



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Admissions - Policy 020

Policy Statement

In order to facilitate and ensure the University commitment to excellence in teaching and research, scholarship, and service to the broader community and in recognition of the likelihood that applicants will be adult learners, the University will normally employ a flexible admissions policy.

It will be the University's responsibility to assess required academic or other prerequisites and, where deemed necessary, the eligibility of the student to study in Canada. The University will admit Applicants on a First Qualified basis.

Applicants shall have the right to know, in advance of formal application, the criteria which will be used to determine admissibility to a specific program. Admission requirements will be reliable predictors of success in the program and will be published in the University's Calendar.

Related Policy

Course Audit Course
Challenge
Prior Learning Assessment and Recognition
Transfer Credit

Definitions

Conditionally Qualified means an applicant with incomplete documentation who has been provided with timelines for successful completion of the remaining admission requirements to the University.

Flexible admission means that the University will base admission on a variety of items including academic record, employment record and other relevant achievements pertaining to the study of workplace health science.

First Qualified means that the University will offer program seats to applicants in order of the time and date the University has determined they have met all of the admission requirements.

An International Applicant means an applicant who applies for admission to a program on the basis of qualifications gained outside Canada

Not Qualified Applicant means an applicant who has not met the criteria to be qualified or conditionally qualified for a program.

Official Transcript means an official institutional document available to employers or receiving post-secondary institutions by student request and sent directly from the institution of origin to the University in a secure fashion.

Proof of Permission to Study in Canada means a visitor's visa and/or a study permit, depending on the length of stay, as outlined on the Canadian Government 'Study in Canada' website.

Qualified Applicant means that an applicant has provided proof of meeting all admission requirements. A Qualified Applicant is not guaranteed admission.



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University means Pacific Coast University for Workplace Health Sciences, a corporation established under the Act.

Procedures

All applicants must pay a non-refundable application fee and complete the University application process on the University's web site.

A student's application will consist of:

- a written statement by the prospective student of the reasons for seeking admission,
- submission of a portfolio detailing the prospective student's academic and other achievements,
- Official Transcripts showing successful completion of at least the equivalent of British Columbia high school Grade 12 including English (Grade 12 with a grade of C), Mathematics (Grade 11) and Science (Grade 12) or
- Official Transcripts showing at least one year (24 credits) of successful university level study at another institution
- copies of certificates of training,
- letters of recommendation,
- proof of permission to study in Canada for international students wishing to reside in Canada for significant periods of time while studying at the University. Such students may be conditionally accepted to the University for Study Permit application purposes. Conditions include meeting all other University admission requirements.

If an applicant cannot provide Official Transcripts of secondary or post-secondary studies showing that they have completed at least the equivalent of Canadian high school English (Grade 12 with a grade of C), Mathematics (Grade 11) and Science (Grade 12), or Official Transcripts showing at least one year (24 credits) of successful university level study at another institution, they will be required apply through the University's Flexible Admissions process and may be asked to demonstrate an equivalent level of numeracy and literacy by undergoing standardized assessment testing as part of the application process.

The University will review the application to determine if the applicant is Qualified, Conditionally Qualified or Not Qualified. Applicants will be informed in writing electronically. A Qualified Applicant is not guaranteed admission.

All Qualified Applicants who apply by the published application deadline will be offered a seat, if one is available, in the order of the date and time the University determines they have met all of the admission requirements.

Conditionally Qualified Applicants will be given a timeline to complete their application. The University will assume that the applicant has terminated the process if the application is not completed by this deadline and the applicant's status will be changed to Not Qualified.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012.
Approved by: Academic Council, April 12, 2012; June 7, 2018
Revised: June 18, 2014; June 7, 2018
Responsibility: Registrar