

**Approval Authority:** Education Council

**Last Approved:** January 25, 2021

**Administrative Responsibility:** Office of the Registrar

**Next Review:** May 2027

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## **PURPOSE**

The purpose of this policy is to provide requirements for student admission to NVIT for general admission and/or Unclassified Studies.

## **SCOPE**

This policy applies to all students seeking admission to NVIT to register for courses that do not lead to a credential. This policy also defines citizenship and immigration requirements, English language requirements, mature status, underage students, and prerequisites/admission waivers.

## **POLICY & PROCEDURES**

Eligibility for admission is based on citizenship, age, English language, and academic requirements. Specific program admission requirements or course prerequisites must be met in addition to any general admission requirements. In cases where applicants may not meet the specific admission requirements for a desired program or course, NVIT offers programming which may lead to the qualifications necessary for specific program entry.

### ***General Admission and Unclassified Studies Program***

Although some programs and/or courses at NVIT do not require Grade 12 or equivalent, the following qualifications are generally accepted where Grade 12 or equivalent is listed as a requirement for admission:

- a) Students who have graduated from a BC secondary school;
- b) Students who have a BC Adult Graduation Diploma;
- c) Students who have completed the GED meet the general admission requirements for Grade 12 or equivalent, but are also required to complete an assessment and are subject to specific program and/or course requirements;
- d) Mature students who have not graduated from a BC secondary school may be admitted to the College Readiness program, or desired program, upon completion of an assessment indicative of required English and Math requirements.

The Unclassified Studies Program does not lead to a credential. This Program is reserved for students who meet the following qualifications: dual credit (1-2 courses per year), upgrading to progress or meet the prerequisites for another course or program, professional development (one-off courses), and/or

interest-only. Students who know their program goal are required to meet program requirements and register for that program.

There are no program admission requirements for Unclassified Studies; however, **students are required to meet all the individual course prerequisites for their course selections or seek formal instructor permission via NVIT Self-Service. Students who do not meet course prerequisites with official transcripts, an assessment, or provide proof of instructor permission will be withdrawn from the course(s).**

**The Registrar's Office will require proof of program prerequisites or instructor permission if a student is on track for graduation from a credential.** The Unclassified Studies Program does not have a Department Chair and will therefore refer to the Academic Dean for any academic matters or permissions.

### ***Citizenship and Immigration Requirements***

NVIT accepts applications for admission from prospective students only if they

- a) Are citizens of Canada; or
- b) Hold status granted by Employment and Immigration Canada as Permanent Residents (landed immigrants), proof of which must be submitted; or
- c) Hold a valid study permit issued by Immigration, Refugees and Citizenship Canada, proof of which must be submitted.
  - I. NVIT has permanently suspended the intake of international students except for the intake of students from the Indigenous peoples. NVIT will continue to accept the intake of students from the Indigenous peoples in accordance with UNDRIP.
  - II. Federal changes to International admissions in which Provincial attestation letters are now required for new study permits and allocations are given annually to Post-Secondary Institutions in February.
  - III. Qualifying International applicants from the Indigenous peoples must contact the NVIT Registrar's Office for an admissions package. Learners applying to NVIT under the Jay Treaty or are a Permanent Resident, please apply through Education Planner BC and reach out to NVIT Admissions for the next steps.

### ***English Language Requirement***

To create the best possible learning environment at NVIT it is critical that all students be able to participate in classroom activities and complete written assignments. English is the language of instruction and communication at NVIT. Therefore, all applicants must demonstrate fluency in English by fulfilling one of the following options:

- An official TOEFL score including the TWE (or essay) portion with a minimum score of 270 (230 if the computer-based TOEFL taken) on the Listening, Structure/Writing, Reading portions and 5.0 on the essay portion;
- A minimum score of 4 on the LPI (Language Proficiency Index) within the past 2 years;
- A minimum score of 6.0 on each of the academic listening, reading, writing, and speaking modules of the IELTS (International English Language Testing System) exam;

- An English Accuplacer assessment may still be required to demonstrate English language fluency following the submission of TOEFL, LPI, or IELTS.
- Successful completion of BC English 12 (or equivalent acceptable to NVIT) with a minimum grade of C+; or
- Successful completion of a university transferable Post-Secondary level English course with a minimum grade of C.

### ***Mature Status***

For admission purposes, a mature student is 19 years of age or older, and has been out of high school for at least one year. Adults are encouraged to apply to specific programs even if they are unable to meet specified educational requirements since other factors such as maturity and work experience may be considered in some programs. If students do not meet minimum educational requirements for a desired program, they may demonstrate these requirements through an Accuplacer assessment and/or upgrade by completing appropriate program admission requirements and course pre-requisites.

### ***Underage Students***

The minimum age of attendance for most programs at NVIT is 16 years of age.

- a) Some NVIT programs and courses may be designed for younger students with College approval.
- b) Programs may set minimum age restrictions with Education Council approval.
- c) Underage students wishing to attend classes must have guardian consent for consideration.

NVIT supports dual credit programming for high school students and will work with regional school districts to promote programs and courses. Dual credit applicants must have confirmation from the School District that NVIT programs or courses will be honoured as part of high school graduation and secure funding prior to registration.

Dual credit applicants are not required to meet the high school graduation requirement. Dual credit applicants may require instructor permission, or an approved admissions appeal from the Dean if they have not met the course or program prerequisites. Dual credit students will be treated as College students in all respects while attending on campus. Written consent from a parent or legal guardian is required before the start of a program or course.

### ***Prerequisites/Admission Requirement Waivers***

1. Upon recommendation from the Department Chair, the Dean has the authority to grant admission criteria waivers in exceptional and unusual circumstances; and
2. Any request to waive prerequisites/admission requirements for more than two students in the same course/program, must be done in consultation with the Registrar and receive the President's prior written approval.

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