



# Procedure

Procedure Name	<b>Admissions</b>		
Procedure #	AD 1.2	Parent Policy	AD 1.0 Admissions Policy
Policy Owner	Vice-President Academic	Effective Date	October 19, 2023
Procedure Owner	AVP Student Progression & Registrar	Next Review Date	October 19, 2028
Approved by	AVP Student Progression & Registrar	Approval Date	October 18, 2023

## 1.0 Purpose/ Background

NAIT is committed to a fair, equitable, and consistent approach to admission and to maintaining entrance requirements that optimize student success. The Admissions procedure establishes NAIT’s approach to managing entrance requirements and the admissions process. This procedure applies to ministry-approved degree, diploma and certificate programs.

The Office of the Registrar is accountable for managing admissions processes and priorities to support institutional enrolment objectives.

## 2.0 Definitions

Term	Definition
Minimum Entrance Requirements	The minimum requirements that all applicants must meet to gain admission to a program.
Enrolment Target	The number of seats available for new students in a Degree, Diploma or Certificate program for any given intake of the program. Seats may be reserved for specific student populations, including but not limited to student athletes or historically marginalized & excluded groups.
Competitive Entrance Requirements	Additional requirements that an applicant must meet in addition to the minimum entrance requirements to gain admission to programs that consistently have higher ratios of qualified applicants to available spaces.
Provisional Entrance Requirements	The requirements an applicant must meet to gain admission to programs that offer a provisional admission pathway.
Prior Learning Assessment and Recognition (PLAR)	The process of assessing the knowledge and skills acquired through life experience, work experience, non-credit courses or training for advanced credits or in lieu of entrance requirements.
Full offer of admission	An offer granted to qualified applicants who have completed all application requirements.
Conditional offer of admission	An offer granted to qualified applicants whose entrance requirements are in progress or who lack final, official documents. The student must complete all outstanding conditions prior to starting the program.
Provisional admission	A method of admission that allows students who lack specific entrance requirements to enter a program and complete the missing requirements in the first term or first year of their program. The student

	must successfully clear all provisions outlined in their offer letter to progress in the program.
Matriculated	A student is matriculated into a program when they become active in that program, most often by paying a tuition deposit. A student must matriculate into a program to enroll in courses and apply for advanced credits.
Historically marginalized & excluded groups	Refers to any group of people that has been historically excluded from full participation, rights and opportunities in pursuing post-secondary education and employment. This includes, but is not limited to, students who are members of one or more of the following groups: <ul style="list-style-type: none"> <li>• Aboriginal students</li> <li>• Women and/or gender minorities in male-dominated programs</li> <li>• 2SLGBTQIA+ students</li> <li>• Students with prolonged or persistent disability</li> <li>• Single parents or children of single parents</li> <li>• Visible minorities or racialized people</li> </ul>

### 3.0 Procedures

#### 3.1 Entrance Requirements

- 3.1.1 Entrance requirements are established by program areas and the Office of the Registrar, in consultation with Academic Excellence and Education Insights. Once established, entrance requirements may be reevaluated in conjunction with formal program reviews or curriculum changes, or as needed to support future student success and NAIT’s enrolment goals.
- 3.1.2 For programs that require specific high school coursework for admission, the entrance requirements indicate the minimum Alberta Education coursework the program accepts to meet the requirements. Equivalent or higher-level courses are also accepted. The Office of the Registrar is responsible for determining equivalencies to Alberta Education courses.
- 3.1.3 Any increase to the minimum entrance requirements must be approved at least 30 months before the effective academic year. Any other changes to the entrance requirements must be approved at least 18 months before the effective academic year.
- 3.1.4 In order to be offered admission, all applicants are required to meet minimum entrance requirements, to qualify for an alternative entrance pathway, or to be deemed to have met the minimum requirements through a PLAR assessment. Programs that allow alternate entrance pathways or PLAR in admissions will identify this in their published entrance requirements. Participating programs are responsible for completing PLAR assessments.
- 3.1.5 In high-demand programs or programs where additional academic preparedness supports student success, applicants may be required to meet competitive entrance requirements, such as taking additional courses or undergoing an interview. While all students will be required to meet the minimum entrance requirements, competitive requirements or interview

requirements may be adapted or waived for different student populations to remove barriers and to achieve enrolment objectives.

### **3.2 Enrolment Targets**

- 3.2.1 Through its enrolment management processes, NAIT sets enrolment targets for new students in each program intake.
- 3.2.2 Enrolment targets may be modified to meet enrolment goals or due to operational imperatives. Class registration for continuing or readmitted students is managed separately from enrolment targets.
- 3.2.3 Once enrolment targets are met, additional qualified applicants are placed on a waitlist.

### **3.3 Application Fees**

- 3.3.1 Applicants are required to pay a non-refundable application fee, as described at [nait.ca](http://nait.ca). When applying, each applicant may choose to be considered for up to two distinct programs. The application fee helps to cover costs associated with processing the application and supporting services for applicants.
- 3.3.2 The application fee may be waived or reduced at the discretion of the Director, Enrolment Management or designate for institutional events (e.g., recruitment fairs) or promotions.
- 3.3.3 Application fees may be waived or reduced for individual applicants if a program intake is cancelled, to resolve a processing error, or under similar circumstances. The Director, Enrolment Management or designate must approve an application fee waiver or reduction for an individual applicant.
- 3.3.4 Application fees are non-transferable to other students or to other terms, except in cases where the Office of the Registrar offers a student an alternate start date or in cases of an approved deferral, as described in 3.7.

### **3.4 Applicant and Third-Party Responsibilities**

- 3.4.1 Applicants must provide accurate information on their applications and submit all required supporting documents. NAIT reserves the right to verify any information provided as part of an application for admission. Applicants who provide false information or who do not submit required documents may be denied admission or withdrawn from their program.
- 3.4.2 Applicants must meet the published entrance requirements to be eligible for admission.
- 3.4.3 Applicants must abide by all posted deadlines. Any applicant who fails to meet deadlines is subject to having their application cancelled.
- 3.4.4 In the event that an applicant appoints a third-party (including an agent) to represent them through the admissions process, the applicant remains

accountable for providing accurate information, meeting entrance requirements, and adhering to deadlines.

- 3.4.5 Any third-party who is representing an applicant through the admissions process is responsible for ensuring that the student is fully informed and supportive of any decisions which the third-party is conveying to NAIT.

### **3.5 Admissions Process**

- 3.5.1 Students qualify for admission to a NAIT program by first submitting an application for admission, and then by demonstrating that they meet the program's entrance requirements.
- 3.5.2 Applicants who select a program as their first choice will be given preference for available seats over applicants who select the program as their second choice.
- 3.5.3 The Office of the Registrar is the only office authorized to issue an offer of admission.
- 3.5.4 Applicants who qualify for admission will receive a conditional, full, or provisional offer of admission.
  - a) Conditional offers of admission are issued to applicants who still have outstanding entrance requirements in progress or who have not submitted all required official documents. Applicants with a conditional offer of admission must fulfill all conditions by the specified deadlines to receive a full offer of admission.
  - b) Full offers of admission are issued to applicants who have completed all entrance requirements.
  - c) Provisional offers of admission are issued to applicants who have completed all provisional entrance requirements. Applicants will receive an offer letter that outlines provisions that they must clear within the first term or first year to progress in their program.
- 3.5.5 To accept an offer of admission into a program, an applicant must pay a non-refundable tuition deposit or provide proof of sponsorship by the posted deadline. The tuition deposit will be applied to the student's tuition costs in their first term in the program.
  - a) The tuition deposit requirement may be waived for individual students or for student populations at the discretion of the Director of Enrolment Management.
  - b) An applicant may be admitted to multiple programs in the same term. However, the applicant can only become active in one program for the term.
  - c) If an applicant is admitted to multiple programs in the same term and pays a tuition deposit, they will be matriculated into the program of their choosing and all other offers of admission for the same term will be cancelled. All tuition deposits paid for the same term will be applied to the tuition of that term once the student has

enrolled in their classes.

### **3.6 Waitlist Management**

- 3.6.1 Qualified applicants who complete their application after the program enrolment target is met are placed on a waitlist.
- 3.6.2 If an applicant meets the minimum entrance requirements for a program but has not met the competitive requirements, the application will be placed on a non-competitive waitlist. If the Office of the Registrar determines the program may not have enough competitive applicants to fill the program, non-competitive waitlisted applicants will be offered admission.
- 3.6.3 The Office of the Registrar reserves the right to prioritize specific applicants or student populations on the waitlist, in alignment with institutional strategic priorities and efforts to reduce barriers for historically marginalized & excluded groups. Generally, each applicant's waitlist position is determined by the date they applied for the program.
- 3.6.4 The Office of the Registrar notifies applicants on the waitlist when or if a seat becomes available to them. These applicants must then accept the offer of admission in order to become active in the program.
- 3.6.5 Applicants who remain on the waitlist after the program has started will have their applications cancelled and receive a notice of cancellation.

### **3.7 Application Deferrals**

- 3.7.1 New students who have accepted an offer of admission and who are prevented from attending their program due to extenuating circumstances beyond their control may request to defer their start date for up to one year. Extenuating circumstances may include family emergencies, significant illness, need for accommodations, or study permit delays. Deadlines and rules for deferral requests will be posted at [nait.ca](http://nait.ca)
- 3.7.2 The Office of the Registrar is responsible for approving deferral requests.
- 3.7.3 Only one deferral request can be approved per student. Students wishing to defer a second time must re-apply to their program and, if re-admitted, pay a new tuition deposit.

### **3.8 Admission Appeals**

- 3.8.1 An applicant may request the Manager of Admissions to review an admission decision if they believe that a procedural error was made in their application evaluation. The student must submit this request in writing

through the Student Service Centre.

- 3.8.2 If the concern is unresolved, the applicant may initiate a formal appeal to the Director, Enrolment Management within 10 business days of the managerial review. The applicant must provide evidence that a procedural error has happened, meaning a NAIT policy or procedure was violated or misapplied.
- 3.8.3 The appeal package must include:
- Admissions Appeal Form
  - Copy of relevant policies or procedures
  - Proof of payment of the appeal fee, as described at nait.ca
- 3.8.4 The Director, Enrolment Management or designate will review the appeal to determine if there was sufficient evidence that a NAIT policy or procedure was violated or misapplied. If there is reasonable ground, the Director, Enrolment Management or designate will refer the request to the appropriate Associate Dean Academic or designate, who will convene a committee of at least three members relevant to the nature of the appeal. The committee will include the Associate Dean Academic or approved designate, as well as a member of the Student Resolution Office or representative from NAITSA.
- 3.8.5 The committee will review the request and inform the Office of the Registrar of the decision within 15 business days of receipt of the appeal package.
- 3.8.6 The Director, Enrolment Management will communicate the outcome of this review to the applicant within 10 business days of receipt of the committee's decision.
- 3.8.7 Fees related to admission appeals are set by the Office of the Registrar. The fee is for re-evaluation of the application; if the appeal is successful, the appeal fee will be refunded.
- 3.8.8 The decision of the committee is final and binding, and the applicant has no further right of appeal for that admission decision.

### **3.9 Ameliorative Programs and Initiatives**

In carrying out the activities described in this Procedure, NAIT may introduce specific admissions programs or initiatives to address historical inequities or barriers experienced by historically marginalized & excluded groups, pursuant to Alberta human rights legislation.

## **4.0 Exceptions to the Procedure**

4.1 Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

## 5.0 Related Documentation

AD 1.0 Admissions Policy

AD 1.1 Recognition of Prior Learning Procedure

*Alberta Human Rights Act*

### **Document History**

<i>Date</i>	<i>Action/ Change</i>
July 2021	Combined Admissions Criteria (1.02, Selection of Applications (1.03), and Admissions into DDCP (1.04) procedures into one procedure Admissions (1.02). Removed operational details and clarify the language of the procedure to make it more accessible to applicants.
October 2023	Added definitions in 2.0, clarified Entrance Requirements (3.1), added Enrolment Targets (3.2) and Application Fee (3.3) sections, clarified Admissions Process information (3.5), revised Waitlist Management (3.6), Expanded Application deferrals (3.7), added Ameliorative Programs and Initiatives (3.9) and general review of language in the procedure for clarity.
January 2024	Clarified preference for first choice programs in (3.5.2)