

### 21.01 Admissions

### POLICY

#### 1.0 PURPOSE

- 1.1 NSCC's Admissions Policy reflects and represents the College's access and learning-centered approach to education. It shall establish consistent standards and process, and be equitable and transparent.
- 1.2 Stewardship and implementation of the Admissions Policy is the responsibility of the Director, Recruitment and Admissions in partnership with Academic Schools, Campus Management, Student Services, and other senior leadership.

#### 2.0 DEFINITIONS

- 2.1 **ADMISSION REQUIREMENTS** are the set of specific requirements and/or credentials that an applicant must have before being eligible to receive an offer of full admission to a program. They vary by program, and may include a high school diploma, specific academic courses (e.g. high school physics, biology, etc.), letters and other documentation, criminal record, vulnerable sector or child abuse registry checks, age requirements, and the completion of auditions and interviews.
- 2.2 **ADVANCED STANDING** refers to an academic status granted by NSCC to a student who holds a sufficient number of equivalent credits from a post-secondary institution to meet all program learning outcomes for the first academic year of a 2 year program.
- 2.3 **APPLICANT** refers to anyone applying to College programs or courses.
- 2.4 **INTAKE** refers to an instance of a program offering at a specific campus for a specific term. There may be multiple intakes per academic year.
- 2.5 **MATRICULATION** is the administrative process by which an applicant is upgraded to student status, based on successful completion of all academic and financial responsibilities.
- 2.6 **MATURE APPLICANT** refers to a person who is at least 19 years of age at the time of application, has been out of high school for at least one year, and has not completed a high school diploma or equivalent.
- 2.7 **PROGRAM SECTION** means an offering of a specific program at a specific campus location. There may be multiple sections of a program located at one or more campuses.
- 2.8 **WAITLIST** is an ordered list that is created and maintained for a program section that has no remaining open seats for new students. As new seats become available, offers are made to applicants on this list.

#### 3.0 POLICY

##### 3.1 Priority of Admission

- a. Unless a program's admission requirements state otherwise, NSCC makes offers of admission to eligible applicants in order of application completion date, prioritized according to citizenship and residency.

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- b. Applications are considered complete for the purposes of admission priority when all application-related documentation is received by NSCC Admissions. This documentation includes, but is not limited to, application forms, application fees, official final transcripts, evidence that any outstanding admission requirements will be met before the specified conditional deadlines, and any other materials dictated by the admission requirements of the relevant program(s).
- c. Applicants are considered eligible for an offer of admission when they have submitted complete applications and have met all other admission requirements, which may include but are not limited to, auditions, interviews, portfolio evaluations, criminal record, vulnerable sector or child abuse registry checks etc.
- d. Applicants are assessed for admission in order of application completion date, beginning on November 1 for the following academic year.
- e. NSCC may make a conditional offer of admission prior to the successful completion of one or more of the published admission requirements. The conditions and deadline for their fulfilment shall be communicated when the offer is made. If the conditions are not met by the deadline, the offer shall be revoked.
- f. If all seats in a given program section are filled, subsequent applicants will automatically be placed on a waitlist in order of application completion date.
- g. NSCC prioritizes offers of admission on the basis of citizenship and residency. Offers are extended first to Canadian citizens and permanent residents living in Nova Scotia (i.e. with a permanent mailing address in Nova Scotia), second to Canadian citizens and permanent residents living outside Nova Scotia, and finally to individuals who are not citizens or permanent residents of Canada. Offers will be extended to out of province and international applicants who applied prior to January 1, for programs that are not anticipated to be fully subscribed. Offers on applications received after January 1 are made in order of original application completion date, regardless of citizenship or residency.

### 3.2 Diversity and Inclusion

- a. NSCC is committed to improving access to post-secondary education and to fostering a diverse college culture and community. The College may designate one or more reserved seats in each program section, prioritize or offer guaranteed seats to applicants who meet certain criteria, and establish Memoranda of Understanding (MOU) with provincial and community groups and organizations.
- b. One seat shall be designated in each program section for an applicant who self-identifies as an African Canadian resident of Nova Scotia.
- c. One seat shall be designated in each program section for an applicant who self-identifies as an Aboriginal resident of Nova Scotia.

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- d. Designated seats shall not be reserved beyond May 1 for programs beginning in September, or beyond a date four months prior to the beginning of programs with non-September start dates.
- e. An active student in the Adult Learning Program (ALP) or English for Academic Purposes (EAP) program who submits an application for a new program choice shall be assessed for admission based on the original ALP or EAP application completion date, provided the new application is complete at the time of submission. An applicant who formally withdraws or is discontinued from the ALP or EAP program forfeits this prioritized date.

### 3.3 Admission Requirements

- a. A program's admission requirements shall be relevant to an applicant's success in the program, applied consistently across program locations, and capable of objective assessment. Only requirements that meet these criteria shall be used in the assessment of an applicant's qualifications.
- b. The Academic Dean is responsible for setting admission requirements. Changes to admission requirements shall be made in collaboration with the College Registrar and the Director, Enrolment and Registrar.
- c. Changes to admission requirements shall be published at least one year before the intake in which they are to take effect, barring exceptional circumstances determined by the Director, Enrolment and Registrar.
- d. Applicants may be required to demonstrate proficiency in the English language prior to acceptance, regardless of country of origin or citizenship status.
- e. All admission requirements and NSCC-approved English language assessment tests (and their required passing scores) shall be published on the NSCC website. In the case of disagreement between the website and any other published source, the requirements published on our website shall be considered correct and official.

### 3.4 Assessment

- a. NSCC Admissions shall assess applications and applicant qualifications according to objective, transparent guidelines. Non-academic requirements (including, but not limited to, auditions, interviews, letters of intent and recommendation, portfolios, resumes, and skill tests) and equivalencies shall be assessed in a manner that ensures consistency and fairness and may involve referrals to and/or feedback from the Academic Schools and Campuses.
  - i. Applicants who do not meet the published admission requirements for a program, including completion of the Nova Scotia High School Graduation Diploma (e.g. certain private secondary credentials, mature applicants, applicants who have been homeschooled, applicants with Individual Program Plans on their high school

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transcripts) will be assessed on an individual basis. Assessment shall be based on established equivalencies and may involve additional testing and/or fees. Specific academic course prerequisites may not be waived in this manner.

- b. Applicants holding a sufficient number of equivalent credits from a post-secondary institution to meet all program learning outcomes for the first academic year of a two-year program may be eligible for Advanced Standing.

### 3.5 Acceptable Documentation

- a. To ensure consistency and quality of service, all application-related documentation except for official French transcripts from Nova Scotia public high schools must be submitted in English.
- b. An “official” transcript bears a signature and stamp or seal from the issuing institution, and is issued in a sealed envelope. Transcripts that are electronically transmitted/sent to NSCC Admissions directly from the issuing institution or authorized body, or which are photocopied at an NSCC campus and signed and dated by the Registrar may also be considered official for the purposes of assessment.
- c. Applicants using international credentials to meet admission requirements may be asked to submit documentation to an NSCC-approved credential verification service provider to be evaluated for equivalency.
- d. It is the applicant’s responsibility to ensure that all submitted documentation is truthful, complete and correct. This includes, but is not limited to: applications, transcripts, academic records, portfolios, letters of intent, resumes and citizen and residency documentation.
- e. NSCC reserves the right to withdraw an offer of admission, place a temporary or permanent ban on applying for admission, prohibit registration, rescind College credentials, and/or suspend or dismiss a student who presents fraudulent documents.

### 3.6 Appeals, Deferrals, and Readmission

- a. NSCC is committed to ensuring fair and equitable treatment of all applicants. Admission appeal and deferral processes provide applicants with formal means to appeal admission decisions that deny them access to program offerings and to defer an offer of admission to a future intake.
- b. Applicants who believe they have been unjustly denied admission due to an error in process or who believe that they deserve special consideration due to mitigating circumstances may discuss the matter with NSCC Admissions immediately upon receipt of their admission decision.
- c. If a satisfactory resolution cannot be achieved, applicants may submit a written appeal to the Director, Enrolment and Registrar, for review. Appeals of admission decisions must be submitted within 4 weeks of the date of issue on the notification of an admission decision.

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- d. The letter of appeal must include the decision that is being appealed, a statement of the grounds for the appeal, a detailed account of the circumstances relating to the appeal, and copies of any relevant documents.
- e. The decision of the Director, Enrolment and Registrar (or designate), is final and binding.
- f. An applicant with an active offer of admission may submit a written request to defer enrolment in a program to the next intake of the same program at the same campus. The written deferral request must be submitted to NSCC Admissions. An offer can only be deferred once. Fees and deposits paid prior to the deferral will be forfeited.
- g. The admission appeal and deferral processes will be published annually on the NSCC website.
- h. Any applicant who has previously been enrolled and is not currently active in a program but who has not completed all credits from the first semester of the academic program must submit a new application to NSCC Admissions. New applications will be subject to current admission requirements.

### 3.7 Program Cancellation

- a. In the event that an Academic School cancels a program intake after offers of admission have begun, an NSCC representative will contact all applicants to explain the cancellation and to advise them of their options.

### 3.8 Privacy

- a. Information collected from applicants will be used in conjunction with College practices for internal use and will not be disclosed to third parties, except in compliance with the Freedom of Information and Protection of Privacy Act, as amended, or such other statute as may supplement or supersede the same, or as otherwise required by law.
- b. Documents submitted for the purpose of assessment and evaluation become the property of NSCC and will not be forwarded to external sources or returned to the applicant. Reasonable effort will be made by the College to contact applicants regarding the return of portfolio documents and files.
- c. NSCC shall store information and documentation provided by applicants in a safe and secure manner at all times, and shall not expose applicant records to unreasonable risk or unauthorized access.
- d. All NSCC applicant information is stored electronically. NSCC shall retain an applicant's physical (paper) file for a period of fourteen days following processing. After 14 days, all paper records will be destroyed. Financial transaction records will be retained for a period of seven years in accordance with the Canada Revenue Agency.

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