



ADMISSIONS PROCEDURE

Procedure Type:	Academic	Initially Approved:	January 5, 2012
Procedure Sponsor:	Dean, Academic Programs	Last Revised:	February 14, 2024
Administrative Responsibility:	Office of the Registrar	Review Scheduled:	February 2029
Approver:	General Faculties Council		

A. PURPOSE

The purpose of this procedure is to outline the admission process for all individuals who are applying for admission to graduate and undergraduate programs at Alberta University of the Arts (AUArts).

B. SCOPE

This Procedure applies to all individuals who are applying for admission to graduate and undergraduate programs at Alberta University of the Arts (AUArts).

This procedure does not apply to declarations of major/concentration within a program, or subsequent transfer to a different university program.

C. PRINCIPLES

1. New students shall be admitted on a competitive basis based on academic strength, demonstrated skills and a commitment to undertake a rigorous program in visual arts, craft, or design.
2. Admission to one university program does not guarantee subsequent transfer to a different program.
3. Undergraduate admissions decisions are final and rest with the Undergraduate Recruitment and Admissions Office. Graduate admissions decisions are final and rest with the Graduate Program Committee.

D. PROCEDURES

1. GENERAL ADMISSIONS REQUIREMENTS

- 1.1 All program admission requirements are composed of one or more of the following:
 - a. Academic requirements;
 - b. English Language Proficiency requirements; and
 - c. Other requirements such as, but not limited to, portfolio, statement of intent, personal profile, volunteer experience record, and academic and personal references.

- 1.2 Creation of and changes to admission requirements (including academic, English language proficiency and other requirements) are subject to institutional procedures for curriculum change and Academic Calendar approval.
- 1.3 Admission requirements, deadlines and processes shall be detailed in the AUArts Academic Calendar.

2. UNDERGRADUATE ADMISSIONS

- 2.1 Undergraduate students are admitted based on the following categories:
 - a. High School Applicants: individuals who have completed high school or expect to have completed high school prior to admission.
 - b. Post-Secondary Applicants: individuals who have previously attended an accredited post-secondary institution. This category also includes transfer applicants and second degree applicants, those who have previously completed a degree at AUArts or another post-secondary institution.
 - c. Mature Applicants: individuals who will be 21 years of age or older by September 1st of the year in which admission is sought.
 - d. Readmission Applicants: former AUArts students who do not have active status.
 - e. Non-Degree/Visiting Applicants: individuals who are applying to register in a course but have not been admitted to a program at AUArts. This category also includes students enrolled in another post-secondary institution who wish to register in courses at AUArts under a letter of permission from that institution.
 - f. Mobility/Exchange Students: students from a post-secondary institution which has a formal exchange agreement with AUArts who wish to take courses at AUArts for transfer to their home institution.

3. GRADUATE ADMISSIONS

- 3.1 Graduate students are admitted based on the following categories:
 - a. Regular Applicants: Students who meet the qualifications for admission to a graduate-level program with the required academic and English Language Proficiency requirements.
 - b. Qualifying Students: Students who do not meet the program's academic or English Language Proficiency requirements may be admitted as a qualifying graduate student. A qualifying student is required to take more courses in a program than a regular graduate student. Upon satisfactory completion of a qualifying term or year, the student may be transferred to regular student status.
 - c. Non-Degree/Visiting Applicants: individuals who are applying to register in a course but have not been admitted to a graduate program at AUArts. This category also includes students enrolled in another post-secondary institution who wish to register in courses at AUArts under a letter of permission from that institution.
 - d. Mobility/Exchange Students: students from a post-secondary institution which has a formal exchange agreement with AUArts who wish to take graduate courses at AUArts for transfer to their home institution.

4. APPLICATION PROCESS

- 4.1 Applicants must pay the application fee before their application will be considered complete and be reviewed.

- 4.2 Applicants must submit applications and admission documents by the published deadlines.
- 4.3 Individuals may apply to only one program per academic year.
- 4.4 To be eligible for admission, an applicant must qualify within one of the admission categories set under this procedure.
- 4.5 Academic requirements must be demonstrated via official transcripts from the student's high school and/or post-secondary institution. Students must provide transcripts for all secondary and post-secondary institutions attended; failure to disclose attendance at an institution constitutes non-academic misconduct and may lead to the withdrawal of admissions offer.
- 4.6 English language proficiency requirements must be demonstrated via official transcripts or official test results from a recognized agency as defined in the program's admission requirements.
- 4.7 Applicants who do not meet admissions requirements may be referred to AUArts bridging programs where appropriate.
- 4.8 Applicants who qualify for admission will receive a Conditional Offer or Final Offer. Applicants with a Conditional Offer must fulfill all conditions by the published deadlines to receive a Final Offer.
- 4.9 Applicants offered admission must accept or decline their offer, and if accepting pay an Admission Confirmation Deposit by the specified due date.
- 4.10 Offers of admission are only valid for the term outlined in the admission letter. Students who are unable to attend the term for which admission has been granted may submit a request to defer admission prior to the published deadline. Supporting documentation may be required.
- 4.11 To be eligible for a deferral, the applicant must be fully admitted to their respective program which includes having paid the confirmation deposit. A non-refundable Deferral Fee may be charged.
- 4.12 Individuals who have been previously admitted to AUArts but have lapsed into inactive status or been withdrawn by the university must apply for readmission to the University in accordance with normal application deadlines and procedures. Application for readmission does not constitute automatic readmission. Students who have been previously withdrawn for academic or non-academic reasons may have additional requirements for admission based on their letter of withdrawal.

E. RELATED POLICIES

- Registration Policy
- Transfer Credit Procedure
- Graduate Registration Procedure

F. RELATED LEGISLATION

- Post Secondary Learning Act
- Transfer Guide, Alberta Council on Admissions and Transfer (ACAT)

G. RELATED DOCUMENTS

- Academic Calendar

H. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
05/27/2020	Template Update and Major Revisions	Update name, Admission appeals, English proficiency requirements	AVP Student Affairs	VP Academic & Provost
02/14/2024	Revisions to incorporate graduate admissions information and remove specific academic requirements	All	Registrar	Dean, Academic Programs