



## Procedures

Policy Name	<b>Changes to Saskatchewan Polytechnic Admission Requirements and Selection Criteria</b>		
Policy #	<b>104</b>	Category	<b>Student Services</b>
Policy Sponsor	<b>Associate Vice-President, Student Services</b>	Previous Revision Date	<b>N/A</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>November 3, 2021</b>
Procedures Approved by	<b>Provost &amp; Vice-President, Academic</b>	Review Date	<b>See Policy Review Date or As Required</b>

See the related [POLICY](#).

### PROCEDURES

1. Admissions and selection criteria revisions must be approved by Academic Council at least one year in advance of proposed changes taking effect.
2. Proposed revisions should be submitted to Academic Council no later than April of the year prior to the effective academic year.
3. Where proposed revision(s) would effectively remove barriers to access, the one-year timeline for changes may be waived by Academic Council.
  - a. These changes must be made in consultation with the Director of Enrolment Services and Registrar.
  - b. The changes, to be supported, must be applied equitably to the applicant pool.
4. Approval of the changes will be made as per Policy 101 Academic Authorities Grid.
5. Proposal revisions should include a rationale for changes along with details on the admission requirements of other polytechnics with comparable programs.

### RELATED POLICIES/DOCUMENTS

Policy 101 Academic Authorities Grid  
 Policy 705 Education and Employment Equity  
 Policy 1217 Admissions