

ADMISSIONS POLICY			
Effective Date	January 29, 2026	Policy Type	Academic
Responsibility	Registrar	Cross-Reference	Recognition of Academic Achievement Course Management Policy Student Rights and Responsibilities Policy Non-Academic Misconduct Procedure
Approver	Board of Governors	Appendices	Appendix 1 – Admissions Procedure Appendix 2 – Recognition of Prior Learning Procedure
Review Schedule	3 years		

## 1. Policy Statement

- 1.1. This policy establishes admission processes, conditions, and requirements for Northwestern Polytechnic ("NWP" or "the Polytechnic") credit programs.

## 2. Background

- 2.1. Admission requirements for all Ministry-approved programs are designed so that applicants have the necessary prerequisites to enable them to succeed in their chosen programs of study.
- 2.2. NWP admits qualified applicants in a timely and expeditious manner by setting transparent admission requirements and applying those requirements in a fair and equitable manner.

## 3. Policy Objective

- 3.1. To maintain fair, equitable, and consistent admission practices guided by clear and transparent procedures.

## 4. Scope

- 4.1. This policy applies to all individuals applying for admission into a credit program at NWP.

## 5. Definitions

- 5.1. "Academic Program" refers to a group of related courses that is formally approved by Alberta's Ministry of Advanced Education or NWP's Board of Governors.
- 5.2. "Academic Requirements" refers to the minimum specified high school or post-secondary grades, courses, or credentials required for admission as formalized and recognized through the Ministry of Education.
- 5.3. "Admission" refers to the decision of the Polytechnic to accept an applicant based on the process of applying to and providing the necessary documentation for consideration for entry to a program or course of studies.
- 5.4. "Admission Criteria" is a term used to encompass both academic and non-academic

requirements that are considered in assessing the suitability of an applicant for admission.

- 5.5. "Advanced Standing" refers to recognizing previous formal education or prior learning acquired through nontraditional methods.
- 5.6. "Competitive Selection" refers to an admission process for programs that evaluate criteria beyond minimum academic requirements and, in some cases, require an additional screening component such as an interview, situational judgement assessment, or career assessment.
- 5.7. "Conditional Admission" refers to an offer of admission to NWP contingent upon the applicant meeting specified requirements by a stated deadline. Failure to meet specified requirements by the stated deadline will result in denied admission.
- 5.8. "Denied Admission" refers to applications that do not meet the admission criteria.
- 5.9. "Domestic Student" A Canadian citizen, permanent resident of Canada, or protected persons as defined by Canadian immigration legislation who is studying in Canada.
- 5.10. "English Language Proficiency Requirement" refers to specialized assessment exams or credentials required to demonstrate English language proficiency.
- 5.11. "Enrolment Target" refers to the number of domestic and international seats the Polytechnic aims to fill in a program in any given term.
- 5.12. "Entrance Exam" refers to assessment tests that may be used to determine whether an applicant meets the academic entrance requirement for admission.
- 5.13. "First-qualified, First-accepted selection" refers to an admission selection process for programs that accept applicants that meet the minimum admission requirements on an ongoing basis until the program enrolment target is met.
- 5.14. "Full Offer of Admission" refers to an offer granted to qualified applicants who have completed all application requirements.
- 5.15. "International Student" applicants from another country that require study permits to be able to study in Canada.
- 5.16. "Mature Student" is an individual who is 21 years of age or older on the first day of classes and may be eligible for alternate Program Admission Requirements as outlined in the Polytechnic Calendar.
- 5.17. "Non-academic Requirements" refers to supplementary admission criteria beyond academic qualifications that assess an applicant's suitability for a program.
- 5.18. "Prior Learning Assessment and Recognition (PLAR)" refers to a process of assessing the knowledge and skills acquired through life experience, work experience, non-credit courses, or training and may be recognized for both advanced credit and admission.
- 5.19. "Program of Choice" refers to the program or programs in which an applicant applied for admission.
- 5.20. "Transfer Credit" refers to granting academic credits for courses taken elsewhere at a recognized institution. Advanced credit is granted at the course level for students in a specific program.

6. Guiding Principles

- 6.1. Applicants are admitted to NWP based on the procedures outlined in Appendix 1.
- 6.2. In order to be eligible for admission into a NWP program, applicants must meet the published requirements or assessed equivalences for their program of choice.
- 6.3. Applicants are responsible to review and understand all requirements necessary for admission to their program of choice, including application deadlines for submission of requirements, payment of tuition deposit, enrolment, and tuition payment.
- 6.4. Applicants are admitted based on first-qualified, first-accepted and competitive methods.
- 6.5. Applicants wishing to appeal their admission status may initiate an appeal procedure through the Office of the Registrar Appendix 1.

- 6.6. Admissions decisions are the responsibility of the Office of the Registrar.
  - 6.6.1. The Dean of a program area has authority for granting admission criteria waivers in exceptional situations in consultation with the Registrar.
- 6.7. Admission Selection will be offered on a first-qualified, first-accepted basis.
  - 6.7.1. Departments may propose admission rules that establish extraordinary admission priorities for program selection. These changes to admission selection will be proposed by the Department and reviewed by the Department's Dean and recommended by the Curriculum Committee to Academic Council for final approval.
- 6.8. Quota Programs
  - 6.8.1. Some programs have quota set and approved by government, and/or Academic Council. Applicants who qualify for admission after a quota program is full will be waitlisted for the program and selected as per 6.5.
- 6.9. Denied Admission
  - 6.9.1. Applicants who are not admitted into the program of their choice will be told the reason and will be offered assistance in choosing another program.
  - 6.9.2. General regulations notwithstanding, the Polytechnic, at its discretion, may refuse admission to any applicant.
- 6.10. Refusal of Admission for Reasons of Danger
  - 6.10.1. NWP reserves the right to admit applicants on a conditional basis or to refuse admission to an applicant who may represent a danger or risk of danger to students, staff, or property.

## 7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"><li>• Approve and formally support this policy</li></ul>
Academic Council	<ul style="list-style-type: none"><li>• Recommend and formally support this policy.</li></ul>
Vice-President, Academic	<ul style="list-style-type: none"><li>• Review and support this policy.</li><li>• Oversee implementation of policy and associated procedure.</li></ul>
Registrar	<ul style="list-style-type: none"><li>• Responsible for implementation of this policy</li><li>• Ensure procedures are followed</li><li>• Lead admission appeals</li></ul>
Deans and Department Chairs	<ul style="list-style-type: none"><li>• Make recommendations for amendments as required.</li><li>• Work consistently with the policy.</li></ul>
Employees	<ul style="list-style-type: none"><li>• Work consistently with the policy.</li></ul>

## 8. Exceptions to the Policy

- 8.1. Exceptions to this policy must be approved by the Registrar

## 9. Inquiries

- 9.1. All inquiries to this policy can be directed to the Office of the Registrar.

### 10. Amendments (Revision History)

- 10.1. Approved by Academic Council: March 8, 2001
- 10.2. Revised and Approved by Academic Council: May 8, 2003
- 10.3. Revised and Approved by Academic Council: February 10, 2005
- 10.4. Revised and Approved by Academic Council: February 14, 2006
- 10.5. Revised and Recommended by Academic Council: November 25, 2021
- 10.6. Approved by the Board of Governors: December 10, 2021
- 10.7. Revised and Recommended by Academic Council: December 11, 2025
- 10.8. Approved by the Board of Governors: January 29, 2026

## Appendix 1 – Admissions Procedure

### 1. Entrance Requirements

- 1.1. Program Chairs, in consultation with the Dean and the Registrar, review the minimum, competitive, and provisional entrance requirements every year to ensure that they are relevant and clear. All changes must be made based on evidence and be approved as per NWP policy.
- 1.2. To minimize negative impact to prospective students, any increase to the minimum entrance requirements must be approved at least 30 months before the effective academic year. All other changes to the entrance requirements must be approved at least 18 months before the effective academic year.
- 1.3. Once admission has opened for an academic year, the minimum entrance requirements cannot be changed.

### 2. Admissions Process

- 2.1. All information provided in the application for admission must be complete, accurate, and truthful. Applicants are required to submit only genuine, unaltered documents in support of their application.
  - 2.1.1. The submission of false, misleading, or fraudulent information or documentation, including but not limited to academic transcripts, letters of recommendation, test scores, personal statements, or identification documents, constitutes a serious violation of the institution's standards of integrity.
  - 2.1.2. Any applicant found to have submitted fraudulent information or documents, whether discovered during the application review process or after admission, may be subject to the following actions:
    - Immediate rejection of the application, or
    - Revocation of any offer of admission, or
    - Cancellation of enrollment
    - Additional consequences may include a permanent notation on the applicant's record and a ban on future applications to the institution.
  - 2.1.3. If fraudulent information or documentation is discovered after a student has enrolled, the matter will be investigated and addressed in accordance with the institution's Students' Rights and Responsibilities policy and Non-Academic Misconduct Process.
  - 2.1.4. The institution reserves the right to verify the authenticity of any information or documents submitted as part of the application process and may conduct investigations as deemed necessary.
- 2.2. Applicants must meet published entrance requirements to be eligible for admission into their program of choice. These may include minimum requirements and competitive selection requirements.
  - 2.2.1. An applicant may be admitted to a program based on Mature Student Status. The criteria for a student to be admitted to a program under this status will be specified by the Department and published in the Polytechnic Calendar.
  - 2.2.2. Some programs have designated seats held for applicants meeting specific criteria. Criteria for designated seats must be clearly stated and students admitted into a designated seat will be required to meet the minimum qualifications for the program. Unfilled designated seats will return to general usage seats as per published deadlines.
- 2.3. Applicants must abide by all communicated deadlines. Their application will be cancelled if they do not comply with all communicated deadlines.
- 2.4. PLAR may be considered in place of the entrance requirements for admission.

- 2.5. In programs where the demand far exceeds the capacity of the program, applicants may be required to meet competitive selection requirements.
- 2.6. The Office of the Registrar is the only office authorized to issue a full offer of admission.
- 2.7. Applicants who qualify for admission into a program of choice will receive a conditional, or full, offer of admission.
- 2.8. To accept an offer of admission into a program, an applicant must pay a non-refundable registration deposit by the posted deadline. The non-refundable registration deposit will be applied to the student's tuition once the student has enrolled in courses for that term.
  - 2.8.1. The tuition deposit may be waived at the discretion of the Registrar.
  - 2.8.2. An applicant may only be admitted to one program per semester.
3. Waitlist Management
  - 3.1. Qualified applicants who completed their applications after the program enrolment target is met are placed on a waitlist.
    - 3.1.1. If an applicant applies to a program that does not have competitive entrance requirements, their waitlist position is determined by the date they completed their application requirements.
    - 3.1.2. If an applicant is offered conditional acceptance, they will need to maintain the academic average grade presented for conditional acceptance in their final grades to secure final acceptance.
    - 3.1.3. The Office of the Registrar reserves the right to prioritize specific applicants on the waitlist, if necessary, to meet institutional enrolment objectives or as part of the resolution process for successful appeals.
    - 3.1.4. The Office of the Registrar will notify the applicants on the waitlist when a seat becomes available.
4. Application Deferrals
  - 4.1. Students who are prevented from attending the program they had been accepted into due to extenuating circumstances beyond their control may request to defer their start date for up to one academic year.
  - 4.2. Only one deferral request can be approved per student. All requests must be approved by the Registrar.
5. Admission Appeals
  - 5.1. An applicant may appeal an admission decision if they believe that a procedural error has occurred in the evaluation of their application.
    - 5.1.1. An applicant may submit an informal appeal of admission decision to the Associate Registrar in writing.
  - 5.2. If unhappy with the informal review decision the applicant may initiate a formal appeal to the Registrar within 10 business days of their admission decision.
  - 5.3. The appeal package must include:
    - Admissions Appeal Form
    - Reference to specific sections of relevant policies and procedures
    - Proof of admission appeal fee payment
  - 5.4. The Registrar will review the appeal to determine if there is sufficient evidence that an NWP policy or procedure was violated or misapplied and will take steps to appropriately resolve the issue. If the applicant is not satisfied with the outcome, they have the right to appeal to the Vice-President Academic.
  - 5.5. The Vice-President Academic who will convene the admissions appeal committee of at least three members appropriate to the nature of the appeal.

- 5.5.1. The admissions appeal committee will evaluate the request and inform the Vice-President Academic of their decision within 15 business days of receipt of the applicant request.
- 5.5.2. The Vice-President Academic will forward the admission appeal committee's decision to the Registrar within 5 business days.
- 5.5.3. The Registrar will communicate the committee's decision to the applicant within 10 business days of receipt of the committee's decision from the Vice-President Academic.
- 5.6. Fees related to appeal of admission are set by the Office of the Registrar. This fee is for re-evaluation of the application. In cases of successful appeal, the appeal fee will be refunded.
- 5.7. The decision of the committee will be final and binding, and the applicant shall have no further right to appeal that particular admission decision.

6. Exceptions to the Procedure
  - 6.1. Exceptions to this procedure must be documented and formally approved by the Vice-President Academic. Procedure exceptions must include:
    - 6.1.1. The nature of the exception
    - 6.1.2. A reasonable explanation for why the procedure exception is required
    - 6.1.3. Confirmation that the exception aligns with the general principles of the policy
    - 6.1.4. Any risks created by the procedure exception and how they will be managed.

## Appendix 2 – Recognition of Advanced Standing Procedure

The maximum number of credits awarded through advanced standing must not exceed 50% of the curriculum credits for an NWP program

1. Transfer Credit
  - 1.1. Students can only apply for advanced credit in a credit certificate, diploma, or degree program after they have been accepted into the program.
  - 1.2. Open studies, academic upgrading or university transfer students are not eligible to apply for advanced credit.
  - 1.3. Students who wish to obtain credit towards an apprenticeship program must apply to Alberta Industry and Training for recognition of their prior learning.
  - 1.4. Students are expected to monitor their email updates and to complete any required follow-up actions by the specified deadline. Otherwise, their advanced credit application will be cancelled.
  - 1.5. Transfer credit can be granted per course, or for a block of courses, partial credit is not granted.
  - 1.6. All transfer credit granted to a student is done on a program-specific basis.
  - 1.7. No minimum grade is required for a course completed at NWP to be eligible for consideration of transfer credit, unless otherwise stated in the NWP calendar.
  - 1.8. The minimum grade accepted from external institutions into most NWP credential requirements is a C- (60%) or equivalent, unless otherwise stated in the NWP calendar.
  - 1.9. A course or program will not be accepted for credit if older than 10 years at the time of admission to NWP. Exceptions to this stale dating requirement will be noted in the NWP calendar.
  - 1.10. The Office of the Registrar is responsible for administering the advanced credit process. Program and service areas will adhere to established quality assurance standards to ensure equitable and consistent assessments of advanced credit.
  - 1.11. When there is no existing formal transfer agreement or transfer decision, transfer credit evaluations are completed by the program chair or their designate.
    - 1.11.1. Course curriculum must be a minimum of an 80% match to NWP course outcomes to award transfer credit.
    - 1.11.2. Students may combine the learning outcomes from multiple incoming courses to apply for credits for an NWP course.
    - 1.11.3. In cases where transfer credit is not awarded for formal learning, students may present that learning for evaluation as part of a PLAR application.
  - 1.12. Once a transfer decision is made, it is stored in a central database maintained by the Office of the Registrar.
2. Prior Learning Assessment and Recognition (PLAR)
  - 2.1. Applicants seeking advanced credits through PLAR must demonstrate that their knowledge, skills, and abilities are equivalent to students having completed the curriculum, based on the learning outcomes identified for each course.
  - 2.2. The Department Chair will determine the appropriate assessment methods for each course that may be available for PLAR within their program. Assessments must be authentic and reliable, allowing candidates to demonstrate their specific knowledge of the stated outcomes through consistent and credible methods.
  - 2.3. The program Chair will provide the Office of the Registrar with an updated list of courses available for PLAR in their program, as well as the assessment methods for each course.

3. Challenge Examinations
  - 3.1. Some programs will allow students who demonstrate knowledge or skill in the subject matter of a particular course to seek credit through challenge exams.
  - 3.2. The student must present the eligibility criteria upon which they feel they are capable of successfully passing a challenge exam to the Department Chairperson
  - 3.3. Only courses scheduled during the academic semester may be challenged.
  - 3.4. Challenge examination fees are normally 50% of the regular tuition fee.
  - 3.5. Challenge examinations will be set and graded by the department and a grade assigned for the academic semester in which the challenge exam is completed.
  - 3.6. Credit awarded through challenge examinations will apply only to the designated course and will not constitute awarding of credit of any prerequisite to that course.
  - 3.7. A student is not eligible for a challenge exam in a course for which a grade has been received.
4. Student Records
  - 4.1. Transfer credits are listed on a student's transcript with the grade of TR and are not included in the calculation of the student's grade point average (GPA) at NWP.
  - 4.2. PLAR credits are listed on a student's transcript with the grade of CR or NC and are not included in the calculation of the student's grade point average (GPA) at NWP.
  - 4.3. Student records are updated upon determination that credit will be granted in accordance with published quality assurance processes.
5. Appeals
  - 5.1. Students wishing to appeal an advanced credit decision may initiate an appeal as outlined in the Student Rights and Responsibility Policy.
6. Exceptions to the Procedure
  - 6.1. Exceptions to this procedure must be documented and formally approved by the Vice-President Academic. Procedure exceptions must include:
    - 6.1.1. The nature of the exception
    - 6.1.2. A reasonable explanation for why the procedure exception is required
    - 6.1.3. Confirmation that the exception aligns with the general principles of the policy
    - 6.1.4. Any risks created by the procedure exception and how those risks will be managed.