



Policy Name	Admissions		
Policy #	AD 1.0	Category	Admissions and Student Records
Policy Owner	Board of Governors	Effective Date	December 13, 2016
Policy Lead	Vice President Academic	Next Review Date	July 5, 2026
Approved by	Board of Governors	Approval Date	July 5, 2021

1.1 Policy Statement

As NAIT’s Board of Governors is committed to creating a positive and exceptional educational experience that prepares our students to succeed in meaningful careers and become engaged and responsible citizens, NAIT:

- Admits qualified applicants in a timely and expeditious manner;
- Maintains admission criteria that optimize the ability of NAIT students to succeed;
- Applies fair, equitable and consistent admission practices that follow clear and transparent procedures and guidelines.

2.0 Scope

This policy outlines the principles and procedures that govern admission to NAIT Degree, Diploma and Certificate programs (DDCP), defines the language that describes it, and applies to applicants, NAIT staff, and 3rd party intermediaries acting on behalf of applicants.

3.0 Definitions

Term	Definition
Academic Requirements	Specified high school and/or post-secondary grades, courses or credentials required for admission as formalized and recognized through the Ministry of Education.
Admission Criteria	Term used to encompass both academic and non-academic requirements that are considered in the assessment of the suitability of an applicant for admission. They articulate the prior knowledge or skills a student needs to be successful in their chosen program.
Competitive Requirements	Requirements that are higher than the specified minimum high school and/or post-secondary grades, courses or credentials required for admission.
Competitive Selection	Admission selection process for programs that evaluate criteria beyond minimum academic requirements, and in some cases require an additional screening component such as an interview or a career

Conditional Acceptance	An offer of admission contingent upon the applicant meeting the requirements necessary for full admission. Full admission may be contingent upon fulfilling outstanding academic and/or non-academic requirements.
English Language Proficiency Requirement	Specified assessment exams, study or credentials required to demonstrate English language proficiency.
Enrolment Target	The number of international and domestic seats available in a Degree, Diploma or Certificate program in any given term.
First-qualified, First-offered Selection	Admission selection process for programs that accept minimally qualified applicants on an ongoing basis until the program enrolment target is
NAIT Equivalency Tests	Fee based tests offered through NAIT's Assessment Centre that may be used to determine whether an applicant meets an academic entrance requirement for admission.
Non-academic Requirements	Requirements that are intended to support, supplement or otherwise enhance the assessment of the suitability of an applicant for admission to a program. This may include documentation, certification, or performance standards achieved and demonstrated beyond identified academic requirements, for example, career investigation, performance on an interview, First Aid certification, etc.
Recognition of Prior Learning (RPL)	Broad umbrella concept which includes three types of assessment processes that are used to evaluate the learning that people have acquired in their lives. The three processes for assessing and recognizing these forms of learning are transfer credit, credential recognition and prior learning assessment and recognition.

4.0 Guiding Principles

- 4.1 Applicants are admitted to NAIT based on admission criteria established in NAIT Procedures.
- 4.2 Admission criteria may be defined in areas such as academic-requirements, non-academic requirements, competitive entrance requirements, English language proficiency requirements and criteria specific to a program or School.
- 4.3 Prior learning, whether achieved through formal, non-formal or informal learning and experiences, may be recognized for both advanced credit and admission.
- 4.4 In order to be eligible for admission into a NAIT Degree, Diploma or Certificate program, applicants must meet the published requirements or assessed equivalencies for their program of interest.
- 4.5 Applicants are responsible to review and understand all requirements necessary for admission to their program of interest, including application deadlines related to submission of requirements, payment of tuition deposit, enrolment and tuition payment.
- 4.6 Applicants are admitted according to both first-qualified first-offered and competitive methods.

4.7 Applicants wishing to appeal their admission status may initiate an appeal procedure through the Office of the Registrar.

5.0 Other Related Documents

AD 1.1 Recognition of Prior Learning Procedure

AD 1.2 Admissions Procedure

SR 1.0 Student Rights and Responsibilities Policy

Document History

<i>Date</i>	<i>Action/ Change</i>
<i>July 2021</i>	<i>Reviewed; no substantive changes</i>
December 2016	Board of Governors approval
April 2016	Executive Committee recommendation
April 2016	Provost's Council recommendation
February 2016	Academic Policy Committee recommendation