



Policy No.
Responsibility: Vice-President, Academic

Admissions Policy

Approved by: Board of Governors

Effective: January 27, 2011

Revisions:

Context

The purpose of this policy is to define the criteria an applicant must satisfy in order to be admitted to a program of studies at the Justice Institute of British Columbia (JIBC). Admission criteria are established by program areas to provide equity of access and to optimize the success of students entering programs.

JIBC has a number of career specific programs. In such programs, past experience and/or current work in the career field may be included as criteria for admission.

Due to the nature of the programs at the JIBC, mature students who wish to apply to some programs but do not have the formal academic education for admission may be admitted through a flexible admission process. This process allows potential students to apply for and be assessed for entry to a program based on their formal education, informal learning and/or work related experience. Such applicants must be able to demonstrate that they have appropriate knowledge, skills and other attributes to be successful in their chosen program.

Policy Statement:

Applicants are eligible for admission to JIBC programs provided they meet all program specific entrance requirements. All program areas must establish criteria for admissions that are appropriate to the learning outcomes of the program, are easily understood by candidates and can be applied fairly. The criteria shall be conducive to student success in that program.

Applicants may be assessed for admissions on the basis of their formal academic education and/or on the knowledge, skills and other attributes through an Assessment of Prior Learning.

Scope:

This policy will apply to all Certificate, Diploma and Degree Programs normally comprised of 30 – 120 credits, as well as Graduate Certificates and to courses that are intended to ladder into these programs. Exceptions to this policy must be recommended by the appropriate Curriculum Committee and approved by Program Council.

Definitions

Block Transfer

Formal agreement, between two post secondary institutions, to grant credit in a program for a block of courses or a program completed at another educational institution. Block transfers may be in-coming or out-going. The receiving institution always determines what credit will be granted.

Credit Transfer

Course or program credit that is granted by one institution to a student for completion of courses or programs at another institution or organization. Credit transfer arrangements may be one-directional or two-directional and are established through formal or informal articulation processes amongst organizations. An articulation process may be conducted between any two institutions or organizations, or, for British Columbia post-secondary institutions, through the BC Council on Admissions and Transfers (BCCAT) amongst any of the BC post-secondary institution members. Credit transfer is always granted solely at the discretion of the receiving institution.

Course Transfer

Formal agreement to grant credit in a program for a specific course deemed by the receiving institution to be equivalent to one of the institution's own courses. Course transfers may be in-coming or out-going. The receiving institution always determines what credit will be granted.

Domestic Student

A student who is a Canadian Citizen or has Permanent Resident status.

Exemptions

Academic credit earned within one program area within JIBC that may be accepted as credit toward another JIBC program credential.

Foreign Student

A student who is neither a Canadian citizen nor a permanent resident of Canada and has been admitted to a JIBC program of studies offered in his/her own country of residence or in any country outside Canada.

International Student

A student who is neither a Canadian citizen nor a permanent resident of Canada and has been admitted to a JIBC program of studies offered in Canada. Exceptions include an individual who has a ministerial permit claiming refugee status or holds a diplomatic visa or is a dependent of an individual who holds a diplomatic visa and who are therefore registered under the same conditions as Domestic Students.

Laddering

Academic credit earned through the completion of one credential (certificate, diploma, degree) accepted as an entry requirement for or credit toward another higher credential within the same program area.

Mature Student

An individual who does not have BC Grade 12 or Grade 12 equivalence, is at least 25 years of age and meets all other admission requirements

Prior Learning Assessment

Any process used for evaluating a student's competence resulting from previous education or relevant career experience. Methods for prior learning assessment must be valid and reliable and may include

challenge exams, evaluation of student portfolios, evaluation of course work completed at other institutions or a combination of these or similar methods. Refer to Credit Transfer, Residency and Prior Learning Assessment and Qualification Recognition Policy.

Program

A group of related courses, practica and evaluation activities designed to produce a meaningful, integrated set of learning outcomes.

Procedures related to this Policy

- [Admissions Procedure](#)

Related Policies

- [Academic Progression Policy](#)
- Credit Transfer, Residency and PLA and Qualification Recognition Policy (under development)
- [Student Records Policy](#)
- [Grading Policy](#)