



Procedures

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	Revision Date	July 25, 2019
Procedures Approved by	President & CEO	Review Date	June 2024

See the related [POLICY](#).

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

PROCEDURES

1. Admission procedures that are fair, consistent and provide for timely notice to applicants shall be established for all programs and are posted on the Saskatchewan Polytechnic website.
2. In order that a program be considered for the high-demand admission process, the number of qualified applications must be at least 2.5 times the seat capacity, at each Saskatchewan Polytechnic campus location where it is offered, for two consecutive years.
3. Program applications to be designated for the High Demand Admission Process are reviewed annually and must meet the approval of the dean. Meeting the criteria does not automatically designate a program as high demand.
4. On an annual basis programs establish domestic and international enrolment targets. To achieve these targets Saskatchewan Polytechnic will admit both domestic and/or international students through standard application processes. International applicants may be considered for admission within or above the seat capacity for the program, and to programs that are not filled by those given priority consideration.
5. Provision may be made to admit domestic and/or international students above the program seat capacity, as space permits.
6. Refugee claimants with study permits are considered international students for seat capacity purposes, but pay domestic tuition rates (see Tuition and Fees Policy 1214).
7. For all purposes, Refugees with approved claims, having Permanent Resident status, are fully considered domestic students.
8. The designated numbers of equity seats for the program intake (if applicable) are filled to the greatest extent possible.
9. Special admission is available for most first-qualified first-admitted (FQFA) programs for applicants who do not possess the standard academic qualifications. Evidence of probable success is established through a special admission assessment. Criteria for special admission include standardized tests and/or proof of previous success through completion of 15 credit units or more of post-secondary courses, and are posted on the Saskatchewan Polytechnic website. Special admission does not apply to designated high-demand programs.