

|                       |                      |                                       |                           |
|-----------------------|----------------------|---------------------------------------|---------------------------|
| <b>Title</b>          | <b>Admission</b>     |                                       |                           |
| <b>Classification</b> | Academic             | <b>Oversight &amp; Responsibility</b> | Office of the VP Academic |
| <b>Category</b>       | Education & Teaching | <b>Effective Date</b>                 | 2015 Oct 15               |
| <b>Approval</b>       | Academic Council     | <b>Policy No</b>                      | 1048                      |

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

## Background

During the early years of the University's growth each program or program area evolved unique approaches to admissions, subject to some broad guidelines. As part of the business process review undertaken in conjunction with the implementation of a new student information system, a number of improvements in the application process were identified. A major recommendation was to move toward greater consistency in both methodology and in documentation. While several of these enhancements have been implemented, formal approval of the University's admissions policies and practices by Academic Council will enable the full implementation of integrated and automated admissions processes aligned with core principles.

## Objectives of the Admissions Policies and Practices

The objectives of the admissions policies and processes are to:

- Continually improve the quality and responsiveness of our admissions process;
- Ensure fairness and equitable access to our programs;
- Streamline the admissions process with more responsive and customer-oriented services;
- Empower applicants by allowing them to manage their applications online, thereby reducing staff time and cost; and,
- Ensure that the university's legal liabilities are managed effectively through consistent and appropriate admissions processes.

## Admissions Principles

### 1. Common Admissions Process

There will be a standardized admissions process for all for-credit programs based on formal admissions requirements. There can be variances to university-wide admissions requirements; they will require the approval of the Admissions Committee.

### 2. Admissions Requirements

Royal Roads University admits students based on their ability to meet formal program admission requirements. Applicants who do not meet the formal admission requirements may be required to submit additional documentation in order to demonstrate their suitability for admission to the program to which they are applying.

### 3. Equitable Access

All applicants will be treated fairly and equitably across all programs and their applications will be assessed on the basis of formal admissions requirements and well-defined evaluation processes.

#### **4. Advisory Services**

To help ensure suitability and success, information and advice regarding program selection will be available to all applicants.

#### **5. Categories of Admission**

Applications will be processed according to whether an applicant:

- a) meets all formal admissions requirements including academic qualification criteria (Regular or Standard Admission)
- b) meets all formal admissions requirements except academic qualification criteria (Flexible Admission)
- c) has a complex learning history and for whom documenting their learning is either difficult or complex (Special Admission, which requires approval of the dean)

#### **6. Flexible Admission**

The University may acknowledge prior learning attained through informal learning.

#### **7. Standardized Adjudication**

To ensure consistency and fairness, standardized evaluation practices will be used to assess applicants' qualifications.

Undergraduate level applicants will be adjudicated for Standard Admission by an admissions advisor (or approved designate). In the case of Flexible Admission, applications will be reviewed by each of: an admissions advisor, a faculty member, and a qualified member of the Flexible Assessment Committee.

Graduate level applications will be screened for Standard Admission by an admissions advisor (or an approved designate) and then forwarded to at least one appropriate faculty member (or approved designate), who will make an admissions recommendation. In the case of Flexible Admission, applications will be reviewed by each of: two faculty members and a member of the Flexible Assessment Committee.

Adjudicators will be named by the dean in consultation with the academic area.

#### **8. Application Verification**

Applicants are responsible for ensuring the accuracy and relevancy of all information submitted in support of their application, including any documents prepared by an educational agent on their behalf.

Royal Roads University reserves the right to request and/or confirm any information necessary to support an application for admission. The submission of false statements and/or documents, or the failure to disclose relevant information, will result in the immediate and permanent cancellation of admission and/or registration to Royal Roads University without refund.

#### **9. Admissions Decisions**

Admissions decisions fall into one of the following three categories:

- a) Unconditional Acceptance - applicants who meet the admissions requirements to the program of study to which they applied may be offered unconditional admission.
- b) Conditional Acceptance - applicants who do not meet all of the admissions requirements to the program of study to which they applied may be offered acceptance subject to meeting specified conditions prior to the start of the program. Conditions must be cleared a minimum of 5 business days prior to the program start date or the applicant will automatically have their registration deferred.
- c) Not Accepted – applicants who do not meet the admissions requirements for the program to which they have applied, have submitted false statements and/or documents, or failed to disclose relevant information will have their applications for admission rejected (or denied).

Decisions on all applications will be communicated to applicants by the Admissions Office (or a designate approved by the Director of Admissions). Meeting the admissions requirements set out by the University does not guarantee admission to a program of study.

#### 10. Admission Appeals

Applications are screened carefully. However, in the event an applicant believes s/he has been unjustly denied admission s/he may submit a written request for a review of his/her application.

Grounds for an appeal are normally limited to evidence of an administrative error made by authorized University personnel. Appeals based on dissatisfaction with university policy or admissions criteria, disagreement as to the evaluation of admissibility (e.g., 'grade point average'), arguments related to the authenticity of documents submitted, or failure to meet admission deadlines are not grounds for appeal.

Royal Roads University reserves the right to refuse admission to any applicant and admissions appeal decisions are final.

#### 11. Quality Assurance

The application and admissions processes will be reviewed annually by the Admissions Committee.

### Related Documents and Information

Related RRU policies:

- [Flexible Assessment](#)

Related RRU procedures:

- [Admission Practices](#)

### Review and Revision History

| Date               | Action                                       |
|--------------------|--|
| 2008-Jun-11        | Approved by Academic Council                 |
| 2015-Oct-08        | Revised; current published version           |
| 2021-Oct-04        | Transfer to new template – no content change |
| <b>Next Review</b> |  |
| 2018-Oct-08        | For review                                   |