COLLEGE OF TECHNOLOGY ALBERTA

Policy on College Program Application and Admission

A. Objective and Scope

College of Technology Alberta strives to establish clear guidelines and principles for college admissions, ensuring equitable access and promoting student success. This policy applies to all individuals applying for admission to credit programs, as well as college employees and all individuals acting as representatives of the College responsible for processing and evaluating student applications.

B. Policy

College of Technology Alberta is committed to following a fair, transparent and published admission requirement process. The College provides admission to a diverse range of educational programs. Admission to these programs requires meeting both general college requirements and program-specific requirements.

1. **Admission**: The selection process considers three criteria: (1) College eligibility, (2) Program eligibility, and (3) Applicant selection. The programs may have specific or additional requirements; therefore, the students are responsible for reviewing and understanding of admission requirements prior to submitting the applications to the Program.

2. **General College Eligibility**: Applicant is to review the admission requirements for the program of interest.

   2.1. **Residency Status Requirement**: Canadian citizens and permanent residents receive priority in high demand programs.

      2.1.1 Domestic Students must confirm their legal status as a Canadian Citizen or Permanent Resident. The following documentation is acceptable as valid proof of legal status:-
      • Canadian Passport;
      • Certificate of Canadian Citizenship;
      • Confirmation of Permanent Residence; or
      • Any other legal documentation issued by Immigration, Refugees and Citizenship Canada.

      2.1.2 International Students must provide the following documentation:

      • A valid passport from the International Student's country of citizenship; and
      • A valid Study Permit.

   2.2. **English Language Proficiency**: All academic activities conducted at the College are in English; therefore, it is essential that all enrolled students possess strong writing, speaking, listening, and reading skills.

      2.2.1 Students must meet the English language requirements through ONE of the following:

      • Successful Completion of Grade 12 Alberta Education English Language Arts, or non-Alberta equivalent. (High School diplomas that are not from Canada will be verified by IQAS or the World Education Services Gateway Program.)

      • Transcripts demonstrating the successful completion of, at minimum, one year (two semesters) of full-time post-secondary education at a school where English was the primary language of instruction in a recognized nation where English is the primary language of instruction.

- Demonstrating a Canadian Language Benchmark of at least 7, through the following assessment: IELTS (minimum overall score of 6), TOEFL (score of 83), and/or other equivalents

2.3. **Mature Students**: Individuals who do not meet regular admission requirements may be considered for admission based on program-specific requirements. The individuals are encouraged to meet with a Student Advisor to develop an educational plan to meet the requirements.

2.4. **Multiple Applications**: Applicants may be considered for multiple programs, and waitlisted applicants may be encouraged to enroll in a different program while waiting for a seat.

2.5. **Students with Academic Conditions**: Students with academic conditions should consult the Student Advisor to explore admission options based on their specific circumstances.

2.6. **Special Circumstances**: Applicants who do not meet general admission requirements may request an assessment of special circumstances through the Registrar.

3. **Program Admissions**: In addition to the General college requirements, applicants must meet specific program requirements. These may include academic and non-academic requirements such as designated courses(s) or programs with specific achievement levels. In exceptional circumstances, a student maybe admitted with lower formal qualifications when there is significant experience relevant to the proposed area of study.

4. **Applicant Selection**: The College is responsible for the final selection of all Applicants and reserves the right to accept only the Applicants who have met all the general admission and Program requirements, and who are best suited for the Program.

   4.1. Applicants who are unsuccessful in their application to a program have the right to appeal that decision under the Student Appeals Policy.
   4.2. Directors have the authority to recommend program admissions requirements and waive specific applicant requirements.

5. **Reserved Rights**: The College reserves the right to make changes to admission requirements as needed, including modifying or canceling programs or courses.