



POLICY STATEMENT

Policy Name	Admissions		
Policy #	#1217	Category	Student Services
Policy Sponsor	Associate Vice-President, Student Services	Previous Revision Date	October 26, 2012
Policy Approved by	President & CEO	Issue or Revision Date	July 25, 2019
Procedures Approved by	Provost & Vice-President, Academic	Review Date	June 2024

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to govern the standards to admission into programs at Saskatchewan Polytechnic.

SCOPE

This policy applies to all applicants, students and programs at Saskatchewan Polytechnic. Certain programs (e.g., those designated High Demand programs, the Saskatchewan Collaborative Nursing Program, and Literacy and Adult Education programs) may be granted an exception to this policy at the approval of the Registrar.

GUIDING PRINCIPLES

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

1. Recognizing the diversity of the people of Saskatchewan;
2. Providing learning opportunities for adults and promoting life-long learning;
3. Providing reasonable assurance that applicants admitted to Saskatchewan Polytechnic programs will be successful;
4. Ensuring that access to Saskatchewan Polytechnic programs is as broad and fair as possible; and
5. Clearly identifying and consistently applying standards of admission.

POLICY

1. Admission criteria for programs shall be established that consider academic rigor, curriculum content, industry regulatory and accreditation standards and other factors directly related to a student's success in the program. This may include, without limitation, an applicant's professional and academic history, evidence of good character, and consideration of the applicant's previous academic or non-academic record at Saskatchewan Polytechnic or other academic institutions.

2. Saskatchewan Polytechnic admits students to the majority of its post-secondary programs on a first-qualified, first-admitted (FQFA) basis.
3. A limited number of programs are designated as high-demand and applicants will be considered on the basis of specific admission requirements and additional selection criteria, as approved by the Provost & Vice President, Academic.
4. Saskatchewan Polytechnic is responsive to its principles of education equity (see Education and Employment Equity Policy # 705). Admissions for the majority of programs include a designated percentage of seats reserved for students who meet approved equity criteria.
5. Approved seat capacities are established for regularly delivered programs, which may also include approved overages for domestic and international students (subject to feasibility review).

DEFINITIONS

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 women, persons with disabilities and Indigenous persons.

First Qualified First Admitted (FQFA) Admission Process: This process is used for the majority of Saskatchewan Polytechnic programs. When Saskatchewan Polytechnic determines that students 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 begin their studies. International applicants apply to a specific intake and acceptance offers may consider study permit processing times.

High Demand Admissions Process: This process is used for programs designated high-demand when there are consistently more applicants than spaces available at each Saskatchewan Polytechnic location at which they are offered. High-demand programs have admission requirements plus additional selection criteria.

International Applicant: A student with a valid permit to study in Canada.

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

RELATED POLICIES

Education and Employment Equity Policy # 705

Tuition and Fees # 1214