
STUDENT ADMISSION

POLICY NUMBER	ED 01-0
APPROVAL DATE	DECEMBER 19, 2011
REVIEW DATE	DECEMBER 2016
AUTHORITY	SENATE AND PLANNING COUNCIL OF OPEN LEARNING
PRIMARY CONTACT	REGISTRAR

POLICY

Thompson Rivers University is dedicated to providing adult learners (students) in British Columbia, Canada and around the world with access to post-secondary and adult basic education and training. Within this comprehensive programming mix, the university is committed to establishing admissions criteria to programs which are designed to help ensure students academic success as well as successful transitions to future life-long learning experiences.

REGULATIONS

- I. Thompson Rivers University considers applications from all eligible candidates; however, admission to specific courses or programs, including graduate studies, may be restricted by space limitations or prerequisite requirements.
- II. In situations where the number of qualified applicants exceeds the number of available seats in a program or course, admission will be in order by date of application, by date of qualification, and/or by a pre-defined selection process outlined in the program admission requirements or graduate studies handbook. If this process includes an interview, see Section VI below.
- III. Admission to the University is made within the following categories:

- a) Regular Admission

Applicants must meet one of the following general admission requirements in order to be accepted:

- 1) be a graduate of a British Columbia secondary school, or equivalent
- 2) meet all the specific program or course admission requirements and be at least 17 years of age to attend campus-based courses. Open learning programs and courses have no minimum age requirements.

b) Mature Student Admission

Applicants be at least nineteen (19) years of age on the first day of attendance at the University and had no formal education experience in the last two years.

c) Special Admission

- 1) TRU programs may establish categories for Special Admission, where it is judged that previous training and/or work experience is adequate to provide a potential for success in the program. In some instances challenge examinations may be used to aid in assessment. General procedures for such admissions require the approval of the Vice-President, Academic. Individual admission decisions will be made by the Registrar, in consultation with the relevant department chairperson.
- 2) Under exceptional circumstances, applicants less than 19 years of age who do not meet entrance requirements may be assessed by the instructional department on an individual basis for the purposes of admission.

IV. Applicants must have completed the stipulated English proficiency requirements, where applicable.

V. Citizenship Requirements

- a) Canadian citizens or permanent residents (landed immigrants) are eligible for admission.
- b) Foreign students will have additional requirements regarding eligibility for admission.
 - 1) Foreign Students studying in Canada for more than 6 months must have a valid Student Permit. Note: TRU open learning courses cannot be used as eligible studies towards establishing or extending a Student Permit.

Foreign students in possession of a valid Student Permit may be admitted to all programs and courses, subject to the [International Education Policy ED 12-0](#).

2) Foreign Students Without Student Permit

- i) Individuals without a Student Permit who are in Canada under the provisions of an immigration authorization will be allowed to register in TRU campus based courses as follows:
 - Refugee Status
To be admitted in the same manner as a Canadian citizen. Can attend both credit and non-credit courses at regular tuition rates.
 - Refugee Claimant, Work Visa or Visitor's Visa
Eligible to attend only non-credit courses, or English as a Second Language (ESL) courses in the same manner as Canadian Citizens if prior to

acceptance by TRU, a letter from Canada Immigration is presented indicating an "authorization" or "no objection to the person attending."

- ii) Individuals without a Student Permit are eligible to apply for admission to most TRU Open Learning programs and courses. Note: TRU open learning courses cannot be used as eligible studies towards establishing or extending a Student Permit.

VI. Admission Interview

The following regulations are to be followed in those programs which require interviews for admission.

- a) All interview candidates shall be given reasonable notice of date, time, place and duration of the interview.
- b) All eligible program candidates will be interviewed as follows:
 - 1) Interviews will be conducted by a panel of two or more interviewers, one of whom must be a TRU staff member. Interviewers may be faculty, Open Learning Faculty Members, administrators, students, graduates or community professionals as deemed appropriate by the Dean or the Dean's delegate. Attempts will be made to prevent any potential conflict of interest for panel members.
 - 2) The same questions will normally be asked of all candidates. Elaboration and or clarification of responses are encouraged.
 - 3) Interviews with each candidate shall be scheduled to be of the same length of time.
 - 4) The University will seek to ensure that interviews are culturally and gender sensitive.
- c) The same criteria, scoring and evaluation system must be used for each candidate. A record of each interview will be kept for twelve months following the interview.
- d) Interview questions should be as objective as possible.
- e) Evaluation criteria for interviews will be clearly established, written, and relevant to program objectives. At the request of a candidate they will be made available in advance of the interview.
- f) Depending on the objectives of the interview, individual or group interviews may be employed.
- g) Applicants will normally be notified in writing within a reasonable period of time as to their admission status as a result of the interview:

- 1) accepted into the program;
 - 2) wait listed;
 - 3) not accepted.
- h) A statement of reasons for acceptance or rejection will be provided to the candidate upon her or his request.
- i) Notwithstanding the provisions of the Appeals policy, students may request interview notes or other information pertaining to their own interview up to twelve months from the date of the interview.
- j) Upon an applicant's request, a second interview may be granted if the applicable Program Coordinator or Department Chair find that:
- 1) There are extenuating personal circumstances for the candidate; or
 - 2) This policy was not followed, or that the candidate was treated unfairly.

NO LONGER IN FORCE