

Approval Date: August 17, 2009

## Admissions Policy

<b>Office of Accountability:</b>	Office of the Provost and Vice-President (Academic)
<b>Office of Administrative Responsibility:</b>	Office of the Registrar
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Purpose

To establish the University of Alberta's position on admission of students, and to ensure that responsibilities are clearly defined and relevant criteria is accessible.

### POLICY

The University of Alberta strives to recruit and admit the best students locally, provincially, nationally and internationally. These students will be admitted to the University of Alberta both directly from high school and via transfer from other post-secondary institutions.

Admission to the University of Alberta is based on documented academic criteria established by individual Faculties and approved by GFC. This criteria may be defined in areas such as subject requirements, minimum entrance averages, and language proficiency requirements. In addition to academic requirements for admission, GFC authorizes each Faculty to establish such other reasonable criteria for admission of applicants as the Faculty may consider appropriate to its programs of study, subject to the approval of GFC (e.g. interview, audition, portfolio, etc.)

The admission requirements for any Faculty will be those approved by GFC as set forth in the current edition of the *University Calendar*. In addition to the admission requirements, selection criteria for quota programs, where they exist, will also be published in the current edition of the *University Calendar*.

The responsibility for admission decisions will be vested in the Faculty Admission Committees or in the Deans of the respective Faculties, as the councils of such Faculties will determine. The responsibility for admission decisions for **Open Studies** will be vested in the Office of the Registrar.

Those responsible for admissions decisions will interpret and apply the established admission requirements and regulations, in a transparent process, in order to admit the best-qualified applicants from the total number of applicants who are eligible for admission, in accordance with Faculty **enrolment targets** or program quotas. The basis on which a student is admitted, and any academic provisions of admission, will not diminish or eliminate that student's rights and responsibilities, as detailed in the *University Calendar*.

GFC delegates to the Provost and Vice-President (Academic) the authority to increase the minimum high school entrance average or to reduce it in individual undergraduate Faculties as resources, academic standards and capacity allow within the limits of Faculty enrolment targets or program quotas.

Admission decisions are final. There is no formal appeal to any other body or person within a Faculty or the University.

### DANGEROUS CIRCUMSTANCES – Refusal of Admission for Reasons of Danger:

The University of Alberta reserves the right to admit applicants on a conditional basis or to refuse admission to an applicant who may constitute a danger or risk of danger to university students, staff or property, or to persons or property in the wider community. When the Dean of an admitting Faculty, or the Registrar in cases of admission to Open Studies, is of the opinion that admission of an applicant could pose such a risk, the Dean or Registrar may

refuse admission to an applicant or may make admission subject to whatever conditions the Dean or Registrar deems necessary. The decision of the Dean or Registrar will be final and binding.

The Dean is required to notify the Registrar of any decisions made pursuant to this power.

This responsibility is vested in the Dean of the admitting Faculty regardless of whether the responsibility for admissions decisions in the Faculty belongs to the Dean or to an Admissions Committee; however, the Dean may delegate this authority to another administrator within the Faculty, or to the Faculty Admissions Committee.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Admission</b>	Acceptance of a candidate for enrolment in a specified program and Faculty.
<b>Open Studies</b>	A program in which students may register in selected credit courses, but are not admitted or committed to a degree or diploma program.
<b>Enrolment Targets</b>	Enrolment targets comprise all continuing students, readmissions and anticipated new students registered in programs offered by a Faculty. In order to achieve stable enrolments over time, the available admission and readmission spaces in a program are adjusted each year according to the number of continuing students currently enrolled and projected for the next three years. The internal projections and management of these enrolment subsets is done by individual Faculties in collaboration with the Office of the Registrar.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Code of Applicant Behaviour](#) (University of Alberta)

[Office of the Registrar](#) (University of Alberta)

[Post-Secondary Learning Act](#) (Government of Alberta)

[University Calendar](#) (University of Alberta)

## **PUBLISHED PROCEDURES OF THIS POLICY**

[Transfer Credit Articulation Procedure](#)

[Undergraduate Admissions Procedure](#)