UNDERGRADUATE ADMISSION REQUIREMENTS PROCEDURE

Procedure Type:	Academic	Initially Approved:	January 5, 2012
Procedure Sponsor:	Vice-President & Provost	Last Revised:	May 27, 2020
Administrative Responsibility:	Associate Vice President, Student Affairs	Review Scheduled:	May 2025
Approver:	General Faculties Council		

A. PROCEDURES

1. SCOPE

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

2. PRINCIPLES

1. New students shall be admitted to the university on a competitive basis based on academic strength, demonstrated skills and a commitment to undertake a rigorous program in visual arts or design. The university does not guarantee that upon admission, spaces will be available in all selected courses.
2. Admission to the university does not guarantee subsequent admission to a restricted major.
3. AUArts may award transfer credit for courses completed at other post-secondary institutions upon a student's successful admission to the university.
4. Admissions decisions are final and rest with the Undergraduate Recruitment and Admissions Office.

3. ADMISSIONS REQUIREMENTS

Applicants must possess an Alberta High School Diploma, or its equivalent, with at least 60% in four Grade 12 subjects including one of the following:
1. English Language Arts 30-1 with a minimum grade of 60%; or
2. English Language Arts 30-2 with a minimum grade of 65%; or
3. Equivalent courses as determined by the Admissions Office

International applicants must possess the equivalent of an Alberta High School Diploma with a minimum average of 60% or its equivalent in the final year of study, as determined by the Recruitment & Admissions Office. Applicants from countries where English is not the official language must meet the University's English Language Proficiency Requirement.

4. ENGLISH PROFICIENCY REQUIREMENT

English is the language of instruction at AUArts. All applicants must possess an adequate level of proficiency in English as evidenced in one of the following forms:

1. Successful completion of at least two years of full-time instruction in a school where English is the language of instruction, including a passing grade in a Grade 12 English course or the equivalent.
2. Successful completion of at least one year of full-time instruction (18 credits) at a postsecondary institution where English is the language of instruction, including at least one transferable course in English composition or literature.
3. Achievement of an official Test of English as a Foreign Language (TOEFL) score of at least 83 on the internet based (iBT) with a minimum score of 20 in each of the four testing sections, 560 on the paper-based (PBT), or 220 on the computer-based (CBT).
4. Successful completion of an ESL program with an evaluation at a B- level or equivalent, or at a level deemed acceptable by the Admissions Office,
5. Achievement of a score of 70 or higher on the Canadian Academic English Language (CAEL) assessment.
6. Achievement of a score 6.5 or higher on the International English Language Test (IELTS).
7. Achievement of a score of 110 or higher on the Duolingo English Test (DET) (2020-2021 only)

5. PORTFOLIO REQUIREMENT

All applicants are required to submit a portfolio that represents a collection of their recent artwork. Guidelines are reviewed on an annual basis in consultation with faculty and are posted in the current calendar on AUArts website. Portfolios should be submitted in accordance with the publicized guidelines and deadlines as detailed in the AUArts Academic Calendar.

6. PERSONAL STATEMENT

A personal statement is required as outlined on the AUArts website or the Academic Calendar.

7. PROCEDURES FOR ALL APPLICANTS

7.1 Admission requirements, deadlines and processes shall be detailed in the Academic Calendar located on the AUArts website.

7.2 All portfolios must be reviewed under the terms of the portfolio review procedure.

7.3 All applicants, with the exception of Mature Applicants and Arstream Applicants, shall satisfy the minimum AUArts Academic and English Language Proficiency Requirements.

7.4 Admission decisions for individuals applying to credit programs shall be based on an assessment of academic transcripts, a personal statement and a portfolio.

7.5 Mature applicants who do not satisfy the minimum AUArts Academic and English Language Proficiency Requirements shall be considered for admission based on specific English course requirements as determined by the Admissions Office. Where these applicants do not meet the English course requirements, they may seek admission to the Arstream Program.

7.6 Applicants who have been required to withdraw from AUArts or another post-secondary institution for academic reasons will not be eligible for admission to AUArts for a minimum period of 12 months from the date of their Academic Withdrawal.

8. TRANSFER CREDITS

8.1 AUArts shall consider transfer credit for courses completed at accredited post-secondary institutions to the extent that the course work is applicable to the student's degree program at AUArts.

8.2 Transfer credit shall be awarded by the Registrar's Office.

8.3 In order to receive a degree, students must complete at least 50% of the total number of credits required for their program, including their final 30 credits, in attendance at AUArts.

9. REGISTRATION AS A NON-DEGREE STUDENT

9.1 Non-degree registration shall be based on space availability and an assessment of the applicant's transcripts or portfolio to determine the attainment of the necessary prerequisites for the course registration being requested.

10. ADMISSION DEFERRALS

10.1 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 to the Recruitment and Admissions Office at admissions@auarts.ca. Deferrals are considered on a case by case basis based on exceptional circumstances and are valid for up to one year. Supporting documentation may be required to support the exceptional circumstances.

10.2 Students who attend another post-secondary institution during the deferral period will have the deferral cancelled and must re-apply for admission.

10.3 Requests to defer an offer of admission are not normally considered after the start of the admission term.

10.4 To be eligible for a deferral, the applicant must be fully admitted to their respective program which includes having paid the confirmation deposit. The confirmation deposit is will be held for the deferred term of admission. A non-refundable Deferral Fee will also be charged.

11. READMISSION

11.1 Individuals who have been degree students at AUArts but have not registered at the University for at least two consecutive fall and winter semesters must apply for readmission to the University in accordance with normal application deadlines and procedures. Application for readmission does not constitute automatic readmission.

12. ADMISSION APPEALS

12.1 Admission to an undergraduate degree program at AUArts is competitive; and is based on academic, English language proficiency (if required) and portfolio requirements.

Meeting the minimum requirements does not guarantee admission. Final decisions on matters of admission rest within the Undergraduate Recruitment and Admissions Office. All admission decisions are final and are not subject to appeal.

B. DEFINITIONS/APPLICANT CATEGORIES

High School Applicant: an individual who is a Canadian citizen or permanent resident and has completed high school or expects to have completed high school prior to admission.

Transfer Applicant: an individual who has attended an accredited post-secondary institution but has not completed a course of study equivalent to AUArts First Year Studies program.

Mature Applicant: an individual who is a Canadian citizen or permanent resident/landed immigrant, 21 years of age or older, and does not meet AUArts academic admission requirements.

ArtStream Applicant: an individual who does not meet AUArts academic and/ or English proficiency admission requirements and has applied to the Artstream program.

Advanced Standing Applicant: an individual who has completed post-secondary programs equivalent to at least AUArts First Year Studies program.

Post-Diploma Applicant: an AUArts graduate with a four-year diploma in Visual Arts who applies to an AUArts degree program for a second credential.

International Applicant: an individual who is not a Canadian citizen or permanent resident of Canada.

Readmission Applicant: a degree student who has not registered at AUArts for at least two consecutive fall and winter semesters.

Non-Degree Applicant: an individual who is applying to register in a course but has not been admitted to a degree program at AUArts.

Visiting Student: a student enrolled in another post-secondary institution who wishes to register in courses at AUArts.

Mobility/Exchange Student: means a student from another post-secondary institution who wishes to take courses at AUArts for transfer to the student's home institution. The student's home institution must have a formal agreement with AUArts to allow for transfer credit.

C. RELATED POLICIES

- Registration Policy
- Consolidated Graduate Studies Procedure
- Transfer Credit Procedure

D. RELATED LEGISLATION

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

E.   RELATED DOCUMENTS

- Mandate of the Board of Governors Policy
- AUArts Academic Calendar
- Academic Requirements & Regulations Procedure
- AUArts General Faculties Council Bylaws

F.   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
01/05/2012	Revisions			