POLICY STATEMENT

Policy Name	**Admissions**		
Policy #	**#1217**	Category	**Student Services**
Policy Sponsor	**Associate Vice-President, Student Services**	Previous Revision Date	**June 9, 2021**
Policy Approved by	**President & CEO**	Issue or Revision Date	**June 1, 2023**
Procedures Approved by	**Provost & Vice-President, Academic**	Review Date	**June 1, 2028**

See the related PROCEDURES.

PURPOSE

The purpose of this policy is to govern the admissions standards for post-secondary programs offered at Saskatchewan Polytechnic based on the organization's guiding principles.

SCOPE

This policy applies to all applicants, students, and post-secondary programs. This policy does not apply to Apprenticeship, Literacy and Adult Education (LAE), Language Instruction for Newcomers to Canada (LINC), and Collaborative Programs. Programs may be granted an exception to this policy at the approval of the Director of Enrolment Services and Registrar or designate, in consultation with the appropriate Dean or designate.

GUIDING PRINCIPLES

In setting its admission standards and processes, Saskatchewan Polytechnic is committed to the following:

1. Recruiting and admitting a diverse body of students from local, provincial, national, and international locations with an emphasis on inclusivity, Indigenization, and global citizenship;

2. Ensuring that access to Saskatchewan Polytechnic programs is as broad, equitable, and consistent as possible while providing and promoting relevant and innovative life-long and flexible learning opportunities in Saskatchewan, Canada, and internationally;

3. Reviewing applications in a holistic, consistent, and equitable manner so that admitted applicants to Saskatchewan Polytechnic programs demonstrate commitment to learning and have the potential to successfully complete the requirements of their program;

4. Program requirements, selection criteria, admission standards and procedures are transparent, clearly identified and consistently applied;

5. Managing enrolment, in connection with Saskatchewan's community and industry's workforce needs on budget, enrolment targets, program capacity, residency, and program availability.

POLICY

Enrolment Management

1. Saskatchewan Polytechnic is committed to its principles of Education Equity (see Education and Employment Equity Policy # 705). Admission to the majority of programs include a designated percentage of seats reserved for applicants of Indigenous ancestry, women in predominantly male programs, newcomers and persons with disabilities.

2. Seat capacities are reviewed regularly throughout the year and follow the Academic Authorities Grid #101.
    a. Approved seat capacities may also include approved overages for domestic and international students. Enrolment management may be based on considerations of residency, capacity, space, resources, program quality, workforce and community needs.

3. The Office of Enrolment Services and Registrar is the only office authorized to issue an offer of admission.

Mature Students

1. Canadian citizens or permanent residents of Canada who have not graduated from High School and are 21 years of age or older by the first day of classes in the semester of intended admission and who do not meet current admission requirements as Regular Students, may be considered for alternate admission in consultation with the Dean or designate and the Director of Enrolment Services and Registrar or designate.

Refuse Admission

1. Reserve the right to refuse admission based on Health and Safety policy 602 and Student Conduct (Non-Academic) policy 1211b.

DEFINITIONS

Applicant - Qualified: Applicants who have met or conditionally met the admission requirements to a program. This category includes applicants who qualified for admission prior to the application being withdrawn.

Alternative Admission: A method of admission whereby applicants who do not possess the academic qualifications for a program are admitted if evidence of probable success is established through an alternative admission assessment.

Competitive Admissions Process: This process is used for programs where the number of qualified applicants regularly exceeds the number of spaces available. In these competitive programs higher admission requirements and/or additional selection criteria may be required.

Domestic Applicant: Canadian citizens and permanent residents (landed immigrants), including Refugees with approved claims.

Equity Seat: A seat reserved to maintain a representative student body of indigenous persons, women in predominantly male programs, and persons with disabilities. International applicants do not qualify for equity seats.

Global Citizenship: A global citizen is someone who is aware of and understands the wider world – and their place in it. They are a citizen of the world. They take an active role in their community and work with others to make our planet more peaceful, sustainable, and fairer.

Indigenization: The act of incorporating Indigenous ways of knowing, teaching and learning into the everyday life of an organization or community. It serves to recognize and validate Indigenous worldviews and perspectives and identified opportunities for Indigenous culture to be expressed. For more information, refer to our Indigenous Student Success Strategy 2018-2023.

Indigenous: A collective noun for First Nations, Métis and Inuit people of Canada. For more information, refer to our Indigenous Student Success Strategy 2018-2023.

International Student: For reporting purposes, an international Saskatchewan Polytechnic student is a citizen of another country (who is not a Canadian citizen or a Canadian permanent resident) who is legally permitted to study in Canada, or who is taking Saskatchewan Polytechnic training in their home country.

Program: A program is a defined set of credit courses and other requirements leading to a credential in a specific field of study. Definitions and requirements of program credentials are contained in the Credential Qualification Framework.

Qualified: To be qualified for admission in the context of FQFA at Saskatchewan Polytechnic involves ensuring an applicant is positioned for success by demonstrating prior academic preparedness. This may be demonstrated through a variety of means, including but not limited to PLAR, high school or equivalent results, and/or post-secondary or comparable results either separately or in combination.

RELATED POLICIES

Policy 101 Academic Authorities Grid
Policy 705 Education and Employment Equity
Policy 602 Health and Safety
Policy 1211b Student Conduct (Non-Academic)
Indigenous Student Success Strategy 2018-2023