

Admissions and Recognition of Prior Learning

Procedure No:	5003-PR1
Version:	6
Policy Reference:	5003 – Admissions and Recognition of Prior Learning
Category:	Education
Approval Body:	Board of Governors (on advice of Education Council)
Executive Sponsor:	Provost and VP Academic
Department Responsible:	Registrar’s Office
Directory of Records Class:	0650-10
Approval Date:	2025 Dec 03

Objectives

This Procedure describes processes and criteria for admission consideration, application assessment, and recognition of prior learning at BCIT.

Table of Contents

Objectives	1
Table of Contents	1
Who This Procedure Applies To	1
Related Documents and Legislation	2
Duties and Responsibilities	2
Admissions Procedure	2
1. Application Submission and Deadlines	2
2. Application Review.....	3
3. Applicant Types.....	3
4. Applicant Residency Status	5
5. Evaluation Types	5
6. Admissions Communications	5
7. Admission Requirements Review and Changes	7
8. Appeal of Admissions Decision	7
9. Application and Admissions Misconduct	8
Recognition of Prior Learning Procedure.....	8
10. Recognition of Prior Learning	8
11. Education Agreements.....	11
Confidentiality.....	12
Forms Associated with This Procedure.....	12
Amendment History.....	12
Scheduled Review Date	12

Who This Procedure Applies To

This procedure applies to:

- Applicants who are seeking admission consideration into BCIT and/or a specific BCIT program.

- Applicants or students who are seeking recognition of prior learning.
- The Registrar, Deans, Directors, Instructors, and other BCIT employees responsible for evaluating student applications or assessing prior learning.

Related Documents and Legislation

Federal

Constitution Act, 1982

Immigration and Refugee Protection Act, SC 2001, c 27

Canadian Association for Prior Learning Assessment: Quality Assurance for the Recognition of Prior Learning in Canada, 2015

Truth and Reconciliation Commission of Canada: Calls to Action, 2015

Provincial

College and Institute Act, RSBC 1996, c 52

Criminal Records Review Act, RSBC 1996, c 86

Declaration on the Rights of Indigenous Peoples Act, SBC 2019

Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165

Human Rights Code, RSBC 1996, c 210

BC Council on Admissions and Transfer [BCCAT]: Policies 1A, 3A, 3B.2, Principles and Guidelines for Transfer

BCIT

Policy 2300, Fees and Charges

Policy 2502, Signing Authority

Policy 5102, Student Code of Conduct (Non-Academic)

Policy 5104, Student Code of Academic Integrity

Policy 5402, Program Review

Policy 5405, Program Suspension and Cancellation

Definitions

Definitions are incorporated within the policy and procedure.

Duties and Responsibilities

Included in this Procedure.

Admissions Procedure

1 Application Submission and Deadlines

- a) Applicants apply or declare to BCIT through EducationPlannerBC or BCIT's Website. Applicants may apply for more than one program.
- b) Applicants for apprenticeship programs submit an Apprentice Training Request and do not follow the standard admissions assessment process.
- c) An application will be complete when all required documentation and the application fee have been received.

- d) Official or certified documentation supporting an application must be received by BCIT to consider an offer of admission. BCIT only considers English language documents or certified English translations of documents in the admissions process except for documents from francophone schools in Canada. Academic transcripts completed outside of Canada may require a comprehensive or basic international credential evaluation by a member of the Alliance of Credential Evaluation Services of Canada. All application documents become the property of BCIT and will not be returned.
- e) Application deadlines for competitive admission programs are listed on BCIT's website. Late applications may be considered on an individual basis subject to seat availability. Applications that do not comply with all posted deadlines will be cancelled.

2 Application Review

- a) The Admissions Office ("Admissions") will:
 - i. Assess the applicable academic admission requirements for completed applications;
 - ii. Provide programs with proposed application processing dates for program assessments;
 - iii. Be responsible for posting and updating equivalencies for academic admissions requirements.
- b) Program areas will:
 - i. Assess the applicable non-academic admission requirements for completed applications.
- c) Applicants satisfying the minimum admission requirements will be considered qualified applicants eligible for admission evaluation.
- d) Assessment of program choices if applicants apply for more than one program:
 - i. First-choice program applications will be assessed first. If an applicant is eligible for admission, the applicant's second-choice program application will not be assessed.
 - ii. Second-choice programs will be assessed if the applicant is not admissible to their first-choice program. Admissions reserves the right to assess second-choice program applications even if the applicant is admissible to their first-choice program.

3 Applicant Types

- a) General Applicants may have academic history from the following categories:
 - i. Canadian provincial secondary school curriculum: BCIT academic admission requirements are based on the British Columbia Certificate of Graduation or Adult Graduation Diploma curriculum. Applicants following other Canadian provincial secondary school curricula will be required to present provincial equivalencies. Applicants who have completed home-schooling will be considered on an individual basis and may require supplementary evidence of academic ability. The Registrar's Office is responsible for posting and updating provincial equivalents.

- ii. Non-Canadian secondary school curriculum: Applicants must present secondary school graduation from an approved and recognized institution within an education system that comprises 12 years of primary and secondary study or equivalent. Satisfactory completion of non-Canadian secondary school may not be, on its own, an acceptable basis for admission. In such cases, applicants may be considered with alternate assessment criteria.
 - iii. Post-Secondary Transfer: Applicants with prior credit from a recognized post-secondary institution may satisfy the minimum admission requirements through evaluation of their post-secondary qualifications. Applicants who have completed a Diplôme d'études collégiales (DEC) program may be recognized as post-secondary applicants.
- b) Apprentice Applicants
- i. Most apprentice programs require applicants to have an employer sponsor and be an active apprentice with SkilledTradesBC.
 - ii. Applicants must successfully complete each level of apprentice training in sequence to be eligible for progression within their apprenticeship program. Applicants currently enrolled in a level may register for an advanced level prior to completion.
- c) Advanced Placement
- i. Applicants who have successfully completed academic study at a recognized post-secondary institution or in another BCIT program can apply for Advanced Placement into a program and/or for transfer credit and should consult with the program area prior to application submission.
 - ii. Admissions will be responsible for the initial evaluation of the program admissions entry requirements. The program area will be responsible for assessing credit equivalency and determining the appropriate entry point. The program area will provide their determination, justification, and completed assessment with appropriate documentation to Admissions (refer to the "Recognition of Prior Learning" process).
 - iii. Applicants receiving Advanced Placement approval may be given full or partial bulk credit rather than individual course credit.
- d) Readmission Applicants
- i. Students who interrupt their studies may apply to re-enter their program at a future date. Readmission may depend on seat availability, time elapsed since enrolment, individual circumstances, the successful implementation of a plan resolving previous academic difficulties, suitability of program selection, and other relevant criteria. Readmission to the program is not guaranteed.
 - ii. Where a program has made significant changes to the learning outcomes since the student last attended, the student may be required to repeat and/or complete additional course work upon readmittance.
 - iii. Readmission applicants should consult the program area before reapplying. Following program consultation, the application must be submitted to Admissions.

- iv. Previously awarded credit through another recognized post-secondary institution or prior learning may be reviewed for recency and relevancy to updated learning outcomes.
- v. Program areas will assess applicants for readmission, determine the appropriate re-entry point, and notify Admissions.
- e) Applicants through an Education Agreement
 - i. Where an applicant applies to a program offered in partnership with another institution or organization, the applicant must satisfy the admission requirements of BCIT and any education agreement requirements.

4 Applicant Residency Status

Application fee is based on applicant residency status at the time of submission.

5 Evaluation Types

- a) Alternate Admissions
 - i. Applicants who do not meet minimum requirements for admission consideration may have the opportunity to be considered for an alternate admissions process where their previous work experience, non-formal education, cultural knowledge, and other relevant experiences can be used to satisfy admission requirements. Program areas will determine the evaluation criteria or conditions to support alternate admissions to their program.
 - ii. In exceptional circumstances, the Associate Dean, in consultation with the subject area expert and the Registrar or designate, may waive one or more of the program admission requirements. The decision is based on an assessment of the applicant's suitability and potential for success in the program.
 - iii. Designated Indigenous seats:
 - Indigenous applicants who wish to be considered for designated seats must self-identify as an Indigenous person with membership in, or a family connecting with, a Canadian Indigenous Nation or group, on their application and will be required to present documentation of Indigenous ancestry.
 - Competitive admission programs with designated Indigenous seats will consider all qualified self-identified Indigenous applicants. Indigenous applicants will be assessed alongside the general applicant pool. Indigenous applicants who do not meet the competitive admissions standard will be evaluated for designated Indigenous seats. If applicant demand for designated Indigenous seats is greater than the designated seat allotment, applicants will be ranked.

6 Admissions Communications

The Registrar's Office is BCIT's designated authority for issuing all official admission decisions to applicants.

- a) Offers of Admission

- i. Applicants must accept their offer of admission within a specified time. Applicants may only accept their offer of admission after the stated acceptance deadline if admission capacity in the program has not yet been reached before the last day to enroll.
 - ii. Applicants accepted to programs that require it must pay a non-refundable commitment fee to confirm acceptance and secure their seat by the acceptance deadline in their offer letter. Once this fee is received, any outstanding applications will be closed. The non-refundable commitment fee will be applied towards the student's assessed tuition and fees after registration.
 - iii. BCIT reserves the right to revoke an offer of admission if:
 - BCIT requires a commitment fee and it is not received within the specified time;
 - The student is found to not meet the admissions requirements;
 - The student is found to have violated the Student Code of Conduct or Code of Academic Integrity;
 - The program is cancelled or suspended prior to the start of classes; or,
 - A program intake is cancelled and admission cannot be deferred to a future offering.
 - iv. It is the applicant's responsibility to notify BCIT of their change in status prior to the start of classes to avoid any unforeseen charges.
 - v. If the offer of admission is for an international applicant to a program that is eligible for a study permit, BCIT will issue an admission offer letter allowing the applicant to apply for a study permit.
- b) Conditional Offer of Admission
- i. A conditional offer of admission may be available with program approval.
 - ii. A conditional offer of admission is granted when an applicant has not yet met all the admission requirements and is accepted upon condition of fulfilling outstanding requirements by a specified date.
 - iii. A conditional offer of admission will still require a commitment fee if applicable.
 - iv. Applicants who do not satisfy the conditions of their conditional offer may still be eligible for provisional enrolment, if approved by the Associate Dean, in consultation with the subject matter expert (if applicable), and Admissions. Provisional enrolment may allow a student to enter their program and complete missing admission requirements within their first term. Failure to satisfy the outstanding admissions requirements may result in withdrawal from the program, prevent continuance in the program, and may result in fees paid being non-refundable.
- c) Deferred Admission
- i. Deferral requests are only considered in extenuating circumstances such as completion of mandatory military service, study permit delays, or other documented circumstances beyond the student's control.
 - ii. To be eligible for a deferral, applicants must have accepted their offer of full admission, paid their non-refundable commitment fee (if applicable), and have

submitted a deferral request to Admissions thirty days before the program start date. Late applications will be considered on an individual basis.

- iii. Applicants offered admission to a graduate or undergraduate level program may request a deferral to that program for a maximum of 2 semesters, subject to program availability.
- iv. Any deferral request will require Associate Dean and Associate Registrar approval.
- v. Approved deferrals confirm admission to the deferral term, provided the applicant meets any conditions specified in the deferral agreement. If admission requirements change, it is the applicant's responsibility to ensure current requirements are met.
- vi. Deferral requests may be denied if the program admission requirements are under review and expected to change for the next admissions cycle.
- vii. Attendance at another post-secondary institution may invalidate an approved deferral.

d) Refusal Notice

- i. Applicants who are refused admission will receive a refusal notice and are free to re-apply in future without prejudice.
- ii. Applications missing admissions requirements are considered incomplete. An applicant will have thirty days, or until final application deadline date, whichever is earlier, to confirm satisfactory completion or in-progress requirements before receiving a refusal notice.

e) Admissions Waitlist Notice

- i. Applicants can apply to waitlisted programs if applicable.
- ii. Applicants may choose to remain on the waitlist while being assessed for their second-choice program.
- iii. Waitlists are dynamic and are subject to change. Waitlisted applicants will not be notified of their place on the waitlist.
- iv. Waitlisted applicants will receive offers of admission on an ongoing basis as capacity becomes available up to the last day to enroll. Applicants may be given short notice to accept their offer of admission, pay tuition and fees, and start the program.
- v. Waitlisted applicants who decline or do not respond to their offer of admission within the specified time may request to be reinstated on the waitlist. Reinstatement on the waitlist will not guarantee their previous place on the waitlist.

7 Admission Requirements Review and Changes

Changes to admission requirements will not normally be made after an application cycle has begun and must follow Education Council change requirements.

8 Appeal of Admissions Decision

- a) An applicant may request the Registrar, or delegate, to review an admission decision if they believe that a procedural error was made in their application evaluation. The

student must submit an Admissions Appeal Form to the Registrar's Office within 10 business days of their application notice of decision. The applicant must provide evidence that a procedural error has happened, meaning a BCIT policy or procedure was violated or misapplied.

- b) The decision of the Registrar, or delegate, on an admission appeal will be final.

9 Application and Admissions Misconduct

- a) Any person who believes an applicant has violated the Student Code of Conduct (Policy 5102) or Student Code of Academic Integrity (Policy 5104), including plagiarising or submitting fraudulent documents, should report the suspected violation to Admissions.
- b) Upon receiving a report of an alleged violation, Admissions will conduct an initial assessment to determine the validity of the alleged violation and provide the findings to the Registrar or delegate.
- c) The Registrar or delegate will:
 - i. Utilizing principles of judicial fairness, conduct an investigation as per the investigation procedures in Policy 5102 (Student Code of Conduct);
 - ii. Make findings of fact based on a balance of probabilities and determine whether a violation occurred;
 - iii. Consider relevant contextual factors when determining if a sanction is to be imposed and if so, what the sanction shall be;
 - iv. Notify the applicant of the findings, sanction(s) imposed, and appeal process.
- d) Consequences of application and admissions misconduct include but are not limited to: revocation of the admission offer, retention of the non-refundable commitment fee and application fee, cancellation of application, prohibition from applying to BCIT for a specified time, or a written warning.
- e) If falsified documentation or misrepresentation is discovered after a student's admission, the student may be withdrawn from their program. In cases where the applicant is already registered as a student, the Registrar or delegate may opt to refer the matter to the Senior Director of Student Success or delegate.

Recognition of Prior Learning Procedure

10 Recognition of Prior Learning

- a) Applicants and students are responsible for considering the impact of credit for prior learning on all aspects of their student status as it may result in reduced course load (e.g., tuition fees and eligibility for student assistance and awards, study permit eligibility, and post-graduate work permit).
- b) Programs can establish specific criteria for transferring credits into their program. These criteria may include recency, a minimum grade needed, and a maximum number of credits allowed to be transferred into the program.
- c) Students are responsible for submitting official transcripts and detailed course outlines including course name, course number, length of instructional period, hours per week (lecture, lab, seminar), learning outcomes, course content, required textbooks and readings, methods of instruction, evaluation criterion, and additional relevant details.

- d) Academic transcripts completed outside of Canada require a comprehensive international credential evaluation by a member of the Alliance of Credential Evaluation Services of Canada.

10.1 Prior Learning Assessment and Recognition (PLAR) Responsibilities

- a) PLAR Application
 - i. Applicants and students who believe their learning in other academic, non-academic, or informal learning settings is equivalent to BCIT courses or program learning outcomes may apply for their experience to be assessed toward program admission requirements or course credit (“PLAR”). If applicants or students are only presenting academic history, they will be referred to follow the “Transfer Credit” procedure.
 - ii. Applicants and students are responsible for contacting the program area and requesting information about PLAR availability and process.
 - iii. Students must pay a non-refundable PLAR assessment fee prior to assessment.
 - iv. Some BCIT course credits are not eligible for PLAR credit.
 - v. Applicants and students who have received a failing grade in a course shall not be permitted to re-try the failed course through PLAR for one year following the conclusion of the term in which the failure was recorded.
- b) PLAR Evaluation
 - i. Credit is not guaranteed and is dependent on the assessment results.
 - ii. The Assessor is responsible for informing the student of the PLAR process and requirements. The Assessor is responsible for determining whether student documentation supports the claim for credit.
 - iii. The Associate Dean has the final approval on PLAR credit and will notify the student of assessment results.
 - iv. The Associate Dean or Assessor will notify the Registrar’s Office of assessment outcomes.
 - v. PLAR credit granted by BCIT may not be recognized by other post-secondary institutions.
 - vi. Several evaluation methods are employed during PLAR assessments, which may include, but are not limited to, challenge examinations, skill demonstrations, assignments, interviews, portfolios, and additional documentation to verify competency.
 - vii. All credit awarded must be equivalent to an academically recognized course. Unsuccessful PLAR assessments are not recorded on a student transcript.

10.2 Transfer Credit Responsibilities

- a) Transfer Credit Application
 - i. Only courses with a passing grade or higher can be considered for transfer credit.
 - ii. Transfer credits may be granted in recognition of coursework completed at other post-secondary institutions. The courses must have equivalent learning outcomes.

- iii. Applicants who have completed substantial equivalency are encouraged to apply for Advanced Placement.
 - iv. Students applying for transfer credit must submit their transfer credit application and all required documents at least 14 days before term start. Late applications may be accepted only with written authorization from the Associate Dean. BCIT will endeavour to post assessed transfer credit prior to refund deadline.
 - v. Post-secondary credits used to satisfy program admission requirements are not eligible for transfer credit.
- b) Transfer Credit Evaluation
- i. The program area will assess transfer credit applications using BCCAT's *Principles and Guidelines for Transfer*.
 - ii. Transfer credit applications will be assessed by the program area in consultation with subject matter experts. Transfer credit will be awarded based on the assessment conducted by the program area, considering the content and level, credit weight, academic structure, textbook, grading and assessment type, and applicants' grades achieved while at the sending institution. The program area is responsible for determining course equivalency and providing the evaluation outcome to the Registrar's Office.
 - iii. Transfer credit will be awarded as assigned or general credit on the student's transcript.
 - iv. Transfer credit is not included in the calculation of BCIT Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA).
 - v. Any documentation associated with the assessment will be retained on the student record.

10.3 Multiple Credentials

- a) BCIT encourages students to pursue multiple credentials and may, with limits, apply previously earned credits towards new credentials of the same or higher credential level.
- b) BCIT aims to provide students with the most expedient path towards completing credentials.
- c) Students with credit for required program courses (earned at BCIT in a prior credential) may apply for credit towards their new program or may be required to complete alternative courses to satisfy program requirements. The final decision to recognize prior credit or determine suitable alternative program courses rests with the program area.
 - i. Associate Certificates and Industry Partnership Certificates: A maximum of 75% of the credits for an additional credential may be awarded through previously earned BCIT credits, transfer credits, or a combination of the two.
 - ii. Certificates and more advanced credentials: A maximum of 50% of the credits for an additional credential may be awarded through previously earned BCIT credits, transfer credits, or a combination of the two.

11 Education Agreements

Outlined below are general guidelines to be used by programs in establishing education agreements. These guidelines are not intended to, nor should they, contradict any formal provincial arrangements.

- a) The following will be mutually agreed upon by the other educational institution and BCIT, and will be stated in writing:
 - i. The number of students;
 - ii. The portion of the program offered in the other educational institution;
 - iii. The length of time for which the transfer agreement is valid;
 - iv. The deadline for informing BCIT of the number of transfer students;
 - v. Cancellation protocols.
- b) The following must be taken into consideration when setting up formal transfer agreements:
 - i. The number of required graduates;
 - ii. The financial impact to BCIT (e.g., BCIT faculty liaison time, workload, and travel costs);
 - iii. Concurrence with BCIT residency requirements.
- c) The BCIT teaching departments whose courses are to be offered at the other educational institutions will participate in the transfer program planning process.
- d) At least once per year BCIT's designated program representatives will initiate a review of the transfer arrangement to:
 - i. Update course outlines;
 - ii. Determine the number of transfer students;
 - iii. Discuss course changes;
 - iv. Review transfer students' progress at BCIT;
 - v. Review the duration of the transfer agreement;
 - vi. Discuss other matters of mutual concern.
- e) BCIT and the other educational institutions will exchange course outlines of the complete program and, where appropriate, will provide copies of handouts, examinations, bibliographies, recommended textbooks, etc.
- f) Signing of education agreements must align with Signing Authority Policy 2502.
- g) A transfer arrangement and subsequent changes are formalized in writing by the Dean and reported for information to Education Council.
- h) Upon the cancellation or expiration of a transfer agreement, all intellectual property rights will revert to the originating institution.
- i) Students who successfully complete the portion of the program agreed upon between another educational institution and BCIT are guaranteed admission to BCIT for completion of their program.
- j) Students who complete some, but not all, of the other educational institution's program may apply for an individual assessment of courses eligible for transfer credit, advanced placement, or bulk transfer. Admission into BCIT will not be assessed under the terms of the education agreement.

Confidentiality

- Confidential information must not be disclosed to unauthorized individuals.
- Any sharing of information must be performed in accordance with legal requirements and institutional policies.

Forms Associated with This Procedure

Admissions Appeal Form

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 5003-PR1 version 1	2009 Mar 11	
Revised:	Procedure 5003-PR1 version 2	2012 Jun 6	
Revised:	Procedure 5003-PR1 version 3	2013 Jun 5	
Revised:	Procedure 5003-PR1 version 4	2014 Oct 1	
Revised:	Procedure 5003-PR1 version 5	2024 Feb 27	In Force

Scheduled Review Date

2029 February 27