



<b>Policy:</b>	<b>E-2.1</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	<b>November 22, 2004</b>
<b>Advice by Ed Council:</b>	<b>Sep. 20, 2004</b>
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<b>Policy Holder:</b>	<b>VP Education &amp; Student Services</b>

## ADMISSION

### Purpose / Rationale

The purpose of this policy is to define the criteria and conditions for admission to Camosun College and its programs.

### Scope / Limits

1. This policy applies to all domestic and international applicants seeking admission to Camosun College credentialed programs.
2. Programs specifically intended to prepare students for direct entry into upper levels of further or advanced programs at partner institutions shall be governed by the admission requirements of those institutions.

### Principles

1. The College will establish program admission requirements of both an academic and non-academic nature that will optimize students' access and success.
2. As defined in the College's *Mission Statement and Values* (see link), Camosun College is committed to providing our community with access to the knowledge and skills relevant to the future economic and social development of the region.
3. Camosun College is committed to meeting the diverse needs of its community and may therefore tailor its admission criteria to support demonstrated community need or to enable appropriate partnerships.
4. As defined in the College's *Strategic Plan* (see link), Camosun College is committed to integrating a diverse, international perspective into its community and curriculum and will provide opportunities for international students to study at Camosun College
5. The College will accept valid and/or official documentation that demonstrates students' qualifications for entry to the College and its programs.
6. The College reserves the right to limit application to oversubscribed programs.
7. The College reserves the right to deny admission.

## A. GENERAL COLLEGE ADMISSION

1. To be admitted to the College, applicants must qualify as either *domestic* students or *international* students.

### a) Domestic Students

Applicants who are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents, or convention refugees.

### b) International Students

Applicants who are not domestic students who meet the guidelines established for international students studying in Canada by *Citizenship and Immigration Canada* (see link).

2. All applicants must be high school graduates or 19 years or older at the start of the student's first academic term unless special admission is granted.
3. Applicants must indicate an intended primary program of study and will be given an opportunity to identify an alternate program of study.

## B. PROGRAM ADMISSION

1. Applicants must be deemed qualified in order to be admitted into a program.
2. Admission to programs will be granted on a "first qualified, first served" basis.

## C. SPECIAL COLLEGE ADMISSION

### 1. British Columbia (BC) and Yukon High School Students

Provisional program admission will be granted to BC high school applicants who apply for Fall admission in their Grade 12 year on the basis of interim high school grades to determine whether students meet the qualifications for program admission. If any final high school grades fall below program admission requirements, applicants will be deemed ineligible for admission and advised on how to meet admission requirements.

### 2. Underage Applicants

The College may consider granting special admission to underage applicants on an individual basis, subject to the following:

- a) Underage *domestic* applicants must include in their application written consent from a parent or guardian and letters of support from individuals who are familiar with the applicant's circumstances (such as a school principal or health care provider).
- b) Underage *international* applicants are subject to the guidelines established by *Citizenship and Immigration Canada* (see link).

### 3. Visiting Students

Visiting students are students who are enrolled at other post-secondary (sending) institutions and are taking courses from Camosun College to grant them credit toward a credential at the sending institution. To be admitted as a Visiting Student, applicants must submit a “Letter of Permission” from a sending post-secondary institution and must meet General College admission criteria and all prerequisites for each Camosun College course in which they are seeking enrollment.

#### **4. Reciprocal Exchange Students**

Students, either domestic or international, may be admitted to Camosun College under a reciprocal exchange agreement established between the student’s home institution and Camosun College.

#### **D. LINKS TO RELATED POLICIES AND WEBSITE**

[G-2.1 Strategic Plan](#)

[G-2.2 Mission Statement and Values](#)

[Citizenship and Immigration Canada](#)