

Category: 4.0 Recruitment, Admissions, & Marketing	Responsible Owner: Director of RAM	Effective Date: April 2025
Policy/Form Number: 4.2	Approval Body: BoG	Policy/Form Name: Admissions Policy

A. POLICY:

PURPOSE/COMMITMENT

Columbia College provides quality academic programs to prepare international and Canadian students for admission to a university, either through the University Transfer program or the Associate Degree program. The purpose of this policy is to define the criteria an applicant must satisfy in order to be considered for admission to various post-secondary programs at Columbia College.

SCOPE

Applicants and Students
Responsible Administrators (Admissions Manager/Admissions Officers/Admissions Assistants)
Faculty

WHEN TO USE THE POLICY

This policy applies to applicants for admission to Columbia College programs.

DEFINITIONS

General Admission Requirements

- Admission to all academic programs is selective and is based on the College’s evaluation of the applicant’s probable success in undertaking studies at the post-secondary level. Applicants must meet or exceed the academic requirement for the program they’re applying for.
 - To be eligible for the University Transfer and Associate degree programs, students must have successfully completed High School/Grade 12 in BC or the equivalent elsewhere, with a minimum average of C in four academic Grade 12 subjects, including English 12.
- Students must be at least 15 years of age at the time of enrollment.
- Students must demonstrate English ability. Students may be required to register in a program combining academic studies with non-credit coursework in English or in the College’s English for Academic Purposes Program if they do not meet the minimum English language requirements for their program. English levels must be demonstrated at a level sufficient to complete the student’s academic program within a two-year timespan, consistent with the length of their - program.
- Possession of the minimum requirements does not establish the right of an application to be admitted. The College reserves the right to accept or reject any applicant and to limit the number of students accepted into any program

- Acceptance into a specific program at the College does not guarantee subsequent advancement into higher-level programs. Such advancement is dependent on performance in the original program.

Special Circumstances

- If the student does not meet one of the above general admission requirements, he or she may apply for admission on special grounds and is urged to discuss the process with the Admissions Office.
- Students over the age of 23 are considered mature students at the college. Certain academic requirements may be waived for mature students.

Transfer Credits and Advanced Placement

- Credit towards a Columbia College Associate Degree may be awarded for work completed at other institutions. Such credit will normally be assessed at the time of admission, based on the articulation agreements established via British Columbia Council on Admissions and Transfer (BCCAT). Courses taken at a recognized BC institution which transfer to at least one of BC's public research universities in an appropriate discipline will normally be considered for transfer credit. Special cases may be referred to the appropriate department for individual course assessment/articulation.
- Details regarding transfer credit can be found in the Transfer Credit Policy: 2.18 and the Prior Learning Credit Policy: 2.19
- There is a restriction on the amount of credits received from any transfer and advanced placement. To qualify for a Columbia College Associate Degree students must take at least the last 10 courses at Columbia College. Moreover, at least 4 of the required 6 second year courses must be taken at Columbia College. All qualifying courses/credits must have been taken within the 5 years preceding the award of the Degree.

Required Documentation and Retention of Admission Documents

- Applicants to academic programs are required to submit official transcripts and other necessary documentation at the point of application to prove the applicant meets established admissions criteria. Original or notarized copies of the documents are required for the purpose of admission.
- All documents are routinely verified. Evidence of falsified documents will result in the denial of admission or registration at Columbia College
- All international students must present valid study permit when registering at the college.
- The admissions Office maintains the security and confidentiality of all applicant file information and documents.
- The college retains documents submitted by applicants during admission process for 3 years. Applicants should contact the admissions office before submitting any irreplaceable documents.

B. PROCEDURES:

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

<https://www.columbiacollege.ca/wp-content/uploads/2023/06/2.18-Transfer-Credit-Policy-and-Procedure.pdf>
<https://www.columbiacollege.ca/wp-content/uploads/2024/08/Transfer-Credit-PLAR-Policy-and-Procedure-for-Courses-taken-Outside-of-British-Columbia-002-1.pdf>

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS:

RELATED ACTS AND REGULATIONS:

RELATED POLICIES:

C. APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner: Treshia Gunardi	Date: Feb 12, 2025
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date:	Dates(s) revised:	Replaces Policy/Form Number:
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