

# Admissions and Recognition of Prior Learning

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## Policy Statement

The Admissions and Recognition of Prior Learning policy is guided by a commitment to academic excellence, inclusivity, and equitable access. The Policy aims to:

- Establish admission criteria for BCIT programs intended to support the potential for academic and career success.
- Seek applicants from diverse backgrounds who would benefit from and contribute to BCIT.
- Actively eliminate barriers and discrimination, in accordance with the *Human Rights Code*, ensuring that individuals from diverse backgrounds have equitable opportunities to pursue post-secondary education.
- Establish transparent, holistic, and accessible criteria for admission consideration into programs.
- Incorporate measures to foster Indigenous inclusion, recognize Indigenous knowledge, and support Indigenous applicants.
- Create a culturally safe and inclusive environment that supports the success of students while ensuring the confidentiality of self-identification information.

## Purpose of Policy

The purpose of the Admissions and Recognition of Prior Learning policy is to provide guidance for the evaluation of applicants and their prior learning, considering diverse criteria that reflect their readiness for study and potential to succeed academically and professionally.

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## Who This Policy Applies To

This policy applies to applicants for admission, students seeking recognition of prior learning, BCIT programs, and BCIT employees administering admissions and recognition of prior learning.

## Related Documents and Legislation

### Federal

*Constitution Act, 1982*

*Immigration and Refugee Protection Act, SC 2001, c 27*

Canadian Association for Prior Learning Assessment: Quality Assurance for the Recognition of Prior Learning in Canada, 2015

Truth and Reconciliation Commission of Canada: Calls to Action, 2015

### Provincial

*College and Institute Act, RSBC 1996, c 52*

*Criminal Records Review Act, RSBC 1996, c 86*

*Declaration on the Rights of Indigenous Peoples Act, SBC 2019*

*Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165*

*Human Rights Code, RSBC 1996, c 210*

BC Council on Admissions and Transfer [BCCAT]: Policies 1A, 3A, 3B.2, Principles and Guidelines for Transfer

### BCIT

Policy 2300, Fees and Charges

Policy 2502, Signing Authority

Policy 5102, Student Code of Conduct (Non-Academic)

Policy 5104, Student Code of Academic Integrity

Policy 5402, Program Review

Policy 5405, Program Suspension and Cancellation

## Definitions

Definitions are incorporated within the policy.

## Duties and Responsibilities

Included within Policy.

## 1 Admission Categories

### 1.1 Graduate

“Graduate admissions” refers to the application and evaluation process for admission to graduate-level academic programs.

### 1.2 Undergraduate

“Undergraduate admissions” refers to the application and evaluation process for admission to undergraduate-level academic programs.

### 1.3 Skilled Trades

“Skilled Trades admissions” refers to the application and evaluation process for admission to skilled trades-level educational programs or training.

### 1.4 Preparatory

“Preparatory admissions” refers to the application and evaluation process for preparatory or foundational programs designed to facilitate entry into undergraduate or skilled trades-level programs.

## 2 Admission Requirements

Admission requirements are designed to identify individuals who have the potential to succeed academically and professionally. Applicants must meet the minimum admission requirements for acceptance at BCIT. Specific admission requirements for individual programs will be clearly defined and communicated in program admissions information.

Admission assessment methods will be adapted to meet the needs of students with diverse abilities and needs. When appropriate, accommodation will be made with respect to the admission process.

### 2.1 General Admissions

Applicants to BCIT must satisfy one of the following:

- Completed British Columbia secondary school graduation or equivalent; or,
- At least 18 years of age and have been out of the secondary school system for a minimum of one year.

Applicants who do not satisfy the general requirement will be required to prove proficiency through alternate assessments or educational agreements.

### 2.2 Academic Requirements

Applicants must satisfy the minimum education requirements to be considered for admission. Academic requirements are determined by the program and approved by Education Council.

### **2.2.1 English Language Proficiency**

All applicants must satisfy a minimum level of English language competency for admission to BCIT.

### **2.3 Non-Academic Requirements**

Some programs require applicants to meet or demonstrate specific non-academic criteria, qualifications, or factors, for admissions consideration. Non-academic requirements are meant to ensure that applicants possess the skills and attributes necessary for success in the program and occupational field.

### **2.4 Recency Requirements**

BCIT may institute a recency requirement on admission requirements where its currency is essential for success in the program.

### **2.5 Changes to Admission Requirements**

Adequate notice of a change to admissions requirements must be provided to prospective applicants. Applicants will have the right to know the admission criteria prior to application opening. All change notices must be approved and published online at least 12 months prior to offering.

BCIT reserves the right to change admission requirements without notice in extenuating circumstances with approval from the Provost and Vice-President, Academic and Registrar.

## **3 Applicant Types**

Applicants are individuals who have applied for admission consideration to BCIT.

### **3.1 General Applicant**

General applicants have completed or are in the process of completing the program admission requirements or equivalent and are applying into entry-level of a program.

### **3.2 Apprenticeship Applicant**

Applicants who are seeking registration in an apprenticeship level.

### **3.3 Advanced Placement Applicant**

Applicants who are applying into an advanced level in a program.

### **3.4 Readmission Applicant**

Applicants whose studies have been interrupted and seek admission consideration to re-enter their program.

### **3.5 Exchange Student**

An exchange student is someone from one of BCIT's approved partner institutions who is participating in an educational exchange or study abroad to BCIT.

### 3.6 Undeclared Student

Undeclared student applicants request to enroll in courses at BCIT without being formally admitted to a program.

### 3.7 Visiting Student

Visiting student applicants are currently enrolled in a program of study at another recognized post-secondary institution and have applied to complete specific courses for transfer credit back to their home institution.

## 4 Applicant Residency Status

### 4.1 Domestic

Applicants who are Canadian citizens or permanent residents of Canada at the time of application.

#### 4.1.1 Indigenous to Canada

BCIT acknowledges that many Indigenous peoples identify with specific and traditional affiliations to their communities. In alignment with Section 35 of the *Constitution Act 1982*, Indigenous peoples refers to First Nations, Métis, and Inuit peoples of Canada. In this policy, Indigenous peoples includes status, non-status, treaty, non-treaty, and Indigenous peoples whose ancestral lands are wholly or partly within Canada, regardless of citizenship. Indigenous applicants who self-identify on their application will be connected to programs and services available to Indigenous students. Indigenous to Canada are domestic applicants.

### 4.2 International

Applicants who are not citizens or permanent residents of Canada at the time of application. Some programs may restrict international applicants.

#### 4.2.1 Refugee Claimants, Convention Refugees, or Protected Persons of Canada

Refugee Claimants, Convention Refugees, or Protected Persons of Canada will be assessed for admission consideration as international applicants.

## 5 Admissions Evaluation Types

BCIT reserves the right to set admission capacity and targets.

### 5.1 Applicant Placement

Meeting the minimum admission requirements does not guarantee admission.

#### 5.1.1 First Qualified Admission

An admissions process that is open to all applicants who meet the specified minimum requirements, without ranking or prioritizing applicants. Admission to a program is performed on a first-qualified, first-accepted basis.

### **5.1.2 Competitive Admission**

An admissions type where applicants are assessed and ranked based on their academic and non-academic admissions requirements. Only a limited number of candidates meeting specific criteria or scoring above a certain threshold are admitted to programs with high demand.

Competitive admission programs will establish criteria for ranking candidates and a selection-ranking rubric to support selection decisions.

### **5.2 Readmission**

The formal process by which a former student who has previously withdrawn or been withdrawn seeks to re-enroll. Readmission may vary depending on the length of absence, academic standing, individual circumstances, and other institutional policies. Readmitted students may be subject to additional conditions or requirements to ensure a successful return to their academic pursuits.

### **5.3 Alternate Admission**

An alternative admissions approach that allows for consideration of applicants who may not fully meet the minimum admission requirements but possess unique qualities, experiences, knowledge, or potential that warrant consideration for admission. Most applicants considered under alternate admissions will be subject to additional evaluation or conditions to support their academic success.

### **5.4 High School Partnerships**

The British Columbia Ministry of Education allows students to take courses or programs at recognized post-secondary institutions while students are in high school. In partnership with school districts in British Columbia, BCIT is committed to supporting opportunities for high school students to enroll in skilled trades, undergraduate, and preparatory level courses through dual credit, transitioning, or other High School Partnership-based programs. High school students must satisfy the minimum admission requirements prior to entry into the program. The primary home institution of High School Partnership students will be their secondary school and school district.

Secondary school applicants may enroll outside of High School Partnership programs in concurrent studies with written consent from a legal guardian and a letter of support from their secondary school.

## **6 Recognition of Prior Learning**

BCIT aims to maximize the recognition of prior learning and is committed to a fair, consistent, and reasonable evaluation process. Students may be granted academic credit toward a BCIT credential for prior successful academic studies at other recognized educational institutions, and for life or work experience.

### **6.1 Academic Residency Requirement**

To satisfy academic residency requirements for a BCIT credential, a student must satisfactorily complete a minimum of 50% of the total credits required for the program of study as a registered student at BCIT.

An apprenticeship student must satisfactorily complete the highest level of apprentice training at BCIT to satisfy the residency requirement for credit towards skilled trades level credentials.

### **6.2 Prior Learning Assessment and Recognition (PLAR)**

BCIT recognizes and may grant credit for prior learning through academic, life, and work experiences when aligned with the learning outcomes of BCIT courses and programs.

BCIT adheres to the Guidelines for Prior Learning Assessment developed by the Canadian Association for Prior Learning Assessment.

BCIT will provide reasonable accommodations for assessment methods to ensure full access for applicants and students.

### **6.3 Transfer Credit**

BCIT recognizes transfer of credit from other post-secondary institutions when the learning outcomes are equivalent. BCIT adheres to the Principles and Guidelines for Transfer developed by BCCAT.

### **6.4 Education Agreements**

BCIT recognizes the importance of collaboration with other post-secondary institutions and actively engages in the development of education agreements to facilitate the mobility of students between institutions. These agreements aim to clearly articulate course equivalencies, promote accessibility to education by recognizing credits earned at other institutions, and uphold rigorous academic standards.

## **Misconduct**

All applicants to BCIT are expected to treat employees, fellow applicants, and the admissions process with respect. Applicants are expected to adhere to BCIT's Policy 5104, Student Code of Academic Integrity, and Policy 5102, Student Code of Conduct (Non-Academic). Misconduct related to academic dishonesty, inappropriate behaviour, or violations of the Code of Conduct is not tolerated.

Upon receiving reports of applicant misconduct, the Registrar or delegate will conduct a thorough investigation to gather evidence and determine the validity of the allegations. Depending on the severity of the misconduct, sanctions may be imposed.

## **Appeals**

Applicants wishing to appeal admissions decisions, course articulation (transfer credit eligibility), or assessment of prior learning must submit a formal, written appeal to the Registrar's Office.

**Confidentiality**

BCIT maintains the security and confidentiality of all applicant file information.

**Procedures Associated with This Policy**

5003-PR1, Admissions and Recognition of Prior Learning

**Amendment History**

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**Scheduled Review Date**

2029 February 27