

## ADMISSION

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice-President, Academic
<b>Related Policies / Legislation</b>	English Language Proficiency Requirement (99) Graduate Course and Program Approval (209) Undergraduate Course and Program Approval (21) <i>University Act, s 35.2(5)(d)</i>

## PURPOSE

This policy is to establish principles and regulations for admission of students to the University of the Fraser Valley (UFV).

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## SCOPE

This policy applies to all programs offered by UFV, excluding continuing education non-credit programs.

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## DEFINITIONS

In this policy, the following definitions apply:

**Admission requirements:** The minimum qualifications required for entrance to a program.

**Graduate level:** Post-secondary education beyond the bachelor degree level.

**Preparatory level:** Education that is developmental or preparatory to post-secondary.

**Qualified applicant:** An applicant who has provided evidence that he or she has met the minimum entrance requirements for a program as stated in the UFV academic calendar.

**Undergraduate level:** Post-secondary education that is considered university or college level, up to and including the bachelor degree.

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## POLICY

Admission requirements and processes at the University of the Fraser Valley shall be established to promote the likelihood of student success, to allow UFV to admit well-qualified students, and to provide a fair, consistent, and transparent selection of applicants. Admission requirements for programs shall be based on the minimum levels of preparation needed for a student to have a reasonable chance to succeed.

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

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## REGULATIONS

### UFV admission requirements

The following are the minimum requirements for admission to UFV

- a. All applicants must meet one of the following:
  - o BC high school graduation or equivalent;
  - o completion of a minimum of nine (9) UFV or transferrable post-secondary credits with a minimum 2.0 GPA (C average) based on all credits attempted;
  - o a minimum of 19 years of age by the start of the first class; or
  - o for admission into preparatory level programs only, a minimum of 17 years of age and out of high school for at least one year by the start of the semester.
- b. Applicants for post-secondary programs must meet the English language requirement as per English Language Proficiency Requirement policy. Applicants for preparatory programs will be assessed to determine appropriate placement in courses in the program.

The UFV Senate may establish additional minimum entrance requirements for certain program types, such as for bachelor degrees or post-degree credentials.

Any exception to the minimum UFV admission requirements for a specific program requires a compelling rationale and approval by the Undergraduate Education Committee. High school students may, however, be permitted to register concurrently at UFV without meeting the UFV minimum admission requirements under the conditions and limitations specified in the UFV calendar.

Graduate level programs have higher minimum admissions requirements, as approved by UFV Senate. The minimum requirements for graduate studies will be published in the UFV calendar.

### **Program admission requirements**

Program admission requirements are established in accordance with the Undergraduate or Graduate Course and Program Approval policies and are published in the UFV calendar. Admission requirements for individual programs may exceed or be more restrictive than the UFV minimum requirements but may not be lower.

Admission criteria apply to all applicants, however, programs may establish different criteria for applicants with different educational levels (e.g. students with only high school, students with previous post-secondary, or mature students).

Changes to admission requirements for existing programs and implementation dates are approved through the Undergraduate or Graduate Course and Program Approval processes, as applicable. Admission requirements that broaden access may take place as early as is feasible. Requirements that are more restrictive must be published in the UFV academic calendar at least twelve months prior to the start of the semester, unless they are necessary to maintain the program's accreditation.

### **Admission process**

#### **Basis of admission**

The basis of admission determines the order applicants are considered for seats in a program. The basis of admission is established when the program is approved and may be one of the following:

- a. Admission by date of application

Qualified applicants are admitted in order of their application date. This date is set when the application for admission, all required documentation, and the application fee have been received.

- b. Competitive admission

The selection criteria shall be established during the program approval process and published in the calendar. The department shall make available to applicants the full details of the ranking system

before applicants are ranked.

Qualified applicants who submit a complete application including the application form, all required documents, and the application fee by the competitive application deadline will be ranked and offered seats in order of their ranking. If seats remain after the initial offers, departments may set a second deadline to consider late applications competitively using the same criteria or may admit qualified applicants on the basis of application date.

### **Applicant Lists**

When programs keep an ongoing applicant list, UFV reserves the right to remove an applicant under conditions specified by the department, such as when an offer of admission is refused, when a candidate is unsuccessful in obtaining a seat in a competitive process, or when an applicant does not reconfirm their interest in the program upon request.

### **Readmission**

Regulations on when students must apply for readmission will be published in the UFV calendar.

### **Refusal of admission in special circumstances**

UFV reserves the right to admit applicants on a conditional basis or to refuse admission to an applicant when there is evidence that the individual constitutes a danger or significant risk of danger to university students, employees or property, or to persons or property in the community. Such a decision will be recommended by the head of the unit responsible for the admission decision and approved by the Provost and VP Academic or designate in consultation with the VP Administration or designate. The decision is final.

Offers of admission may be denied or rescinded if any aspect of a student's application or submitted documentation is deemed to have been falsified or if required information was withheld.

### **Individual exceptions to admission requirements (special or conditional admission)**

#### **a. Undergraduate and preparatory level**

An applicant who does not meet the stated admission requirements for a given program, or does not meet the minimum entrance requirements for the university, may request an individual exception, referred to as special admission. A rationale for special consideration is required.

The Undergraduate Education committee will establish a committee to make decisions on special admission requests. The Office of the Registrar will publicize procedures and requirements for special admission requests, however, the committee may request additional information or assessment(s) in order to evaluate an individual request. When special admission to a specific program is requested, the committee will ensure the request is supported by the head of the academic unit or designate and approval will be subject to eligibility for a seat in the program through the regular selection process.

The decision of the committee is final.

#### **b. Graduate level**

An applicant for graduate studies who does not meet the minimum academic admission requirement may be considered for admission (usually conditional) as stipulated in the General Regulations for Graduate Studies in the UFV academic calendar. Such applicants should refer to the Admissions section of the Graduate Studies Regulations in the academic calendar and/or consult with the head of the department or school.

## **Appeal of admission decisions**

Admission decisions may be appealed by a qualified applicant on the grounds that admission was denied due to procedural errors, evidence the assessment was not made according to the published admission requirements and selection criteria, or evidence the decision was based on wrong or incomplete information through no fault of the applicant. Failure by the applicant to provide complete and accurate information or to meet application deadlines is not grounds for appeal. An applicant who does not meet admission requirements may request an individual exception (see above) but may not appeal.

For undergraduate and preparatory programs, the head of the unit (e.g. the dean or the registrar) with authority for the decision or their designate shall establish a committee and process to review the case. Decisions on admissions appeals for graduate programs will be made by the Senate Graduate Studies Committee.

The decision of the committee is final.

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