET)	130, no band less than 105	120, no band less than 105	105, no band less than 95	
Test of English as a Foreign Language (TOEFL iBT)	90, no section score less than 20	86, no section score less than 20	80, no section score less than 18	

* For high schools outside of Canada, English courses may be accepted if the language of instruction is English and four consecutive years of high school were completed in an English-speaking country immediately prior to application.

<u>Notes:</u>

1.   Recognized English-speaking countries list is as maintained by UBC at https://you.ubc.ca/applying-ubc/requirements/english-language- competency/

2.   Test results must be dated no more than two years before the start date of the program, and there must be at least six weeks between tests.