

ADMISSIONS POLICY

Policy Section:	Student and Academic Support Services	Effective Date:	October 16, 2025
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	September 8, 2025
Policy Administrator:	Registrar	Review Scheduled:	Every 4 Years
Approver:	Dean’s Council Academic Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. POLICY STATEMENT

Keyano College strives to be a responsive institution focused on student access and institutional sustainability. The College's goal is to provide a transparent, equitable, and consistent admissions process while communicating admissions decisions to applicants in a timely manner.

1. Guiding Principles

- 1.1 This policy is applicable to all credit program applicants.
- 1.2 Offers of admission to each program of study will be guided by the College's program enrollment targets and program capacities.
- 1.3 The Office of the Registrar is responsible for managing the admissions process and ensuring support for institutional enrollment targets.
- 1.4 Admission requirements for all Ministry-approved programs will be established through the College's program approval process.
- 1.5 Updates to admissions requirements for all Ministry-approved programs will be established through the College's program update process.
- 1.6 Admission criteria may include academic requirements, English language proficiency requirements, non-academic requirements, competitive entrance requirements, and requirements specific to program accrediting or governing bodies or collaborative program offerings.
- 1.7 Applicants must meet the published admission requirements for a program of study in the academic year in which they wish to apply.
- 1.8 Applicants are responsible to review and understand all requirements for admission including application deadlines, deadlines for submission of requirements, payment of tuition deposit, enrolment, and tuition payment.

- 1.9 Applicants may be admitted according to first-qualified first-offered or competitive entry as outlined in the program admission requirements.
 - a. Keyano College does not offer deferral of admissions to future terms or academic years.
 - b. Some programs may make available seats specifically for qualified applicants of Canadian Indigenous ancestry. Detailed information about this process can be found within the program admission criteria.
- 1.10 Keyano College reserves the right to waitlist applicants when a program is deemed to be at capacity.
- 1.11 Keyano College reserves the right to conditionally admit students to a program of study pending they are working towards full admission requirements.
 - a. Some programs may allow for the clearing of admissions conditions within the first term or academic year of study. This will be communicated to applicants as part of their conditional acceptance.
- 1.12 Applicants who are not admitted to their program of choice will receive the reasons for the decision and will be offered support in exploring alternative program options.

2. Exceptional Circumstances

- 2.1 The Dean or a designate of a program area has authority to waive admission criteria in exceptional situations in consultation with the Registrar.
- 2.2 Applicants who do not meet the admission requirements but believe they would be successful based on personal circumstances may request in writing to the Registrar to have their status reviewed by a Special Cases Committee.
 - a. This committee will include the Registrar, the appropriate Program Dean, and one additional Dean or Director as deemed appropriate. The decision of this group shall be final.

3. Refusal of Admission

- 3.1 Keyano College reserves the right to refuse admission to any applicant who may represent a danger or risk of danger to the college community.
- 3.2 Refusal of Admission under this reasoning will be communicated to the applicant in writing by the Registrar.

4. Confidentiality

- 4.1 Information collected by the College as part of the admissions process will be kept confidential to the extent possible.
 - a. Information shall not be released to third parties without the written permission of the applicant, except where the release of such information without consent

is necessary for complying with any legal obligations or release is necessary to protect the health and safety of the College community.

B. DEFINITIONS

(1)	Academic Criteria:	means specified high school or post-secondary grades, courses, or credentials required for admission.
(2)	Admissions Conditions:	means outstanding academic and/or non-academic admissions criteria.
(3)	Admission Requirements	means the published academic, English language proficiency, and non-academic criteria that an applicant must meet to be eligible for entry into a specific program of study. Admission requirements may include, but are not limited to, completion of specified high school or post-secondary courses, minimum grade or credential standards, standardized test results, language assessments, and any program-specific requirements established by accrediting or governing bodies.
(4)	College:	means Keyano College.
(5)	College Community:	means individuals directly connected to any College activities or initiatives, including all employees, students, contractors and volunteers.
(6)	English Language Proficiency:	means assessment exams or credentials to demonstrate English language proficiency.
(7)	Non-Academic Criteria:	means requirements that support the assessment of suitability of an applicant for program admission.
(8)	Policy:	means the Admissions Policy.
(9)	Special Case Committee:	means a committee comprised of the Registrar, the appropriate Program Dean, and one additional Dean or Director as deemed appropriate, responsible for reviewing admission applications under exceptional circumstances that fall outside standard requirements. The committee's decisions are final.

C. RELATED POLICIES

- Academic Integrity Policy
- Student Rights Policy
- Tuition and Associated Fee Administration Policy

D. RELATED LEGISLATION

- *Access to Information Act & Regulation*
- *Post-Secondary Learning Act*
- *Protection of Privacy Act & Regulation*

E. RELATED DOCUMENTS

- Academic Integrity Procedure
- Tuition and Associated Fee Administration Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
09/08/2025	New policy	All	Registrar	Vice President Academic