

Section:	Academic/Student (AC)
Subject:	Admissions
Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to admit qualified applicants in a timely, fair and transparent manner.

PROCEDURE

DEFINITIONS

Application period	The time during which SAIT accepts applications for a specific intake. This period may differ from program to program.
Competitive program	A program that uses selection to determine admission into a program.
Continuous selection	A program where selection is offered on a continuing basis once that program has formally begun selection.
Dual credential program	A SAIT program that allows students to complete both a SAIT credential and a secondary school credential simultaneously.
First-qualified, first-offered program	A program that offers seats to qualified applicants as they apply, with no selection process.

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International applicant

An applicant who is not a Canadian citizen or permanent resident, but who is:

- a) A visitor to Canada with a valid study permit authorizing that visitor to study in Canada in accordance with the terms of federal immigration legislation and who is neither a Canadian citizen, permanent resident or refugee nor otherwise legally entitled to maintain a permanent Canadian residence;
- b) A visitor to Canada with a valid visitor's visa who will be studying in a SAIT program or course less than six months in duration; or
- c) Registered in a SAIT course or program delivered in a country other than Canada.

Off-track student

A student who has been admitted to a program, but who is taking courses out of sequence and who must customize registration with the program's academic chair/coordinator each term.

Qualified applicant

An applicant who has completed all admission requirements for a specified program, or who is currently engaged in a plan of academic studies that will enable all admission requirements for the specified program to be completed before the program transcript deadline.

Selection

A process whereby additional criteria above the minimum admission requirements are used to determine acceptance into a program.

Transcript deadline

Date by which all official transcripts must be submitted to SAIT, as listed in the Academic Calendar.

Unclassified student

A student who has been granted permission to register into specific courses, but who has not been admitted into a program and whose intent is not to graduate from a program.

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GOVERNING PRINCIPLES

1. This procedure applies to the acceptance of applicants to SAIT's credit programs and to SAIT's non-credit programs that have an application process.

PROCEDURE

A. Admission

1. The dean, with the approval of the vice president academic and in consultation with the Office of the Registrar, shall set quotas for the programs in the school/department.
2. To ensure that programs are filled to capacity, the dean may, with approval of the vice president academic, advise the Office of the Registrar to offer seats above the program quota.
3. The dean, in consultation with the Office of the Registrar, shall set minimum admission requirements for the programs in the school/department.
4. An applicant who does not possess the admission requirements may write admission exams offered through the Testing Services unit of the Learner Services department. The grade that an applicant receives on an admission exam is the grade that will be used to determine whether that applicant has met the admission requirement for the program to which the applicant is applying. Fees for admission exams are applicable and are non-refundable.
5. English language proficiency is a requirement for all credit programs and for non-credit programs that have an application process. To demonstrate English language proficiency, an applicant must:
 - a) Have successfully completed three years of full-time instruction in the English language with a minimum of 12 hours instruction per week, or
 - b) Have successfully completed one of the following:
 - i) International English Testing System (IELTS) with a minimum score of 6.0 in each skill category;

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- ii) Canadian Academic English Language Assessment (CAEL) with a minimum 60 overall band;
 - iii) Test of English as a Foreign Language (TOEFL) Internet Based (IBT) with a minimum 80 overall score, and at least 20 in each category;
 - iv) Canadian Language Benchmark Assessment (CLBA) with a score of eight in all sections;
 - v) Pearson Test of English (PTE) with a minimum score of 53;
 - vi) Michigan English Language Assessment Battery (MELAB), with a minimum score of 76; or
 - vii) English Language Foundations (ELF) level five.
6. SAIT reserves the right to use discretion in determining adequate levels of English language proficiency, in order to ensure an applicant's success in the program. In some cases, SAIT may require an applicant to complete additional English language testing, in order to assess what additional supports the applicant may require in order to succeed in studies at SAIT. Some programs may also require applicants to complete additional proficiency testing in order to meet the standards set by external accreditation or regulatory bodies.
7. All offers for seats shall be processed through the Office of the Registrar.
8. Qualified applicants to first-qualified, first-offered programs will be offered immediate acceptance to the program until the program is full. All qualified applicants who apply after the program is full will be placed on a wait list in the order in which they applied.
9. Conditional acceptance may be granted to applicants who provide their anticipated final grades in courses that will satisfy program admission requirements. Program admission requirements must be completed and transcripts submitted to SAIT by the transcript deadline.
10. Admission is determined based on an applicant's complete academic history, including both secondary and post-secondary courses. Post-secondary level courses of similar content may be considered for use in meeting admission requirements.
11. The Office of the Registrar shall admit an applicant who has been offered a seat once the Office of the Registrar has received all required documentation and the applicant has paid the required tuition deposit.

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12. An applicant who is on a wait list can request that the application be moved to the following intake for any SAIT program, including the program to which the applicant initially applied, if it is within the same academic year. An applicant must re-apply for admission to an intake that is outside the current academic year.

B. Selection

1. The dean or designate, in consultation with the Office of the Registrar, shall set minimum selection criteria for the competitive programs in the school/department. Selection criteria may be based on relevant academic grades and/or factors including but not limited to:
 - a) Test scores.
 - b) Knowledge of and interest in the field, as assessed through essays, interviews, appropriate tests, career investigation reports, etc.
 - c) Other post-secondary academic records.
 - d) Work experience relevant to the field.
2. Selection criteria are identified on SAIT's website.
3. For competitive programs that select on criteria other than relevant academic grades:
 - a) Qualified applicants must submit the additional selection materials by the deadline date that the program specifies.
 - b) Upon completion of the selection process, the program will create a list of applicants to whom seats will be offered, and a wait list of other applicants.
 - c) An applicant who is on a wait list can request that the application be moved to the following intake for any SAIT program, including the program to which the applicant initially applied, if it is within the same academic year. An applicant must re-apply for admission to an intake that is outside of the current academic year.

C. Program and Major Transfers

1. A student may change programs by applying through the program transfer process, provided that:

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- a) The student is a qualified applicant and satisfies admission and selection criteria for the new program; and
 - b) There is an available seat in the receiving program.
2. The timing of the program transfer request and its subsequent approval is at the discretion of the receiving academic chair/coordinator. However, in order to be eligible to receive a credential from the program into which the student has transferred, the student must complete at least the final semester of that program.
 3. An enrolled student may be permitted to transfer majors within a course of study, without reapplying to the program, as per the process established by the Office of the Registrar. Transfer of a major is subject to the student meeting course prerequisites and a seat being available in the new major.

D. Unclassified Students

1. A student who has not been admitted into a SAIT program may be registered as an unclassified student, provided that:
 - a) Space is available in the course in which the student wishes to register;
 - b) The program's academic chair/coordinator approves the student's registration into the course as an unclassified student and, in the case of a course delivered by another program or school/department, has consulted with the academic chair/coordinator for that course; and
 - c) The student takes a maximum of 25% of the program's total credits or a maximum of 15 credits in that program, whichever is less, as an unclassified student.

E. International Applicant

1. The provisions of this procedure apply to international applicants.
2. An international applicant is solely responsible for:
 - a) Making all arrangements relating to that applicant's immigration status, including obtaining a work permit where applicable;

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- b) Arranging appropriate health insurance coverage; and
 - c) Meeting the financial obligations required for immigration purposes.
3. An international applicant who has a tourist or visitor's permit may be given a letter of acceptance into a SAIT program that is of less than six months duration without requiring a study permit, at the registrar's discretion.

F. Admission into Dual Credential Programs

- 1. An applicant may be eligible for admission into a SAIT program that is part of a dual credential program arrangement with a secondary school board without meeting the admission requirements needed for that SAIT program, as long as the applicant is enrolled in, or is scheduled to enroll in, secondary school courses that meet the admissions requirements needed for the SAIT program. For further information, refer to sait.ca.

POLICY/PROCEDURE REFERENCE

AC.1.5 Admission policy

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PROCEEDEDURE