

PARKLAND COLLEGE	CATEGORY B	PROGRAMS
PROGRAM ENROLMENT – LATE ADMISSIONS	POLICY #: OPR B-08	APPROVED: APRIL 12, 2016 REVIEWED:

### PURPOSE

The decision to accept a student into a program after the program has commenced may be required on an occasional basis. The decision will be made in the best interests of the student requesting late admission as well as the needs of the students currently enrolled.

### Processes and Procedures:

The decision to accept a student who requests late enrolment will be a collaborative decision requiring the following steps:

1. **The late admission window will end one week following the commencement of the class or after 10% of the class has expired. The late admission window may be extended if the student is able to demonstrate exceptional circumstances to warrant consideration.**
2. Students requesting late admission into a class or program must complete all admissions requirements and be granted acceptance by the Senior Admissions Officer.
3. Prior to granting a late admission, the Senior Admissions Officer will convene a meeting with the applicable Program Coordinator and the applicable Director to examine the potential for student success given the late enrolment. The following factors will be considered:
  - a. Instructor input
  - b. Applicant's academic record
  - c. Applicant's reason for late enrolment request
4. A collaborative decision will be made at the meeting. The decision will be communicated to the student by the Senior Admissions Officer. The Program Coordinator will communicate the decision to the instructor(s) of the class/program.
5. If a consensus cannot be reached, the matter will be referred to the President for a final decision.