

Program Admission Criteria Change Policy

Purpose

The College of Technology promotes fair and equitable admission to all student applicants. The purpose of this policy is to insure that appropriate measures are taken to implement and notify faculty, staff, and student of admission criteria changes. The following guidelines will ensure that the necessary steps to change program admission criteria are followed and potential students have full disclosure.

Steps for Admission Criteria Change

- 1 The program coordinator will meet with their Department Chair and the Student Services Director to discuss potential admission criteria changes. Topics covered in this meeting should include Pre-Admission Criteria questions (see Attachment A).
- 2 An Admission Criteria Form (see Attachment B) will be signed by Program Coordinator, Department Chair, and Student Services Director upon agreement by all parties that the new admission criteria will be in the best interest of promoting academic success for students pursuing the program certificate/degree. All relevant program documents such as advising sheets and/or competitive admission applications will be attached to the Admission Criteria Form (Sample documents can be obtained from Student Services).
- 3 The new admission criteria will be maintained in the Student Services office and distributed to potential students interested in the College of Technology program.
- 4 Final approval by the Dean is required on Page 3.

Admission Criteria Implementation

New admission criteria must be established at least one admission cycle prior to implementation to assure students are properly informed of new admission criteria. During the implementation of new admission criteria, students accepted under old admission criteria will not be affected by new admission criteria. Previously accepted students will retain their program admission status under the old admission criteria. Students with a pre-major, or those who are in the process of applying for admission to the program will receive appropriate notification of the new admission criteria via email, telephone, and/or postal mail. This notification will be sent by College of Technology Student Services.

Pre-Admission Criteria Questions

Use these questions to guide discussion before changing program admission criteria.

- Is a separate competitive program application required?
- Is there an application deadline, or a priority deadline to allow qualified students to apply late if the competitive process does not result in a full program.
- Will there be an alternate list? Will those students be guaranteed a spot in a future admission cycle?
- Will there be mandatory orientation/s prior to enrollment?
- Will there be a mandatory job shadow? How many hours?
- Is there a specific test that students must complete to be accepted?
- Is a specific placement test score required?
- Are there pre-requisite courses that must be completed?
- Are there preference courses that add value to a competitive admission score?
- Do preference/pre-requisite courses need to be graded or can a student apply if they are currently registered for courses?
- Are applicants required to meet any physical limitations?
- Are applicants required to have specific certification/s or license?
- Will applicants receive preference for prior work experience?
- Will applicants receive preference for additional degrees/certification/licenses?
- Will GPA be considered for admission? Is this Cumulative GPA or only calculated from preference/pre-requisite courses? Will transfer work be included in GPA calculation?
- Will applicant be required to meet a minimum GPA to apply?
- Will applicant be required to interview with a faculty member prior to acceptance? Will faculty be available during summer/holiday breaks?
- Will applicant be required to complete background check before/after acceptance?

Admission Criteria Form

Program Name	Date
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Effective Term for New Admission Criteria

Description of admission changes

Include all items determined as relevant from the Pre-Admission Criteria Questions.
Attach new documents such as competitive applications and advising sheets.

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Program Coordinator	Date	Department Chair	Date
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Student Services Director	Date	Dean	Date