Procedures

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**	Revision Date	**June 1, 2023**
Procedures Approved by	**President & CEO**	Review Date	**June 1, 2028**

See the related POLICY.

PROCEDURES

1.0   Enrolment Management

1.1   On an annual basis schools establish domestic and international program capacity targets through program revisions and approved as per Academic Authorities Grid Policy 101. To achieve these targets, Saskatchewan Polytechnic will admit both domestic and/or international students through standard application and admission processes.

1.1.1   Schools may defer, suspend, delete and reinstate programs as per Program Deferral, Suspension, Deletion and Reinstatement Policy 121.

1.1.2   Schools may cancel programs as per Academic Authorities Grid Policy 101.

1.2   At specified times of the year priority consideration consultations will take place to adjust the number of international and domestic seats that are available in a program.

1.2.1   Provision may be made to admit domestic and/or international students above the program seat capacity, as space permits in consultation with the Dean or designate and the Director of Enrolment Services and Registrar or designate.

1.2.2   Returning to complete students can be admitted above capacity at the discretion of the Program Head.

1.3   Refugee claimants with study permits are considered international students for seat capacity purposes but pay domestic tuition rates (see Tuition and Fees Policy 1214).

1.4   The designated numbers of equity seats for the program intake (if applicable) are filled as available seats become open during the admissions process.

2.0   Admissions

2.1   Saskatchewan Polytechnic admits applicants to the majority of its post-secondary programs on a First-Qualified, First-Admitted (FQFA) basis, taking into consideration equity seat allocation, the Indigenous Student Success Strategy and Enrolment Management principles.

2.2   Schools set the admission requirements for their programs following Changes to Sask

Polytech Admission Requirements and Selection Criteria Policy 104 through program revisions and approved as per the Academic Authorities Grid Policy 101.

2.2.1 Once approved, Enrolment Services will update the program pages to reflect the approved admission requirements and deadlines for students.

2.3 Education and Employment Equity Policy 705 is used to establish the capacity seats for the admissions process.

2.3.1 Priority for filling equity seats goes to equity applicants. If an accepted applicant withdraws and an equity seat is available, the next verified equity applicant is offered a seat regardless of the application date.

2.3.2 If an equity seat remains open, applicants on the waitlist will be offered the seat.

2.3.3 Indigenous Ancestry verifications process is supported by the Indigenous strategy team.

2.4 Applicants must provide accurate information on their applications and submit all required supporting documents.

2.4.1 Applicants that do not provide required documents will not be considered for admissions.

2.4.2 Applicants that provide information proven to be false will be denied admission.

2.4.3 If falsified or misrepresented documentation is discovered after the student was admitted, the student may be withdrawn from the program.

2.5 Applicants must meet the published entrance requirements.

2.6 Applicants must submit their application by all posted deadlines.

2.7 Alternative admission is available for most first-qualified first-admitted (FQFA) programs for applicants who do not possess the standard academic qualifications.

2.7.1 Criteria for special admission include standardized tests.

2.7.2 Alternative admission does not apply to designated competitive programs.

2.8 In extenuating circumstances where the generally accepted admission requirements and/or the alternative admission processes do not provide a pathway for admission, the Director of Enrolment Services and Registrar in consultation with the appropriate Dean (or designate) may approve admission on a discretionary basis. The Director of Enrolment Services and Registrar will track the circumstances for using the discretionary basis and shall report to Senior Academic Leadership Team (SALT) on a yearly basis. Where appropriate, new admission routes may be developed because of this reporting.

2.9 Application to a program is required after a break in study.

2.9.1 Returning students must apply and pay the appropriate fees as outlined in Tuition and Fees Policy 1214

2.9.2 Students that have a break in study will need to provide their study plan in consultation with their Program Head.

2.10 Reapplication to FQFA programs permits waitlisted domestic students to apply during specific timelines and follow the admissions intake process depending on their situation.

2.11 A limited number of programs are designated as Competitive. Applicants will be considered on the basis of specific admission requirements as determined by Academic Council and approved by the Provost & Vice President, Academic. International students are not generally considered for admission to competitive programs.

3.0 International Admissions

3.1 International applicants will follow the admissions processes outlined on this document and in addition:
    3.1.1 International applicant's documents will be assessed based on Saskatchewan Polytechnic program admission requirements and internal standards.
    3.1.2 International applicants may be prioritized for admissions based on the tracking of study permit processing times and study permit approvals in consultation with the Dean or designate, AVP International or designate and the Director of Enrolment Services and Registrar or designate.

3.2 Applications to programs are closed as capacity is met throughout the year.

4.0 Mature Student Admission

4.1 Applicants seeking to be considered as a mature student admission must submit:
    4.1.1 Application and application fee
    4.1.2 Proof of age
    4.1.3 A written request explaining the program of choice, education and career goals, and the desire to pursue and/or return to school.
    4.1.4 Current resume to help understand their background.
    4.1.5 Proof of any other credentials that they might have pursued.

4.2 The Dean or designate will review all the information provided within 7 working days and make a recommendation to the Director of Enrolment Services or designate.

4.3 Provision of the supporting admission package does not guarantee admission. Admissibility will be determined based on whether or not past experience, combined with academic achievement has appropriately prepared the applicant for success.

5.0 Refuse Admission

5.1 Saskatchewan Polytechnic reserves the right to refuse admission to any applicant on the basis of:
    5.1.1 professional licensing requirements or
    5.1.2 if the applicant poses a danger to students, faculty, staff or property following the results of the Health and Safety Policy 602 or Student Conduct (Non-academic) Policy 1211b or
    5.1.3 not meeting the minimum admission requirements for the program.

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.

First Qualified First Admitted (FQFA) Admission Process: This admission process is used for the majority of Saskatchewan Polytechnic programs. When Saskatchewan Polytechnic determines that applicants meet the program's admission requirements, they are offered admission based on the date they fully qualify for the program. The earlier students provide the required documents and information for admission to the next intake of the program, the earlier they might be admitted. International applicants apply to a specific intake and acceptance offers may consider study permit processing times.

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.

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 104 Changes to Sask Polytech Admission Requirements and Selection Criteria
Policy 121 Program Deferral, Suspension, Deletion and Reinstatement
Policy 602 Health and Safety
Policy 705 Education and Employment Equity
Policy 1211b Student Conduct (Non-academic)
Policy 1214 Tuition and Fees