
Admissions

Policy Number:	1314
Owner:	VP Academic, Innovation, and Student Affairs
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POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to promoting accessibility to post-secondary education in New Brunswick and to maintaining an objective and equitable admission process for as many applicants as possible, accepting to the extent that NBCC can provide a rewarding and supportive student experience.

PURPOSE

NBCC strives to apply integrity to admission processes using a transparent approach. A First Qualified, First Accepted philosophy applies when additional or specific criteria are absent. NBCC reserves the right to prioritize international applications based on the following criteria: strategic partnerships, priority markets, regional application volumes, program availability, study permit processing times, study permit conversion rates, and criteria used to determine eligibility to receive a study permit or a provincial attestation letter. The purpose of this policy is to outline the minimum requirements for admission, excluding program-specific qualification criteria.

SCOPE AND LIMITATIONS

The provisions of this policy apply to all applications for identified programs with a program start date of Fall 2024 and beyond.

1.0 DEFINITIONS

Admission Profile

- grouping of various requirements for admission to determine admission to a program or group of programs. Profiles are based on the academic level of learning.

Applicant

- an individual who has applied for admission to NBCC.

External Transfer

- an applicant who applies to NBCC and is not an active (current) NBCC student. This includes students using established articulated and block transfer agreements and students applying for transfer from an external post-secondary institution.

Post-Secondary Education

- any program/plan of studies leading to a college or university credential.

Program

- a field of studies for which an approved curriculum standard exists, has a predetermined number of credits, and leads to an official certification.

Secondary Education

- any program/plan of studies at the high school level.

2.0 IMPLEMENTATION

2.1 Responsibilities

2.1.1 NBCC Admissions

NBCC Admissions will process applications for all entry points for identified programs at NBCC.

2.1.2 Apprenticeship Programs

Admission to Apprenticeship programs are the responsibility of the Apprenticeship and Occupational Certification Branch of the Department of Post-Secondary Education, Training and Labour.

2.1.3 Admission Profiles

To facilitate the admission process, admission requirements are grouped into profiles depending on the nature and complexity of the program. Programs may have additional requirements beyond these admission profiles, and these are set out in each program's description. (*Refer to Admission Profiles 1314.2741*)

2.2 Minimum Admission Requirements

The minimum academic requirement for admission to a program is the New Brunswick High School Diploma, or equivalent recognized by NBCC.

Applicants who have successfully completed post-secondary education studies in a related field will be considered as having met the minimum requirements for admission to a program. Where specific prerequisite courses are required, an exemption may be granted.

Other admissions requirements apply to some programs with higher levels of learning. Admissions profiles are published on the NBCC website and are subject to change due to the need to assess academic readiness.

NBCC will not apply newly revised requirements to the disadvantage of a candidate whose high school courses were established in accordance with earlier requirements.

2.2.1 Mature Applicants

Applicants who do not meet program admission requirements may apply through the Mature Applicant pathway. Applicants must submit documentation which demonstrates sufficient experiential learning, solely or in combination with formal learning, to be successful in their program of choice. (*Refer to Recognition of Prior Learning Policy 1310 or Mature Student Admission Evaluation Process 1314.4296*)

2.2.2 Applicants from Private Schools

NBCC will assess applications from private schools based on approved New Brunswick high school curriculum equivalency. NBCC may require proof from the school that the curriculum meets admission profile requirements.

2.2.3 Homeschooled Applicants

Applicants who complete secondary homeschooling must be able to demonstrate course outcomes and competencies equivalent to current New Brunswick high school curriculum.

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2.3 Program Specific Requirements

Program specific requirements such as medical examinations, criminal record checks and employer-related testing are not considered to be admission requirements.

2.4 Application and Deferral

Applicants may apply for admission to a maximum of two (2) programs in any academic year and to an unlimited number of programs or courses within the School of Professional and Part-time Learning (PPL). Qualified applicants may be eligible to defer their application.

2.5 Seat Allocation

NBCC prioritizes the allocation of seats by ensuring people living in New Brunswick have a greater chance of access. NBCC will also allocate a number of seats each year for candidates from other Canadian provinces, self-identified Indigenous applicants, and international applicants. This rule may be waived by the NBCC Registrar for applications to programs which have historically been under-subscribed.

2.6 Student Accessibility

Appropriate accommodations require time to plan and implement; therefore, early self-identification is encouraged. The applicant can self-identify on the *Application for Admission (1314.2849)* on NBCC's website.

2.7 International Applicants

2.7.1. Program Admission Requirements

- (i) To be admitted to a post-secondary program, applicants must have a high school diploma, at minimum.
- (ii) The high school transcript must be recognized by the New Brunswick Department of Education and Early Childhood Development, by the government of a Canadian province, and/or by the country of origin. If applicable, an international applicant must successfully pass the national exam of their country of origin for NBCC to grant a New Brunswick High School equivalency.
- (iii) Depending on the program, an international applicant must have completed the prerequisite courses as identified by NBCC.
- (iv) The submitted documentation must be sufficient to demonstrate that the international applicant meets the admission requirements of the program.
- (v) NBCC reserves the right to request documentation and/or credentials be validated by a professional credential evaluation service.

2.7.2. English Language Requirements

International applicants to NBCC must demonstrate adequate academic English proficiency for full participation in learning activities. In the case of non-English transcripts, NBCC will require translation into English that is acceptable to the institution.

NBCC will request evidence of English proficiency on a recognized linguistic test taken within the last two (2) years or successful completion of a recognized pathway program

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from one of the College's English language training partners. An applicant may be exempt from this requirement if:

- (i) the applicant's first language is English; or,
- (ii) a minimum of three (3) years of secondary education in English has been successfully completed within the last 2 years; or,
- (iii) a minimum of one (1) year of successful completion in a recognized post-secondary institution has been in English within the last 2 years.

2.8 Conditional Admission

Applicants who are in the process of meeting the program admission requirements for a chosen program may be admitted on a conditional basis. Conditions must be met prior to the deadline provided, and proof of completion of the requirements (transcript) must be received by NBCC Admissions.

2.9 Admission Decisions and Appeal

NBCC reserves the right to determine the admissibility of all applicants, and to deny admission when, in the opinion of NBCC, granting admission would not be in the best interest of the applicant or NBCC.

Applicants may appeal an admission decision within 30 days by submitting a written request to the Head of Admissions for review and consideration.

2.10 Readmission

Previous students applying for readmission shall be considered based on the conditions of dismissal, expulsion or suspension. (*Refer to Student Standing Policy 1113*)

3.0 OTHER RELATED DOCUMENTS

Access to Accessibility Services (1305)

Admission – Applicants with no Official Transcript of Marks Request (1306.4294)

Admission Profiles (1314.2741)

Application for Admission (1314.2849)

Mature Student Admission Evaluation Process (1314.4296)

Mature Student Admission Form (1306.4293)

NBCC Applicants with no Official Transcript of Marks (Homeschool) Application Process

Provincial Guideline (1314.4295)

NBCC Private School Application Process Provincial Guideline (1314.4297)

Recognition of Prior Learning (1310)

Student Standing (1113)