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## Admission Procedure

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## Objectives

This Procedure applies directly to BCIT Policy 5003, Admissions. Its purpose is to describe processes and criteria by which BCIT personnel assess applications or change requirements for acceptance into BCIT programs of study.

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## Application

This policy applies to:

- All prospective students who are seeking acceptance into BCIT programs of study
- The Registrar, Deans, Directors, and Instructors and other BCIT employees responsible for evaluating student applications.

### 1. General Entrance Requirements

#### 1.1. Changes in Admission Entrance Requirements

BCIT program entrance requirements are approved through the Institute's program approval process or program update process.

#### 1.2. Student Documentation

- For validation of senior secondary school graduation or equivalent, BCIT requires official documentation prescribed by the Ministry of Education.
- BCIT considers only English language documents or certified translations of documents in other languages, in the application process.

- Applicants provide documents at their own expense. Documents will not be returned and will become the property of BCIT.

### 1.3. Re-application for Admission

In order to be considered for acceptance, unsuccessful applicants (i.e. those applicants not accepted, and those waitlisted for technology programs) must re-apply for subsequent intakes.

### 1.4. Readmission

- Students who interrupt their full-time studies may apply to re-enter their program at a future date. Re-admission may depend on seat availability, time elapsed since enrolment, the successful implementation of a plan resolving previous academic difficulties, suitability of program selection, and other admission criteria.
- Where a program has made significant changes to the course material, the student may be required to repeat courses and/or complete additional courses.
- To request re-admission to the Institute, an application form must be completed and submitted to Admissions.

## 2. Application Processing Dates

### 2.1. Technology Programs

BCIT will acknowledge receipt of applications as received; processing begins after the following dates.

Intakes (Class Starting Dates)	Processing Begins
January	June 1 <sup>st</sup> - previous year
April	October 1st - previous year
August	October 1st - previous year
September	October 1st - previous year
* Exceptions –	
Medical Radiography	January 1 <sup>st</sup> - previous year

### 2.2. Trades / Technical Studies Programs

Due to the nature of the Trades and Technical Studies programs and their delivery methods, BCIT processes applications to these programs year round.

## 3. Prior Learning and Formal Transfer Arrangements

### 3.1. Waiving Residency Requirement

Students with less than the minimum BCIT residency requirement should contact their dean's office for consideration.

### **3.2. Transfer Credits**

- Transfer credits (TCR) may be granted in recognition of course work completed at other post-secondary institutions. The courses must have similar outcomes.
- Applications for transfer credit to be granted for course work completed at other post-secondary institutions must be supported by official transcripts and course outlines.
- The course work for which the student is requesting transfer credit must be related to the student's program of studies at BCIT. It must be comparable in breadth and depth in its essential elements to the specific BCIT courses to be credited. Some programs may stipulate a currency requirement.
- Applications for transfer credit will be assessed by the program area with guidance from the British Columbia Transfer Credit Guide.
- Transfer credit will be awarded based on the assessment already done and the grade already granted by the sending institution whose learning outcomes have been deemed equivalent to the requested course within the student's chosen BCIT program.
- Previously awarded transfer credit may not apply in a new term for which the student is entering, if a break in the student's training occurs. This is due to possible changes in curriculum, or the course credit becoming outdated. In this case, students may be required to reapply for previously awarded transfer credit.
- Credits used for entrance requirements into a BCIT program (or subsequent ladder program) may only be used as transfer credit to a maximum of ten percent (10%) of the total program credits.
- The deadline for submitting a course credit / exemption application form is 14 calendar days after the commencement of classes. Late applications will only be accepted if the associate dean provides written authorization to Student Records prior to the deadline. Program areas may set a limit on the number of individual course credits allowed before the student must become an Advanced Placement applicant.
- When a student is awarded transfer credit for an individual course, their transcript will show a grade of "TCR". When a student is awarded credit for a group of courses or a substantial portion of their program, the description on their transcript will read "Bulk Credit" followed by a grade of TCR. In both cases, the transcript will show the credits awarded.

### **3.3. Multiple Credentials**

#### **A. General**

- BCIT encourages students to pursue multiple credentials and may, with limits, apply previously earned credits towards new credentials of the same or higher levels.
- In programs with two or more options, students completing one option may pursue subsequent options within the same program, subject to the guidelines outlined below.
- The Institute aims to provide students with the most expedient path towards completing credentials.

- Students with credit for required program courses (earned at BCIT in a prior credential) may apply for credit towards their new program, or may be required to complete alternative courses to satisfy program requirements. The final decision to recognize prior credit and/or determine suitable alternative program courses rests with the program area.
- Academic residency requirements, as described in Section 3.1 of the accompanying Policy 5003, apply to the earning of multiple credentials.

**B. Guidelines**

Certificates and more advanced credentials:

- A maximum of 50% of the credits for an additional credential may be awarded through previously earned BCIT credits, transfer credits, or a combination of the two.

Associate Certificates and Industry Partnership Certificates:

- A maximum of 75% of the credits for an additional credential may be awarded through previously earned BCIT credits, transfer credits, or a combination of the two.

Subsequent options of the same credential:

- Previously earned BCIT credits may be fully transferred toward a subsequent option of the same credential.
- Students will be required to turn in their previously earned credential in exchange for a new credential recording the completion of all applicable and earned options.

**3.4. Advanced Placement**

- Those students who have successfully completed academic study at another institution or another BCIT program, can apply for Advanced Placement. Currency of past course work and related work experience may be considered in determining suitable placement.
- Students receiving Advanced Placement approval may be given full or partial block credit rather than individual course credit.
- All decisions to admit an Advanced Placement applicant must be justified with appropriate documentation. Thorough assessment of academic history and work experience must be done, and consultation with teaching departments is required if there are prerequisite courses for the level of entry.
- Approval of Advanced Placement applicants will be made by the Advanced Placement and Degree Completion Office upon recommendation of the program associate dean and/or program head(s) / chief instructor(s).

**3.5. Prior Learning Assessment and Recognition (PLAR) Responsibilities****A. The Student**

- 1) Assesses the curriculum for the course(s) for which they wish to receive credit.
- 2) Considers the impact of PLAR credit on all aspects of their student status, e.g. tuition fees and the eligibility for student assistance and awards.
- 3) Contacts the program contact person and requests PLAR credit, if PLAR is available for the requested courses(s).
- 4) Pays PLAR fee.
- 5) Produces documentation, completes assessment, etc. as required.
- 6) Individuals who have received a failing grade in a course shall not be permitted to re-try the failed course through PLAR for a one year period following the conclusion of the term

in which the failure was recorded.

**B. The Program**

- 1) Determines the course(s) eligible for PLAR credit.
- 2) Determines the appropriate assessment technique(s) to assess competence for the courses for which PLAR credit is available.
- 3) Sets appropriate fees to cover costs of the assessment and administrative process of PLAR.
- 4) Maintains paper record of materials supporting the PLAR assessment of the student.
- 5) Processes the online PLAR form in accordance with school and institute policy.
- 6) Assesses competence based on the published outcomes of the course(s).
- 7) Assigns grade on the same basis by which the course is assessed for students attending classes (% or S/U).
- 8) Completes PLAR form and sends for approvals.
- 9) Files supporting documentation for assessment in student file.

**C. Program Head/Chief Instructor/Associate Dean**

- 1) Approves PLAR credit.
- 2) School determines appropriate academic approvals for PLAR (# and status).
- 3) Issues letter to student indicating results of assessment.

**D. Student Records**

- 1) Files PLAR form in student file.
- 2) Makes notation (SL or %L) to student's transcript record if credit is granted.
- 3) Unsuccessful PLAR assessment is not recorded on student transcript.

**3.6. Formal Transfer Arrangements**

Outlined below are general guidelines to be used by programs in establishing a program transfer arrangement. These guidelines are not intended nor should they contradict any formal provincial arrangements.

1. Copies of the transfer arrangements and subsequent changes must be forwarded to the Registrar, Director of Student Services and the appropriate associate dean(s).
2. At least once per year the program at BCIT will initiate a review of the transfer arrangement to:
  - Update course outlines
  - Determine the number of transfer students
  - Discuss course changes
  - Review transfer students' progress at BCIT
  - Review the duration of the transfer arrangement
  - Discuss other matters of mutual concern.
3. A transfer arrangement and subsequent changes are formalized in writing by the dean and reported for information to Education Council.
4. The following will be mutually agreed upon by the other educational institution and BCIT, and it will be stated in writing:
  - The number of students
  - The portion of the program offered in the other educational institution
  - The length of time for which the transfer arrangement is valid
  - The deadline for informing BCIT of the number of transfer students
  - Cancellation protocols.

5. The following must be taken into consideration when setting up formal transfer agreements:
  - The number of required graduates
  - The financial impact to BCIT (e.g. BCIT faculty liaison time, workload, and travel costs)
  - Concurrence with BCIT residency requirements.
6. The BCIT teaching departments whose courses are to be offered at the other educational institutions will participate in the transfer program planning process.
7. BCIT and the other educational institutions will exchange course outlines of the complete program and, where appropriate, will provide copies of handouts, examinations, bibliographies, recommended textbooks, etc.
8. Upon the cancellation or expiration of a transfer agreement, all intellectual property rights will revert to the originating institution.
9. Students who successfully complete the portion of the program agreed upon between another educational institution and BCIT are guaranteed admission to BCIT for completion of their program.
10. Students who complete some, but not all, of the other educational institution's program may apply for an individual assessment of courses eligible for transfer credit, advanced placement, or bulk transfer. Admission into a BCIT program is not guaranteed for these students.

#### 4. Restrictions / Confidentiality

##### 4.1. Fraudulent Documents – Re-applying after Expiration of a Ban

Following the expiration of a ban imposed as the result of the submission of fraudulent documents, an applicant may wish to re-apply to BCIT. The applicant must request in writing to re-apply to the Registrar. Permission is not automatic.

The Registrar, in consultation with the relevant associate dean, will decide whether or not the applicant will be permitted to re-apply for admission.

##### 4.2. Inactive Applicant Files

All inactive applicant files will be destroyed one year after the relevant intake, to maintain the confidentiality of applicant personal information.

#### Forms Associated With This Procedure

None

#### Amendment History

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|----|---------|-------------|
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