

1.0 PROCEDURE ELEMENTS

1.1 Application and Admission Deadlines

- 1.1.1 Application and admission document deadlines must be set one month prior to the opening of the admission intake (e.g., September 1 for the opening of the following fall's admission intake on October 1).
- 1.1.2 Deans must notify the OUR of any program admission suspensions prior to the opening of admission intake.
- 1.1.3 Deans may request that an application deadline be extended prior to the close of the application period for the respective program.
- 1.1.4 Once an admission intake has closed, it may not be reopened.

1.2 Designation of Admission Method

- 1.2.1 Deans are responsible for designating a program's admission as first qualified, first admitted or competitive. Deans must notify the OUR of all programs designated as competitive one month prior to the opening of the admission intake.
- 1.2.2 Deans, in consultation with the OUR, are responsible for setting the competitive academic averages or admission scores prior to the opening of the admission intake.
- 1.2.3 Deans, in consultation with the OUR, are responsible for monitoring program admissions throughout the intake and lowering competitive academic averages or admission scores in order to achieve admission/enrolment targets for respective programs.

1.3 Deferral of Admissions

- 1.3.1 The request for an admission deferral must be submitted to the OUR in writing prior to the beginning of the admission intake term and clearly state the reasons for deferral including all applicable supporting documentation such as a letter from your physician, counsellor, pastor, or other suitable authority.
 - 1.3.1.1 Applicants seeking a deferral for medical reasons must include a letter from their physician outlining the health-related condition, the impact of the condition on your academic studies, the period in which you will be unable to attend to your academic studies and your anticipated return, and other applicable information.
- 1.3.2 The OUR will consult with the applicable Dean regarding the deferral request. Considerations will be related to enrolment management and the faculty/school's ability to accommodate the applicant in a future term.
- 1.3.3 The OUR will notify the applicant of the decision of the admission deferral.

2.0 RELATED POLICIES, FORMS AND OTHER DOCUMENTS

- Admissions Policy
- Admission Evaluation Procedure

3.0 ACCOUNTABILITY

Office of Administrative Responsibility

Office of the University Registrar

4.0 HISTORY

Relevant Dates

Approved: **18.05.22**

Effective: **18.10.16**

Next Review: **23.10.16**

Modification History

18.05.22: New procedure approved by Academic Governance Council – Executive Committee motion EC-03-05-22-2018.