

## 1.0 PROCEDURE ELEMENTS

### 1.1 Definitions

#### **Canadian Applicant**

A Canadian applicant is a person who is a Canadian citizen, Permanent Resident or Convention Refugee in Canada.

#### **International Applicant**

An international applicant is a person who requires a Study Permit to study in Canada or who is in Canada on another Temporary Resident Visa (TRV).

#### **Conditional Offer**

An offer granted to qualified applicants whose academic requirements are in progress or lack final, official documents.

#### **Final Offer**

An offer granted to qualified applicants whose application requirements are complete.

#### **Other Admission Requirements**

Non-academic requirements such as, but not limited to, an audition, portfolio, writing assessment, skills assessment, statement of intent, volunteer experience record, and academic and personal references.

#### **Post-secondary Course**

Any credit course completed at a post-secondary institution recognized by the Office of the University Registrar.

#### **University-level Course**

Any credit course that is either completed in or deemed transferrable to an undergraduate degree program at a post-secondary institution recognized by the Office of the University Registrar.

### 1.2 Applications

1.2.1 Applicants may identify up to two program choices on a single application. Program choices should be ranked in order of priority.

1.2.1.1 Programs will be assessed consecutively. The second program choice is only considered if the applicant is deemed ineligible or placed on a waitlist/rank list for their first choice program, or request that their second choice program be considered first.

1.2.1.2 Applicants who wish to be considered for an additional program choice beyond those identified on their application, they must submit a new application and application fee.

1.2.2 In the event that more than one application is submitted in an intake term, the application with the most recent application date is considered the active application, and all previous applications will be withdrawn.

1.2.3 Applicants who wish to change the program campus location must submit their request to the OUR by the published application deadline for their program.

### 1.3 Evaluation of Applications

1.3.1 Ministry-approved Programs that have only academic requirements, the OUR is responsible for evaluating applications to determine eligibility for admission under one of the categories of admission.

1.3.2 Ministry-approved Programs that have both academic and non-academic requirements, the OUR and the Faculties/Schools share responsibility for evaluating applications to determine eligibility for admission. The OUR evaluates all academic requirements and the Faculties/Schools evaluates all non-academic requirements unless delegated to the OUR. The Faculties/Schools must have a clear and transparent evaluation tool/methodology for assessing applications and awarding an admission score.

### 1.4 Admission Categories

1.4.1 Regular Admission: To be eligible for Regular Admission, applicants must present one or more of the following as stated in the program specific admission requirements:

1.4.1.1 a high school diploma (or equivalent);

1.4.1.2 required Grade 12 subjects (or their equivalents);

1.4.1.3 post-secondary credential or courses; and

1.4.1.4 minimum academic averages as specified in the program specific admission requirements.

1.4.2 Mature Admission: To be eligible for Mature Admission, applicants must be a Canadian applicant, at least 20 years of age or older and out of full-time high school for at least twelve (12) months prior to the beginning of the admission intake term unless otherwise stated in the program specific admission requirements. Mature applicants who present post-secondary courses may also have to meet a minimum admission grade point average (AGPA) requirement.

1.4.3 Previous Post-Secondary Admission: To be eligible under this category, applicants must present a post-secondary credential or a minimum of 18 or 24 credits, depending on the program specific admission requirements, and a minimum AGPA.

1.4.3.1 Applicants admitted as a Previous Post-Secondary applicant are required to present all high school subject requirements as stated in the program specific admission requirements.

1.4.3.2 Admission under the Previous Post-Secondary category does not imply that courses or credentials completed at another post-secondary institution will be eligible for transfer credit.

1.4.4 **Returning Student Admission:** To be eligible under this category, applicants must have been a MacEwan University student who was discontinued from their studies (e.g., required to withdraw or an absence of 12 or more consecutive months) and is reapplying to the same program. Applicants must present a minimum AGPA.

1.4.5 **International Student Bridging (ISB) Admission:** To be considered for ISB Admission international applicants lack the required English Language Proficiency (ELP) and/or a high school subject specified in the program admission requirements. The OUR will be responsible for publishing the minimum ELP requirements and a list of eligible programs for ISB Admission.

The ISB category is designed for eligible international applicants to complete the ELP requirement and/or deficient high school subject during their first year of study, while also being eligible to enroll in academic courses and earn credit toward their credential. After successful completion of the ISB, international students can continue as a full-time undergraduate student in their program.

1.4.6 **Probationary Admission:** Programs that include a Probationary Admission category must include the category in the program specific admission requirements and include the specified number of credits the student must take.

To be considered for Probationary Admission, an applicant must meet all stated admission requirements and have been required to withdraw for academic reasons from another post-secondary institution OR have less than the 2.0 admission grade point average required for the Previous Post-Secondary Admission category or fall within the guidelines as outlined by the program in the program specific admission requirements.

If admitted under the Probationary Admission category, the student will be placed on academic probation and must meet a 2.0 term grade point average or higher in their first term of study. If the student does not meet this requirement, the student will be Required to Withdraw. Further, the program may stipulate addition criteria for probationary students.

1.4.7 **Special Admission:** To be considered for Special Admission, an applicant must demonstrate inability to meet admission requirements for all other categories. Special Admission is to be used for only the most exceptional of circumstances. The request for Special Admission is made by the Dean to the University Registrar. The University Registrar will determine if Special Admission is to be granted and, if so, make the offer of admission. Applicants admitted in this category may have further criteria to fulfil as stated in the offer of admission.

1.4.8 **Visiting Student Admission:** To be eligible under this category, applicants are a bona fide student of another university or college and want to register in a course(s) at MacEwan University. Applicants must provide Letter of Permission from their home institution indicating they are a student in good standing and have received permission to register in the course(s) they wish to take.

1.5 Academic Averages

- 1.5.1 Admission average is calculated using the final grades for the high school subjects required for admission under the regular or mature category of admission.
- 1.5.1.1 In the event that post-secondary substitutions are used to fulfill a high school subject requirement, the post-secondary course grade is converted to a percentage grade according to the grade conversion chart for post-secondary substitutions.
  - 1.5.1.2 In calculating the admission average, the high school subjects with the higher grades that satisfy subject requirements are used.
  - 1.5.1.3 High school subjects or post-secondary substitutions that have been repeated, the higher grade is used in calculating the admission average.
  - 1.5.1.4 Applicants presenting Advanced Placement (AP) or International Baccalaureate (IB) courses will have the higher of the either the high school grade or AP/IB grade used in calculating the admission average.
  - 1.5.1.5 The corresponding penultimate grade will be used (e.g., final grade for the applicable Grade 11 subjects) for all required high school subjects in progress when calculating the admission average.
  - 1.5.1.6 For competitive admission programs, the admission average will include those high school subjects completed by June 30<sup>th</sup> for Fall admission intakes and August 31<sup>st</sup> for Winter admission intakes.
- 1.5.2 Applicants presenting an IB Diploma a minimum score of 24 (or applicable score for competitive programs) and the required subjects for their program are eligible for admission under the Regular Admission category.
- 1.5.3 Admission grade point average (AGPA) is calculated on the most recent 18 or 24 credits, taken at a recognized post-secondary institution, as specified in the program specific admission requirements.
- 1.5.3.1 In calculating the AGPA, the post-secondary courses for an entire term will be used to calculate AGPA, where the break point for the required credits (18 or 24 credits) falls during that term.
  - 1.5.3.2 If a post-secondary course has been repeated within the required credits, all grades will be used in calculating the AGPA.
  - 1.5.3.3 For competitive admission programs, the AGPA will include those post-secondary courses completed by April 30<sup>th</sup> for Fall admission intakes and August 31<sup>st</sup> for Winter admission intakes.
  - 1.5.3.4 Post-secondary course completed three or more years prior to the admission intake term may not be used when calculating the AGPA unless otherwise stated in the program specific admission requirements.

1.6 High School Equivalency

- 1.6.1 A General Education Development (GED) certificate is not considered to be equivalent to a high school diploma unless otherwise stated in the program specific admission requirements. The GED may not be used for admission.
- 1.6.2 The OUR is responsible for publishing a chart of acceptable post-secondary substitutions that may be used in place of a required high school course. Post-secondary substitutions are automatically applied unless otherwise specified in the program specific admission requirements.

1.7 Offers of Admission.

- 1.7.1 Conditional Offers are granted to qualified applicants whose academic requirements are in progress or lack final, official documents at the time of admission.
  - 1.7.1.1 Applicants must submit all final, official documents by the published deadline.
  - 1.7.1.2 Applicants must maintain their academic averages or admission scores when all final, official documents are received.
  - 1.7.1.3 Applicants must fulfill any other conditions outlined in their conditional offer of admission by the published deadline.
  - 1.7.1.4 Applicants who fail to fulfill conditions of their conditional offer of admission by the published deadline may have their offer of admission withdrawn.
- 1.7.2 Final Offers are granted to qualified applicants whose applications are complete at the time of admission. Final Offers are also granted to applicants with a Conditional Offer who have subsequently fulfilled all conditions outlined in their offer letter.

1.8 Program Waitlists/Rank Lists.

- 1.8.1 Waitlists are used for programs that utilize a first qualified, first admitted admissions method. All applicants who meet the program specific admission requirements after the program is deemed full are placed on a waitlist. Applicants are ordered based on the date of qualification.
- 1.8.2 Rank lists are used for programs that utilize a competitive admissions method. All applicants who meet the minimum program specific admission requirements, but not the competitive academic average or admission score are placed on a rank list. Applicants are ordered based on their competitive academic average or admission score.
- 1.8.3 Applicants on a waitlist/rank list will be offered admission as space becomes available in the program or the competitive academic average or admission score is determined as may be the case.
- 1.8.4 Waitlists/rank lists are valid only for the current admission intake. Applicants who remain on a waitlist/rank list at the conclusion of the intake and wish to be considered for admission in a future term must submit a new application and application fee.

## 2.0 RELATED POLICIES, FORMS AND OTHER DOCUMENTS

- Admissions Policy
- Admission Procedure

## 3.0 ACCOUNTABILITY

### Office of Administrative Responsibility

Office of the University Registrar

## 4.0 HISTORY

### Relevant Dates

Approved: **18.05.22**

Effective: **18.10.16**

Next Review: **23.10.16**

### Modification History

**18.05.22:** New procedure approved by Academic Governance Council – Executive Committee motion EC-03-05-22-2018.