

1.0 POLICY STATEMENT

- 1.1 MacEwan University (the “University”) admits applicants to Ministry-approved Programs on the basis of requirements designed to enable student success and approved by General Faculties Council.

2.0 PURPOSE

- 2.1 Admission requirements are designed so that applicants who are admitted have the necessary preparation to enable them to succeed in their programs of study.
- 2.2 By setting transparent admission requirements and applying those requirements in a fair and equitable manner, the University supports the continued success and achievement of the best qualified applicants.

3.0 APPLICABILITY

- 3.1 This policy applies to all applicants applying to the University for admission into a Ministry-approved Program.

4.0 DEFINITIONS

Academic Requirement

Specified high school subjects and post-secondary courses or credentials, and corresponding minimum course grades and academic averages.

Conditional Offer

An offer granted to qualified applicants whose academic requirements are in progress or lack final, official documents.

English Language Proficiency

English Language Proficiency is the demonstrated ability to use the English language to make and communicate meaning in spoken and written contexts in an academic environment.

Final Offer

An offer granted to qualified applicants whose application requirements are complete.

Ministry-approved Program

Certificate, diploma, applied degree, and degree programs offered by the University that have been approved by the Minister of Advanced Education in the province of Alberta.

Primary Language

Primary language is the language the applicant is most proficient in, and uses on a daily basis for written and oral communication. In addition, it must be the language of instruction in the applicant’s last three years of formal education.

5.0 POLICY ELEMENTS

5.1 Responsibilities

- 5.1.1 General Faculties Council is responsible for approving admission standards, policies, and program specific admission requirements.
- 5.1.2 The Standing Committee on Admissions and Transfer is responsible for reviewing and recommending program admission requirements to General Faculties Council.
- 5.1.3 The School of Continuing Education by delegated authority is responsible for approving admission standards, policies, and program specific admission requirements for non-credit/credit programs that fall under their purview.
- 5.1.4 Deans are responsible to ensure that program specific admission requirements are reviewed at least once every five years. In addition, Office of the University Registrar (the “OUR”) or Dean may initiate reviews at any time.
- 5.1.5 The OUR in consultation with Deans is responsible for establishing application and admission document deadlines.
- 5.1.6 The OUR is responsible for publishing admissions requirements, application fees and dates relevant to the application process, determining eligibility for admission, and notifying applicants of admission decisions.
- 5.1.7 The OUR in consultation with the Faculties/Schools shall establish and manage program waitlists or rank lists as appropriate.
- 5.1.8 The Faculties/Schools are responsible for the administration of the major/minor/honours declaration process, including the development and publication of regulations, requirements and guidelines.
- 5.1.9 The Provost and Vice President Academic, on the recommendation of the Deans, shall establish each year enrolment and admission targets for each Program, Department and Faculty/School. Appropriate consultation with Programs and Departments shall be done by the Dean of each Faculty/School in advance of the determination of these targets. Enrolment shall be managed strategically in a way that balances the needs of the University with those of programs of study and the Departments and Faculties/Schools offering them.

5.2 Admission Requirements

- 5.2.1 All program specific admission requirements are composed of one or more of the following:
 - 5.2.1.1 Academic requirements;
 - 5.2.1.2 Writing and other skills assessments (e.g., fitness test, keyboarding test, etc.);
 - 5.2.1.3 Portfolio;
 - 5.2.1.4 Audition; and

- 5.2.1.5 Other requirements such as, but not limited to, statement of intent, personal profile, volunteer experience record, and academic and personal references.
- 5.2.2 Applicants offered admission may be required to submit further documentation related to background checks or certifications such as:
 - 5.2.2.1 Police Information Check;
 - 5.2.2.2 Alberta Intervention Record Check; and
 - 5.2.2.3 First aid certifications.
- 5.2.3 Programs shall not use interviews as a selection criterion or in any part of the admission process. If programs are conducting information sessions, they cannot be mandatory or affect the admission decision.
- 5.2.4 All applicants whose Primary Language is not English, regardless of citizenship status or country of origin, must demonstrate a minimum English language proficiency prior to admission.
- 5.2.5 MacEwan University utilizes two primary methods of admission:
 - 5.2.5.1 First qualified, first admitted – applicants are admitted based on the date that they qualify; and
 - 5.2.5.2 Competitive – applicants are admitted based on the competitive ranking (i.e., academic average or admission score) of their application.
- 5.2.6 Admission requirements will be the same for applicants regardless of delivery mode, location or course load. Competitive academic averages and/or admission scores may vary based on delivery mode, location or course load.

5.3 Admission Application

- 5.3.1 An application is required from all individuals seeking to enroll in a Ministry-approved Program for the first time at the University and students returning to the University after a discontinuation in their studies (e.g., required to withdraw or an absence of 12 or more consecutive months).
- 5.3.2 Applicants are required to submit an application fee with each application. The date the application fee is paid is considered the date of application.
- 5.3.3 Applicants must submit applications and admission documents by the published deadlines.
- 5.3.4 Applicants may only have one active application in any given admission intake.
- 5.3.5 Applicants who have encumbrances (e.g., outstanding fees) on their student record at MacEwan University will be notified, in writing, that all encumbrances must be cleared before applications can be processed.

- 5.3.6 Applications and application fees are only valid for the admission intake in which admission is sought as specified on the application. Applicants who wish to apply to a future intake must submit a new application and application fee.
- 5.3.7 Applicants may request an admission deferral for compassionate or medical reasons. All requests must be in writing to the OUR. Decisions regarding admission deferrals will be made by the OUR, in consultation with the Faculty/School Dean.
- 5.3.8 Applicants who have been required to withdraw from any post-secondary program or institution are not eligible for admission to the University for twelve (12) months after the date of withdrawal. After the 12-month period, applicants may be considered for admission according to the specific program admission requirements.

5.4 **Admission Evaluation**

- 5.4.1 To be eligible for admission, an applicant must qualify within one of the admission categories set by procedure under this policy.
- 5.4.2 Applicants who qualify for admission will receive a Conditional Offer or Final Offer. Applicants with a Conditional Offer must fulfill all conditions by the published deadlines to receive a Final Offer.
- 5.4.3 Applicants offered admission must accept or decline their offer, and if accepting pay an Admission Confirmation Deposit by the specified due date.
- 5.4.4 Decisions are valid for one term only. If individuals do not attend, they will be required to reapply and submit an application fee.
- 5.4.5 Applicants are responsible to ensure that all application information and supporting documents in connection with an application are true and complete and that no requested information has been withheld. Misrepresentation, submission of falsified or fraudulent admission documents, withholding requested information, and fraudulent use of payment cards are considered serious offences and may subject the applicant to one of the following consequences, at the University's sole discretion:
 - 5.4.5.1 Verbal and/or written reprimand;
 - 5.4.5.2 Cancellation of application;
 - 5.4.5.3 Withdrawal of admission offer;
 - 5.4.5.4 Termination of registration;
 - 5.4.5.5 Required to withdraw from the University; or
 - 5.4.5.6 Placement on *Document Alert*, a national warning notification of the Association of Registrars of the Universities and Colleges of Canada.
- 5.4.6 Admission decisions are final and are not subject to appeal.

5.5 **Admission Fees**

- 5.5.1 The Board of Governors is responsible for approving all admission fees including application fees and the Admission Confirmation Deposit.

5.6 Records Management and Retention

5.6.1 The retention and management of student records related to admission are outlined in the Management of Student Records and Information Policy and related institutional procedural documents.

6.0 ASSOCIATED PROCEDURES

- Admission
- Admission Evaluation

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Subsequent Baccalaureate Credential
- Prior Learning Assessment and Recognition
- Inter-Institutional Transferability
- International Education Agreements
- Records Management
- Management of Student Records and Information
- Academic Standing

8.0 ACCOUNTABILITY

Policy Sponsor

The Provost and Vice President Academic

Office of Administrative Responsibility

Office of the University Registrar

9.0 HISTORY

Relevant Dates

Approved: **18.10.16**

Effective: **18.10.16**

Next Review: **23.10.16**

Modification History

- 80.12.18:** Approved 80.12.18 by Board motion 11-14-80/81. Existing practice set out in 1979/80 Calendar, incorporating several Board motions:
- 1971 re: first admittance
 - 1973 re: program criteria

	1976 re: procedures specified times of consideration Reviewed and reaffirmed by the Board 78/79. Submitted to University Solicitor 11.25.80 to determine whether wording discriminatory. No changes required.
84.04.19:	Amended as recommended by Academic Council 84.04.03 and approved 84.04.19 by Board motion 13-10-83/84.
85.11.21:	Amended as recommended by Academic Council 18-5-85/86 and approved 85.11.21 by Board motion 17-5-85/86.
88.05.19:	Amended as recommended by Academic Council and approved 88.05.19 by Board motion 8-12-87/88.
92.12.27:	Revised as recommended by Academic Council 92.12.01 and approved 92.12.17 by Board motion 6-05-92/93 with the suggestion that Section 2.3, last paragraph be reviewed and that Academic Council report back to the Board on the results of the requested review.
	Submission by Academic Council motion 95-02-07-07 for the addition of Probationary Admission.
95.01.18:	Amended as recommended by Academic Council 96-02-09-06 and received for information 3-1-18-95/96.
00.12.21:	Amended as recommended by Academic Council 00-11-21-06 and approved by Board motion 1-21-21-2000/2001.
01.11.20:	Minor revisions made to 3.1.3, 3.3.1.2 d), and 4.6. Approved by Academic Council motion 01-11-20-04.
03.10.07:	Amended as recommended by Academic Council 03-09-09-07 and approved by Board motion 01-10-07-2003/04.
04.02.24:	Implementation date of July 1, 2004 approved by Board motion 01-2-24-2003/04.
06.06.08:	Amended as recommended by Academic Council 06/05/16, and approved 06/06/08 by Board motion 01-6-8-2005/06.
08.06.03:	Revisions approved by Executive Committee 08.06.03.
08.09.30:	Revisions approved by Executive Committee 08.09.30.
09.04.14:	Amended as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-10-04-14-2009.
09.10.08:	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
10.12.21:	Related policy numbers updated to reflect changes to E Policy Taxonomy.
11.03.15:	Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-01-03-15-2011.

13.06.11:	Revisions to 4.19.1 and 6.1 as recommended by Academic Policies Committee, and approved by Academic Governance Council motions AGC-02-06-11-2013 and AGC-03-06-11-2013.
14.04.29:	Revisions to 4.27 and Appendix 1 as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-03-04-29-2014.
14.10.28:	Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
14.12.22:	Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
15.04.28:	Revisions to 4.22 and 4.26 as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-02-04-28-2015.
15.07.28:	Minor housekeeping revisions to 4.4 approved by the Provost and Vice President Academic.
16.01.15:	Revised as recommended by Office of the University Registrar and MacEwan International, and approved by the President.
18.10.16:	Comprehensively revised and two corresponding procedures created. Approved by Academic Governance Council - Executive Committee motion EC-04-10-16-2018.
18.12.12:	Minor change to replace Academic Governance Council with General Faculties Council effective February 1, 2019. Approved by Policy Sponsor on December 12, 2018.