

			POLICY
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Policy Statement

Acsenda School of Management (ASM) invites applications from all individuals who meet the stated admission requirements. Applicants will be assessed according to the admission criteria and their potential to be successful in their intended program of study. ASM promotes a diverse student population, however, fully complies with all Provincial and Federal statutes, and all rules and regulations concerning discrimination, and will not make admissions decisions on the basis of race, color, creed, national origin, ancestry, disability, marital status, gender, sexual orientation, handicap, age, or pregnancy status. ASM reserves the right to restrict offers for admission when required on the basis of maximum enrolment numbers, institutional capacity and in the interest of promoting the goals and mission of the institution.

Purpose

This policy outlines the academic and other admission requirements for any person applying to be admitted to a bachelor's and master's degree programs at ASM.

Scope

ASM has a 'rolling admissions' policy meaning that applications for admission are accepted and processed throughout the year for multiple upcoming intakes. The term start dates are indicated on both the letters of offer and the letters of acceptance.

Applicants are expected to be in good standing with previous academic institutions that they have attended.

Where applicants apply to enter a program of study that is being offered in partnership with another institution/agency/organization, they must meet the requirements specified in the relevant articulation or partnership agreement.

Admission Requirements

To be admitted into a degree program at Acsenda School of Management, applicants must be sixteen years of age or older by their first day of attendance and meet the minimum admissions requirements outlined below. Applicants may also be considered for admission under special circumstances as indicated in 'Categories of Admission'.

Types of Applicants

Canadian (domestic) applicants are Canadian citizens or permanent residents of Canada.

An international applicant is defined as an individual who is neither a Canadian citizen nor a permanent resident of Canada.

Exceptions include students whose status is one of the following:

- Ministerial permit claiming refugee status;
- Diplomatic visa or dependent of a person on a diplomatic visa;

International applicants who apply for admission after completing post-secondary school must meet the same academic admission standards required for Canadian applicants.

Domestic applicants who completed their post-secondary education internationally (i.e. outside of Canada) must meet the education requirements for an international applicant (however, they retain their domestic student category for financial purposes) with exceptions to those who meet the transfer requirements of the 'regular' student category.

Bachelor's degree admission requirements:

Domestic Secondary Education

Applicants must, at minimum, be a secondary school graduate with the equivalent of British Columbia Grade 12 Diploma, a minimum average of C+ in Grade 12 courses, and minimum grades of C+ in Grade 11 Math and Grade 12 English. Completion of Grade 12 math is recommended.

A minimum grade of less than C+ in English 12 will require the student to take additional testing to demonstrate competence in the effective use of English.

Applicants who have graduated from an academic secondary school program (Grade 12) in the Yukon, Northwest Territories, Nunavut, Alberta, Saskatchewan, Manitoba, Ontario, New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland and those from Quebec who have completed one full academic year at CEGEP are considered to have the equivalent of a Grade 12 high school diploma from British Columbia. Ontario high school graduates prior to 2003 will be required to have completed six Ontario Academic Credit (OAC) courses or Grade 13.

Applicants who have completed the Provincial Diploma (Adult Basic Education completion) will be considered to have the equivalent of B.C. secondary school graduation for admission purposes. However, the business program requires specific secondary school level courses for entrance, e.g., Math 11, English 11, English 12 or equivalent courses. Applicants must provide an official transcript showing a final grade of C+ or higher in the appropriate subjects to be considered for the 'regular' student category.

Domestic applicants who completed their secondary education internationally (i.e. outside of Canada) must meet the education requirements for an international applicant (however, they retain their domestic student category for financial purposes) with exceptions to those who meet the transfer requirements of the 'regular' student category.

International Applicants

International applicants who apply for admission after completing secondary school must meet the same academic admission standards required for Canadian applicants (equivalency to a Grade 12 Diploma with an overall average of C+ and grades of C+ or higher in courses equivalent to English 12 and Math 11).

Additionally, all international applicants whose first language is not English must provide proof that they meet the English proficiency standards required for admission to ASM.

International Secondary Education

Applicants must have graduated from an education institution accredited by one of the regional or national accrediting bodies, or the Ministry of Education (or equivalency) of that country.

Due to differences in world educational and grading systems, satisfactory completion of secondary education is not necessarily an acceptable basis for admission to first year. ASM reserves the right to determine whether an applicant is eligible for admission and to determine what transfer credit, if any, may be granted to international applicants with prior post-secondary education.

American School System

Applicants must have graduated from an accredited academic or college-prep program and have four (4) years of English (not ESL) to the senior level and three (3) years of math to the senior level with a cumulative average of 65% in math; and at least three (3) other senior academic subjects. Standardized tests such as SAT or ACT are not required but good scores on such tests improve an applicant’s chances of admission.

British Patterned Education System

Applicants must have standing in at least five (5) subject areas, including English and Mathematics, with at least three (3) A levels including English or six (6) subject areas at the Advanced Subsidiary Level. A subject may not be counted at both A-level and O-level. Mathematics will be accepted at the O-level with a minimum grade of C+. The admission average is calculated on at least two (2) O-levels, and three (3) A-levels or six (6) Advanced Subsidiary Levels. Applicants who present subjects at the A-level with minimum grades of B may be granted first-year transfer credit for those subjects if applicable to the program of study at ASM. A General Certificate of Secondary Education (GCSE) certified by the school is required.

International Baccalaureate and Advanced Placement

Domestic or international applicants who are graduates from the International Baccalaureate (IB) program and Advanced Placement programs are eligible for admission and may receive course credit for first year undergraduate courses. IB diploma graduates must have a minimum score of 24 points and at least three (3) Higher Level, and three (3) Standard Level courses including English and Math. If only Certificate courses have been completed, admission will be based on the high school curriculum. For applicants who present results of one or more Advanced Placement (AP) courses, admission will be based on the highest of either the AP score or the approved course grade of an equivalent course in the curriculum being followed by the applicant.

The grade conversion scales used to determine admission based on official AP and IB results are as follows:

IB Grade	Equivalent (%)	AP Grade	Equivalent (%)
7	96	5	96
6	90	4	86
5	86	3	80
4	76	2	70
3	70		
2	64		

Applicants who have completed the IB diploma are eligible for between 18 to 30 credits for first year courses depending on the courses completed. IB students must have a grade of 4 or higher in each course eligible for transfer credit. Applicants who have completed Advanced Placement (AP) courses with a grade of 4 or higher may be considered for first year course credit on a case-by-case basis.

Post-Secondary Education

Applicants must disclose all post-secondary education for courses where credit can be earned, regardless of achievement. This includes education at institutions inside Canada and internationally, and whether the applicant completed the program in full or partially. Applicants with post-secondary education must have a minimum CGPA of 2.0 or higher from their most recent post-secondary transcript (regardless of full or partial completion).

Credits earned from a previous undergraduate level programs may be applied to meet the requirements for a degree at ASM. Transfer credits will be assessed on a case-by-case basis as per the conditions outlined in ‘Policy 9000 – Transfer Credit’.

Applicants are only eligible for admission if the content covered in their previous post-secondary education shows significant difference to the content covered in their preferred program at ASM.

ASM reserves the right to refuse admission to applicants who are determined will not satisfy the minimum residency requirements as outlined in 'Policy 9003 – Residency Requirements'.

ASM reserves the right to withdraw an applicant's offer or acceptance if it is learned the applicant has previous post-secondary education which was not disclosed at the point of submission.

Master's degree admission requirements:

Applicants must hold a bachelor's degree from a recognized post-secondary institution in Canada or an equivalent credential from an approved post-secondary institution in a different country and have a minimum cumulative grade point average of 3.0 (72%) (or equivalent) during the bachelor's degree program.

Applicants must disclose all post-secondary education for courses where credit can be earned, regardless of achievement. This includes education at institutions inside Canada and internationally, and whether the applicant completed the program in full or partially.

ASM reserves the right to withdraw an applicant's offer or acceptance if it is learned the applicant has previous post-secondary education which was not disclosed at the point of submission

Additionally, all international applicants whose first language is not English must provide proof that they meet the English proficiency standards required for admission to ASM.

Applicants must have graduated from an education institution accredited by one of the regional or national accrediting bodies, or the Ministry of Education (or equivalent) of that country.

English Language Admission Requirements

English is the language of instruction at Acsenda School of Management. Applicants whose first language is not English or who have completed their education in another language must demonstrate English language proficiency prior to admission in the following areas: listening, reading, speaking and writing. Proof of English proficiency can be accomplished by one or more of the following means:

1. Graduation from Grade 12 with a minimum grade of C+ or better in English 12 Composition or English Literature or the equivalent qualifications in Canada.
2. Graduation from Grade 12 with a minimum grade of C+ or better in English 12 or the equivalent at an International School with English as the language of instruction. International schools that use English as the language of instruction but operate in countries where the principal language is not English include the following: International Baccalaureate diploma programs, schools that are accredited members of the Council of International Schools (CIS), US regionally accredited schools, and provincially authorized schools offering full Canadian curricula to the Grade 12 level (non-ESL).
3. Graduation from a recognized degree program at an accredited post-secondary institution at which English is the primary language of instruction in a country where English is a principal language (see Appendix A).
4. Successful completion of six credits of post-secondary first-year English studies at an accredited Canadian post-secondary institution with a C+ or in a country where English is a principal language.
5. Successful completion of four or more consecutive years of full-time education in English in Canada or at an accredited school in a country where English is a principal language.
6. Successful completion (normally within two years of the date of application) of one of the following English Language Proficiency tests with the minimum scores listed below:

- International English Language Testing System (IELTS) - 6.5 or higher (with no band less than 6.0)
- Test of English as Foreign Language (TOEFL) - 88 (IBT); 570 (PBT)
- Canadian Academic English Language Assessment (CAEL) - Band 70
- Pearson Test of English (PTE - Academic) - 60
- Michigan English Language Assessment Battery (MELAB) - 80
- Cambridge Advanced English Test (CAE) - C
- ASM's English Placement Test – 80

7. Successful completion of an approved English program at one of ASM's English School partners based on the terms described in the agreement with each partner school.

8. Successful completion of the EAPP100 (English for Academic Purposes) course at Acsenda School of Management with a grade of C+ or higher.

In situations where an applicant has met two or more of the above means, ASM will consider the applicant's most recent evidence of English proficiency for admissions purposes.

ASM reserves the right to request proof of English proficiency by means of the English proficiency tests indicated above at any point during the application process.

Countries accepted as having English as a principal language are listed in 'Appendix A' and included in the Academic Calendar.

English for Academic Purposes (EAP) For undergraduate Program Students

Undergraduate Applicants who do not meet the minimum English language requirements may be admitted under Special Access Admission which requires them to complete an EAP course(s) as part of their program of study. EAP courses require between 126-168 hours of study over twelve weeks and focus on improving academic English skills – listening, speaking, reading, and writing – to the level necessary to succeed in their degree program.

There are two EAP courses:

- EAPP090 is designed to improve the core English language skills of students, to support students' academic English language skills development in their degree program. The entry requirement for EAPP090 is IELTS (Academic) 5.5 with no band below 5.0 (or equivalent). EAPP090 is not for credit.
- EAPP100 is a three (3) credit course designed to support students' academic English language skills development in their degree program. The English language proficiency requirement to enrol in EAPP100 is IELTS (Academic) 6.0 with no band lower than 5.5 (or equivalent).

Students of EAPP090 and EAPP100 must successfully complete the course(s) with a grade of C+ or higher in each component to progress and continue with their program of study.

Additional Supplemental English Language Instruction for Graduate Program Students

Students enrolling in the in a Graduate program who have an IELTS 6.0 may be admitted to a graduate program while concurrently taking additional English Language instruction through designated graduate level courses intended to raise their proficiency level. Such students will be admitted under Special Access Admission with approval of the VP Academic.

English Placement Test

The English Placement Test (EPT) is offered by ASM as an option for applicants to demonstrate their English proficiency level. The objective of EPT is to determine whether applicants qualify for admission directly or if they need to complete the EAPP090 and/or the EAPP100 course(s). This test is conducted on campus.

The test is composed of three sections. The computer segment assesses candidates' general English proficiency in the four different skills of Listening, Reading, Writing, and Speaking. This is then followed by a written component where candidates produce a timed academic essay. The third part of the test is a Speaking interview focusing on both language and critical thinking skills.

Remote Screening Test

The Remote Screening Test (RST) gives applicants the opportunity to demonstrate their proficiency level remotely. This is intended for applicants currently outside of Vancouver who are unable to provide an alternative English proficiency test. The purpose of RST to determine with reasonable certainty whether such applicants have the minimum proficiency level required to start their studies at ASM.

The test is composed of a written section, remotely proctored by an independent third party, and a speaking component conducted by the English Studies department via Skype.

Applicants admitted through the RST will still be required to take the English Placement Test upon arrival in Vancouver before they are permitted to register for courses. This condition will be included on both the Letter of offer and the Letter of Acceptance.

Mathematic Proficiency

Undergraduate applicants may be admitted to an Bachelor degree program under special access category that requires them to complete a math remedial course. All undergraduate students are required to take a math proficiency test. This course focuses on improving academic mathematic skills to the level necessary to succeed in a business degree program. This course is an entry requirement for applicants who have not satisfied the minimum mathematic requirement or equivalency to college level business math with a B grade or higher. This entry is intended primarily for applicants who completed their post-secondary degree without requiring equivalency to college level business math to graduate but shows potential to be successful in graduate studies. This course provides them the opportunity to build their mathematic proficiency in business related skills. ASM reserves the right to deny admission to any applicant who has not demonstrated the minimum mathematic requirements.

Graduate program students will all be required to complete financial literacy for management.

Official Documents

An official document is an original document issued by an official agency. This includes transcripts from a school or institution, government test scores issued by an educational board, language test scores from a testing service or personal identification issued by a government agency.

Official transcripts are required for all applicants to ASM. Applicants must ensure that official copies of all required documentation including transcripts of past education are submitted to ASM as specified. Official secondary school or post-secondary institution transcripts must be sent directly to ASM from the institution attended. Original transcripts which are presented by an applicant upon arrival on campus to the Registrar's office in a sealed envelope bearing the issuing institution's embossed seal, chop, stamp or other official marking over the enclosure to the envelope will also be permitted. Neither unsealed transcripts nor notarized copies will be accepted. However, ASM may accept attested copies provided they are received in the same institution-to-institution manner without interference. Official transcripts are required to determine transfer credits from courses completed at the postsecondary level. ASM may also require transcripts from any non-Canadian source to be vetted by a recognized credential verification service.

If final official transcripts or other official documents are not available at the time of application, conditional admission may be based on copies of the applicant's original transcripts or notarized copies. Official transcripts are required to be produced before or upon registration for the academic term. Applicants who are unable to submit official transcripts may file a written statement explaining why they cannot meet this requirement. These petitions will be reviewed by the Registrar.

ASM will also accept documents which can be verified through approved online credential services.

Applicants who submit fraudulent or misleading documents, records or information will not be admitted or will be dismissed from ASM.

Applicants whose official transcripts indicate that they are under suspension at another post-secondary institution will not be considered for admission until after the period of suspension imposed by the other institution.

Other official documents pertaining to an applicant's credentials such as study permits, visa, language and proficiency tests, refer to the original document. A copy of the original document which is taken by the Registrar's office will serve as an official copy.

The Registrar and/or the Academic Standards Committee reserve the right to specify conditions concerning an individual applicant's admission or re-admission documents consistent with approved policies.

Categories of Admission:

Applicants may be admitted in one of the following categories:

Regular

This category of admission applies to undergraduate and graduate applicants who meet all specified admission requirements.

For graduate students the admissions decision will be based on their post-secondary degree qualifications.

For undergraduate students, their admission will be primarily based on their high school transcripts. However, for students who have completed some post secondary level studies, consideration will be given to academic achievement at this level.

Transfer

Undergraduate Programs

Applicants who receive a minimum of 18 transfer credits for undergraduate level studies towards an undergraduate degree program at ASM from another recognized post-secondary institution will be classified as a Transfer Student. A transfer student's admission will be based on their post secondary academic record,

Combined Degree

Students enrolled in an ASM Undergraduate program and have completed at least 75 credits with a minimum "B" grade standing may be accepted for admission into an ASM Graduate program concurrently. The conditions of this admission are outlined in the Combined Degree Policy.

Provisional

This category of admission applies to applicants when official documentation, such as official transcripts, are pending. If these documents, as specified in the Letter of Acceptance, are not received upon registration, the applicant will be required to sign a declaration to submit these documents by a required date under penalty of withdrawal.

Provisional admission also applies to applicants registered in Grade 12 at a Canadian high school or an accredited International high school with equivalent Grade 12 who apply for early admission following successful completion of at least two thirds of their final year towards earning a diploma. A provisional decision will be made based on the applicant's current grades and a provisional offer of admission may be issued to applicants who are students in good standing and have demonstrated consistent academic performance

with a minimum overall average of 65% and grades of C+ or higher in English (Grade 12) and Math (Grade 11). ASM reserves the right to withdraw the provisional admission where the applicant does not meet the conditions for admission.

Access

This category of admission applies to applicants who are currently enrolled, or were recently enrolled, at a Canadian post-secondary institution and are on an academic probation and/or have been required to withdraw due to their academic standing. Applicants are still required to satisfy the minimum academic eligibility requirements from a previous secondary and/or post-secondary institution, as well as the English language requirements.

These applicants are given the opportunity to be admitted to ASM on probationary status with the intention of improving their grades and providing ASM the opportunity to evaluate their ability. Students admitted under this category will be assessed on their attendance, engagement in courses, and will be required to participate in additional seminars or advising sessions as identified by the Dean.

- a) Undergraduate access students must pass all courses attempted in their first term with a minimum GPA of 2.0.
- b) Graduate access students must pass all courses attempted in their first term with a minimum GPA of 2.75.

Admission through this category is reserved for exceptional circumstances at the discretion of the Registrar. Applicants under this category will be required to provide a statement of purpose and may need to provide additional supporting documentation.

Mature Student

This category of undergraduate admission applies to domestic applicants who completed their secondary studies in Canada but did not graduate from Grade 12. They must be at least 21 years of age and have demonstrated an ability to handle university courses through their work experience or other intellectual pursuits. This may include, for example, recent completion of grade 12 GED, completion of a diploma program, record of achievement at work, and evidence of intellectual pursuit or ability to handle intellectual material. Letters of reference or additional documentation are normally required to support the decision to admit under this category. Prior Learning Assessment processes may apply. The decision to admit must be approved by the Dean of the program.

Acsenda School of Management reserves the right to determine whether an applicant can be considered admissible or classified as a mature applicant. Once admitted under the 'mature' category these applicants will become, upon registration, a 'regular' student and therefore must achieve and maintain the minimum academic required of 'regular' students.

Visitor

This category of admission applies to applicants who have been allowed to enrol in a specified number of courses at ASM for transfer of credit(s) to their home institution. The Registrar requires a Letter of Permission (LOP) from the applicant's home institution granting permission for the student to attend ASM as a visitor. The LOP must indicate that the applicant is a student in good standing, specify the status of courses to be taken (e.g. for credit or not), the number of courses or credits permitted for transfer credit and the duration of enrolment not to exceed nine (9) courses. Appropriate forms designed by the home institution will be accepted in lieu of an LOP. Additionally, the Office of the Registrar at Acsenda School of Management must receive either an official transcript of the visiting applicant's academic record and an official LOP from the Dean of the Faculty or from the Registrar at his or her home institution before being permitted to register. Applicants in this category should ensure that their home institution will award transfer credit for courses taken at ASM. If credit is to be recognized at the intended level, formal arrangements must be made between and approved by both the sending (host) and the receiving (home) institutions.

Exchange

An exchange student is one who is participating in an official academic exchange program between ASM and another recognized institution where there is an existing exchange relationship.

Auditor

This category of admission applies to applicants who wish to acquire knowledge through attending structured academic courses without the obligation of writing examinations may be permitted to enrol as auditors. Written permission of the Dean and the course instructor is required. Limits are placed on the number of individuals accepted as auditors and they are not enrolled where space is required for regular students. Students who audit a course do not receive a grade or credits for the course; however, the notation "Audit" will appear on the permanent record beside each course substantively audited.

Audit students are not required to write formal examinations or assignments. They are expected to attend classes and engage in class discussions with direction from the instructor. An audit fee will apply to auditors except for ASM alumni. If an audit student has inadequate attendance (normally less than 70%), or is disruptive in class, the student will be withdrawn from the course and will be assigned a "WD" (Withdrawn) standing. Application and registration are in accordance with current Registrar's Office procedures.

Unclassified

Unclassified students are ones who only wish to take some courses with ASM and students are not intending to pursue a degree at ASM (non-degree seeking). This can include those who are interested in pursuing courses for professional development. Unclassified students normally may complete up to 12 credits. Admission as an unclassified student does not guarantee that a student will be able to register for any course offered, nor does it imply future admission as a regular student.

This category applies to interest or career purposes (e.g. to meet the requirements for a professional designation). Applicants must demonstrate that they have the knowledge or experience in the subject area that would be equivalent to meet the pre-requisites for the course. Enrolment in courses under this category will be subject to approval of the VP Academic. Students registered in this category are not earning a credential at ASM.

Transfer Credit

Applicants must be accepted for admission to a program at ASM before their transcripts will be reviewed for transfer credits.

Applicants may receive transfer credit for courses completed at another recognized post-secondary institution according to the conditions outlined in 'Policy 9000 – Transfer Credit'. Additional information such as course outlines may also be required to ensure that there is a reasonable match with the comparable course at ASM and/or with ASM program requirements. Residency requirements and pre-requisites apply to the number and type of courses that may be accepted for transfer credit. ASM reserves the right to require transcripts from a non-Canadian institution to be evaluated by a recognized credential verification service before transfer credit will be assessed.

ASM abides by the principles of the BC Council on Admission and Transfer and the Pan Canadian Protocol on the Transferability of University Credits. The current list of acceptable transfer courses from other institutions in the Province of British Columbia can be found on the web site maintained by BCCAT: <http://www.bccat.bc.ca>

Course currency may be considered for assessment of transfer credit. Applicants may be asked to submit a letter to the Registrar explaining why their knowledge in the subject area(s) is current due to work experience, additional training or education in the field; or they may be asked to go through Prior Learning Assessment. Departments/programs may establish time limitations for currency of courses in certain subject areas where it is appropriate.

Credits may be routinely granted by the Registrar's Office, based on an existing articulation agreement and the policy on Transfer Credit. Otherwise, requests for transfer credit will be referred to the Dean/Director. The Dean//Director's decision on transfer credit requests is final. Official transcripts are required before transfer credits are recorded in the student's program of study.

Prior Learning Assessment

Applicants must be accepted for admission to a specific program before they may apply for Prior Learning Assessment. The policies on Prior Learning Assessment and Recognition (PLAR) and Prior Learning Assessment Challenge Exam will apply.

Persons with Disabilities

Applicants with physical or diagnosed learning disabilities should contact the Registrar to determine if and/or how their needs can be accommodated. The ASM campus is wheelchair accessible.

Deferred Admission

A student may defer their start date for up to a maximum of one (1) year from the original term intake that the application for admission was approved. After this point, the offer of admission is no longer valid, and the student must re-apply for admission. The student must inform the Registrar's Office in writing of the decision to defer admission. ASM reserves the right to apply any change of tuition and other fees and program requirements during the deferral period.

Re-Admission

Students who have been inactive for two or more terms and not on an approved leave of absence and have been withdrawn may apply for readmission.

- a) Former undergraduate students who have been withdrawn from the program for failing to meet the minimum academic standards may apply for readmission after two academic terms if they have achieved a C average or higher in courses taken at another recognized postsecondary institution.
- b) Former graduate students who have been withdrawn from the program for failing to meet the minimum academic standards may apply for readmission after two academic terms if they have achieved a B average or higher in courses taken at another recognized postsecondary institution.

Approval of the VP Academic is required. Former students who were withdrawn as a penalty for academic or other misconduct may not apply for readmission.

Students on suspension for an academic or other misconduct may return to a program of studies immediately following the end of their term of suspension.

International Student Admissions

In addition to meeting the regular academic requirements for admission stated above, international students who are studying at ASM in Canada are required to have a valid study permit and/or meet all immigration requirements.

Appeal of Admission

Applicants denied admission or readmission and who can demonstrate extenuating circumstances or provide information not presented initially may appeal that decision by writing to the Registrar no later than thirty (30) calendar days from the date of the letter in which admission was denied.

The applicant must submit an appeal form with any additional documentation in writing to the Registrar. The Registrar will consider the appeal and if denied, the applicant may submit a Letter of Appeal to the VP Academic who will respond within ten (10) days of receiving the appeal. The decision of the VP Academic is final.

When an applicant is admitted through an appeal process, the Registrar or Dean/Director of the program assumes accountability for their admission, including completeness of the application and the applicant’s suitability for the program. The Letter of Offer is issued with their name and signature as the authorising administrator. Once admitted, the Admission Officer who initially reviewed the application resumes responsibility to assist the applicant through the remaining admissions processes.

Notification of New Admission Criteria or Course Prerequisites

New or revised admission criteria will be published in ASM public documents and online before they are implemented to provide adequate lead time for applicants to fulfill the requirements without delaying their educational progress.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Attested Copies	Copies of transcripts that have been verified by the issuing institution that they are an accurate representation of the original transcript.
Dean	The Dean refers to appropriate academic program head.
Enrolment	Enrolment occurs when a student signs the enrolment contract and the Enrolment Services Officer has determined that all conditions for admission and official documentation have been met.
Letter of Offer	A Letter of Offer (LOO) is issued to applicants when the Admissions Officer has determined that the applicant meets the requirements for admission based on the information provided but when there are conditions before a Letter of Acceptance (LOA) may be issued. These conditions may include official transcripts, acquisition of a study permit, proof of English proficiency, and a tuition deposit payment.
Letter of Acceptance	A Letter of Acceptance (LOA) is issued when the student has paid a required deposit or when conditions for admission have been met.
Official Transcript	Official transcripts are defined as either original transcripts or attested copies of the original document (signed by the Principal or Registrar of the issuing institution) that are received directly by ASM from the issuing institution without interference.
Provisional Admission	Provisional admission means that official documents are required to be received and verified before or upon registration.
Rolling Admission	Applications for admission may be received for the current intake and the three subsequent intakes from the date of submission and admission decisions will be made as applications are received and reviewed. Submission deadlines for each term start may be established where required.

Related Policies

Policy Number	Policy Title
9000	Transfer Credit
9003	Residency Requirements
9005	Prior Learning Assessment & Recognition (PLAR)
9006	Prior Learning Assessment Challenge Exam

Responsibility

- Applicants are responsible for reviewing the current Academic Calendar and informing themselves about program requirements and admissions standards.
- Applicants are responsible for providing all documentation and fees required for admission.
- International applicants are responsible for obtaining their student visa and study permit.
- Recruitment staff are responsible for ensuring applicants and their agents understand the academic programs and admissions policies and requirements.

- The reviewing Admissions Officer is responsible for ensuring that applications are complete, assessing eligibility and determining the admission outcome. The Registrar is responsible for the training of Admissions Officers and ensuring all applications received are reviewed within a timely and accurate manner.
- The Registrars' Office determines when conditions have been met that allow for final admission (registration) of a student.
- The Registrar is responsible for the maintenance of all admission and student records.
- The Dean/Director is responsible for providing advice to applicants who need specific counselling on academic readiness or program suitability.
- The Dean/Director has final decision-making authority for exceptions to this policy and for formal appeals of admissions decisions made by the Registrar.

Procedures

Application Process

Ascenda School of Management has a quarterly semester system with four academic terms per year starting in January, April, July and October. Applications for admission are accepted on a rolling admissions basis. However, applicants can not submit for an intake that is more than one-year from the date of submission unless the applicant is applying to ASM through an articulated pathway program. ASM reserves the right to close application submissions for an intake where required.

All supporting documents must be submitted to the Admissions Office. This includes:

- A signed application form completed in full;
- A copy of their passport (or other government issued photo identification - domestic applicants only);
- Official transcripts, or attested copies of transcripts, sent directly from the relevant secondary or post-secondary institution to the Registrar's Office:
 - Copies are suitable for the admissions review and process, however, a condition will be added for the applicant to provide official transcripts before or at enrolment (registration)
 - If the transcripts are issued in a language other than English, then the official document must be accompanied by a certified English translation
- English Proficiency test scores (International);
- Other documents as requested on a case-by-case basis by ASM.

ASM has a non-refundable Application Fee which is included in the deposit payment and is not required at the time of applying. The application fee will appear on the first term invoice upon enrolment.

Once admitted, applicants must meet the deadline for registration for the designated term start.

Review Process

An Admissions Officer, trained in admissions processes, will review the application for completeness, assess eligibility and verify documentation. ASM reserves the right to request for additional documentation before reviewing or determining a decision on any application for admission.

Once the Admissions Officer has determined the applicant has met the requirements for admission into their preferred program they will issue a Letter of Offer (LOO).

This offer will require the applicant to meet specified conditions including, but not limited to;

- Payment of a deposit to ASM (as stipulated in the LOO)
- Signing and returning a copy of the Applicant Declaration (included in the LOO)

Once an officer has determined the applicant has met the requirements on their LOO they will issue a Letter of Acceptance (LOA).

The Letter of Acceptance may include any conditions that must be met prior to enrolment (registration).

Transfer credit requests will be evaluated by the Registrar's Office following receipt of all official transcripts and assessment by an approved credential evaluation service, where required. The Registrar's Office may provide a provisional transfer credit evaluation based on copies. Official recognition of transfer credit will be subject to receipt of official transcripts and other documents as specified.

Appendix

List of Countries - English is a Principal Language

Applicants who have graduated from a recognized degree program or who complete four consecutive years of full-time study in English instruction at an accredited school in the countries listed below will normally be accepted as meeting the English proficiency requirements.

- American Samoa
- Anguilla
- Antigua & Barbuda
- Australia
- Bahamas
- Barbados
- Bermuda
- Belize
- Botswana
- British Virgin Islands
- Cayman Islands
- Dominica
- Falkland Islands
- Fiji
- Gambia
- Ghana
- Gibraltar
- Grenada
- Guam
- Guyana
- Ireland
- Jamaica
- Kenya
- Lesotho
- Liberia
- Malta
- Mauritius
- Montserrat
- New Zealand
- Nigeria
- Philippines
- Seychelles
- Sierra Leone
- Singapore
- South Africa
- St. Helena
- St. Kitts & Nevis
- St. Lucia
- St. Vincent & the Grenadines
- Trinidad & Tobago
- Tanzania
- Turks & Caicos Islands
- Uganda
- United Kingdom
- USA
- US Virgin Islands
- Zambia
- Zimbabwe