



## Admissions Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

### Policy Statement:

The Board of Governors of Northern Lakes College is committed to ensuring that all qualified students are given fair and reasonable admission to College programs and courses.

<b>Sponsor:</b>	Student Services
<b>Policy Owner:</b>	Vice President, Academics
<b>Policy Administrator:</b>	Dean, Student Success & Registrar
<b>Approved By:</b>	Board of Governors
<b>Approval Date:</b>	April 10, 2024
<b>Effective Date:</b>	April 10, 2024

<b>Objective:</b>	Northern Lakes College promotes a consistent and fair admissions practice by establishing clear admissions criteria and procedures for credit programs which form the minimum academic, non-academic, and English language skills required to be successful in their program of study.
<b>Guidelines:</b>	<ol style="list-style-type: none"> <li>1. The principle of 'first to come qualified, first-served' applies to all students who meet program admission requirements.</li> <li>2. Admission requirements will be established in response to education and industry standards; meeting these admission requirements provides students with a reasonable opportunity to successfully complete the program. Admissions standards will be set by individual programs and approved by the Deans' Council.</li> <li>3. The College recognizes the importance of each student having a financial plan and resources in place as a critical success factor in program completion. As such, it is acknowledged that students are responsible for making their own arrangements for funding for their tuition and other fees incurred.</li> <li>4. Admission to oversubscribed programs may be limited if resources are not available to create new spaces in a timely manner.</li> <li>5. The College reserves the right to determine program delivery sites based on anticipated enrollment numbers; resources for undersubscribed locations in particular may be re-allocated to locations with high demand.</li> </ol>
<b>Definitions:</b>	N/A

<b>Related Northern Lakes College</b>	Student Services – Admissions Procedure
---------------------------------------	---

<b>Documents:</b>	
<b>Related External Information:</b>	<a href="#">Alberta Post-Secondary Learning Act</a>
<b>Stakeholders Consulted:</b>	Academic Council: Dec 12, 2018; Feb 8, 2024 Deans' Council Feb 1, 2024 Policy Review Committee: Jan 15, 2019 (defunct) Presidents' Advisory Team: Mar 6, 2024 Senior Management Sub-Committee: Jun 28, 2011 (defunct)
<b>Next Review Date:</b>	April 9, 2029
<b>Revision History:</b>	September 20, 2011: New January 24, 2019 February 25, 2020: New template April 10, 2024: Renewal and addition of objective statement