

ADMISSIONS PROCEDURE

PARENT POLICY	
Academic Calendar Policy	
SPONSOR	EFFECTIVE DATE
Provost and Vice President Academic	July 1, 2023
POLICY ADMINISTRATOR	LAST REVISION
Registrar	July 1, 2023

Purpose

This SOP provides fair and consistent admissions practices that optimize access and student success at Lethbridge College.

Scope and limits

See parent policy



*Defined terms are capitalized throughout this document.
Refer to the parent policy and the Policy Framework for definitions.*

Definitions in addition to those in the parent policy

Academic Admission Requirement – Courses or credentials required to access Lethbridge College and a particular program of study.

Placement – assignment of a student to suitable courses based on the students demonstrated knowledge or proficiency in various areas.

A: Admissions Procedures

1. All admission requirements, both academic and non-academic, are established by the Registrar through consultation with key stakeholders and approved through Academic Council.
2. Lethbridge College gives fair and consistent consideration to all applicants.
3. Lethbridge College defines application deadlines as part of the Academic Schedule.
4. Lethbridge College admits individuals on a first-qualified, first-admitted basis whereby applicants must satisfy all admissions criteria to establish eligibility. However, Lethbridge College maintains the right to use a competitive selection process and to limit applications.
5. Lethbridge College reserves the right to:
 - determine minimum age for admission;
 - conditionally admit or re-admit applicants;
 - refuse admission to an applicant who may constitute a threat or risk of threat to college employees, students, property, or to individuals from the wider community who access Lethbridge College services and properties.
6. Admission decisions made by the Registrar are final; except in the case of c) above where an appeal process is defined. See Admissions Appeal Procedures.
7. Applicants who supply falsified documents or fraudulent information as part of the application process will be refused admission into the college, or expelled from the college.
8. Admission decisions are made and communicated by the Registrar's Office.
9. The Admissions unit in the Registrar's Office is responsible for communicating with applicants throughout the admission process up to the point of confirmation of acceptance.
10. E-mail is the primary method of communication to the applicant. The applicant is responsible for monitoring the Lethbridge College online portal and their Lethbridge e-mail account.
11. It is the applicant's responsibility to notify the college of any change of name or address. The college is not responsible for incorrect mailing or for missed deadlines due to the applicant's failure to report such information as a change of address.
12. Lethbridge College will identify the first and last day to apply for each term in the academic schedule. Certain high-demand programs may have some limitations on the timelines for accepting applications.
13. Applicants who wish to have more than one (1) application considered for a specific term will submit an application and associated fee for each application.
14. Applicants deemed to be "not qualified" for a specific program through the admission process, are encouraged to seek guidance from a Lethbridge College Admissions Specialist.

15. A non-refundable, non-transferable processing fee must accompany the application as per college policy and procedure outlining student fees. Current students wishing to change their program for the next intake are able to do this at no charge by completing the Change of Program form.
16. Lethbridge College may request supporting documentation, which becomes the property of the college. These documents will not be returned to the applicant. Failure to have supporting admission documents delivered to the college by the specified deadlines is the applicant's responsibility.
17. Transcripts and other supporting documentation of applicants who are not admitted to Lethbridge College are destroyed as per the Records Management Policy. Applicants who wish to apply at a later date must submit a new set of documents.
18. Lethbridge College provides applicants the opportunity to self-declare their Indigenous status in order to access specific resources.
19. Lethbridge College provides applicants the opportunity to identify special needs and to access academic accommodations.
20. Applicants must submit official transcripts and other necessary documentation one month prior to the start of the term to allow for review of transfer credit and/or prior learning credit to determine if outcomes are satisfied and credit awarded. Any courses taken from another institution during their program will require a letter of permission from the Registrar's Office prior to enrolment in order to confirm eligibility for transfer credit. All recognition of prior learning for the program curriculum will be assessed at the start of the program.
21. The college may evaluate an applicant's behavior and/or history to determine his or her ability to maintain the standards of student conduct and academic performance expected at the college. An evaluation may take into consideration current and previous behavior and performance.
22. Qualifying through an admission route does not guarantee admission. Factors such as program capacity or a competitive selection process could impact admission.
23. Some programs have additional non-academic requirements such as a completed medical history form, immunization documentation or documentation related to medical examinations. For non-academic program requirements, refer to the program pages in the Academic Calendar.
24. In all cases equivalencies to academic requirements for program admission will be considered.
25. An applicant must accept a formal offer of admission to a program within a prescribed period of time. Failure to respond to the offer of admission by the specified deadline may result in withdrawal of the offer of admission.
26. Applicants granted "conditional admission" must complete or confirm all of the stated admission requirements by a specific deadline as indicated on the letter of admission. Conditional admission may be granted on the basis of evidence that the applicants are currently registered in appropriate course(s) or

program, which if successfully completed, meets the admission requirements. If the applicant does not meet their condition by the deadline, his or her admission may be cancelled.

27. Qualified applicants to a program who are not admitted because of enrolment limitations will be notified regarding the waitlist process.
28. An applicant may choose to accept an offer of admission to one program and remain actively waitlisted for another.
29. A student will be limited to enrolment in one (1) post-secondary program at a time.
30. Lethbridge College Testing Services is responsible for choosing placement assessment tools/measures, as well as determining appropriate administration of these tools. Any changes to assessment tools/measures, and/or administration of these tools will be communicated to stakeholders.
31. Testing Services, in consultation with the Registrar, will establish pre-requisite cut scores for institutional admission requirements and consult with other stakeholders to set cut scores for programs that require specific high school courses. Refer to Part E: Program Admission Requirements.
32. Assessment results are communicated to an Admissions Specialist for processing purposes.