



UNDERGRADUATE ADMISSIONS POLICY			
Policy Type	Academic	Initially Approved:	February 2024
Policy Sponsor	Provost, VP Academic	Last Revised:	
Administrative Responsibility	Executive Director, Enrolment Management and Registrar	Review Scheduled:	2028
Approver	General Faculties Council		

A. Purpose

The purpose of this policy is to provide admission requirements and related admissions student status for students entering undergraduate, excluding School of Education, programs.

B. Scope

The policy applies to all students applying to an undergraduate program up to the point of registration.

C. Open admissions

Ambrose admits students of any race, gender, colour and national or ethnic origin. We do not discriminate on the basis of race, gender, colour, national or ethnic origin, physical disability or religion in the administration of any of our programs or activities. Ambrose reserves the right to deny admission if the complete application for admission is unacceptable, notwithstanding admissions standards.

D. Admissions Status

“Dean’s Recommendation Student” is an admissions status applied to a student who does not meet the regular, mature or transfer student requirements. An applicant may submit a letter of appeal for admission. Students admitted as a Dean’s Recommendation student must attain a minimum 2.0 gpa in first 12 credits in order to continue. Dean’s Recommendation is restricted to Canadian Citizens or Permanent Residents.

“Former Student” is an admissions status applied to a student who has been absent from the Ambrose for one year and one semester or who has been suspended from Ambrose. Former students must submit a new application for admission and considered for re-admission to a program.

“Mature Student” is an admissions status applied to a student admitted to an undergraduate program who is 21 year of age or older by the first day of classes and:

- does not meet the general admissions requirements; **or**
- has not completed 15 or more post-secondary credit from a recognized/accredited institution to be considered a transfer status.

Mature students must present English Language Arts 30-1 with a 60% grade or an acceptable equivalent in addition to program-specific admissions courses. Mature student status is restricted to Canadian Citizens or Permanent Residents.

“Regular Student” is an admissions status applied to a student admitted to an undergraduate program that fulfills the high school general admissions requirements and applicable program-specific admissions requirements.

“Transfer Student” is an admissions status applied to a student who has completed 15 credits or more at another recognized post-secondary. Applicants must have a cumulative gpa of 2.0 on a 4.0 grade scale to be considered as a transfer student.

E. ADMISSIONS TYPES

Students are admitted to an undergraduate program under the following categories:

Full Admission

Students receive Full Admission upon satisfying all admission requirements.

Conditional Admission

Students may be offered conditional offers of admission while certain application documents or final grades are outstanding. Conditional Admission is a temporary admission category and students must satisfy the conditions of admission by the end of the first semester of enrolment.

F. APPLICATION SUPPORTING DOCUMENTS

Students seeking admission to an undergraduate program must complete the following prior to a review for admission:

- *Application form*
- *Application fee*
- *Official transcripts (academic records) submitted in English, or accompanied with notarized English translation.*
 - *Official transcripts are documents which are sent to directly to the Admissions office from the institution.*
 - *Official transcripts must indicate the courses studied; the grades obtained in each course along with high school graduation and/or degree conferred where applicable.*
- *Proof of English language proficiency (if required)*

School of Ministry applicants must also complete the following:

- *Reference Form*
 - *Employer/Professional/Academic contact*
 - *Pastor/Denominational Leader from Christian congregation or organization*
- *Personal Statement including spiritual journey and educational goals*

All application supporting documents (Refer to Fraudulent Documentation Policy) received by the Admissions office become the property of Ambrose and will not be photocopied or returned to students or forwarded to other institutions.

G. ENGLISH LANGUAGE PROFICIENCY

Students whose first language is not English, and who have not studied in a recognized English-speaking post-secondary institution (where the language of instruction is English), must demonstrate English proficiency for academic purposes by fulfilling the English language proficiency requirement in one of the following ways:

- TOEFL* (Test of English as a Foreign Language)
 - a minimum score of 560 on the paper-based; or
 - a minimum score of 83 on the internet-based TOEFL; or
 - a minimum score of 5.0 on the Test of Written English (TWE); or
- IELTS (International English Language Testing System)
 - a minimum score of 6.5 on the IELTS Academic test; or
- MELAB (Michigan English Language Assessment Battery)
 - a minimum score of 85; or
- CAEL (Canadian Academic English Language Assessment)
 - a minimum score of 70 with no section less than 60; or
- PTE (Pearson Test of English)
 - a minimum score of 58 on the Academic version; or
- Duolingo English Test
 - a minimum score of 110 with no sub-score below 100

One or more of the above may be required, and you may be asked to provide an additional writing sample.

*The TOEFL institution code for Ambrose is 8915.

H. GENERAL ADMISSIONS REQUIREMENTS

In addition to meeting the English Language Proficiency requirements, the following general admission requirements are required for admission:

Alberta High School Curriculum Students

Students may be granted Full Admission to an undergraduate program as a Regular Student by meeting the general admission requirements:

Alberta Grade 12 matriculation or equivalent, and the completion of five courses at the 30 level (or equivalent). A minimum 60% average in the five courses used for admission is required.

All applicants must demonstrate English language proficiency. Program-specific admissions courses may be required.

Five courses at the 30 level* include:

1. English 30-1
2. Approved core course
3. Approved core course
4. Approved core course
5. Approved core course or approved option courses

**Two courses in the same subject area may not be presented to satisfy entrance requirements unless the courses are Mathematics 30-1, Mathematics 30-2 or Mathematics 31.*

**Only one grade 12 level course in a language stream may be used*

“Approved Core Courses” are a selection of provincially authorized senior high school courses at the 30-level within English Language Arts, Fine Arts, Mathematics, Physical Education, Science and Social Studies and five advanced credits in Career and Technology Studies (CTS).

Approved Core Courses:

Aboriginal Studies 30

Biology 30

Chemistry 30

Career and Technology (CTS) Computing Science 30 (5 credits)

Fine Arts (Art 30, Art 31, Choral Music 30, General Music 30, Instrumental Music 30, Drama 30, Dance 35)

Mathematics 30-1, 30-2 and 31

Physical Education 30

Physics 30

Science 30

Social Studies 30-1

Any approved grade 12 IB diploma or AP academic subject

Any 5-credit second language or language and culture course at the 30-level

“Approved Option Courses” are a selection of provincially authorized senior high school complementary courses at the 30-level.

Approved Option Courses:

Social 30-2

Social Science grouping courses

Career and Technology ((CTS) courses at the advanced level (3000-level) within:

Criminal Justice Studies, Design Studies, Electro-technologies, Enterprise and Innovation, Environmental Stewardship, Financial Management, Human and Social Services, Legal Studies, Logistics, Management and Marketing, Networking, Primary Resources and Recreation Leadership

All dual credit courses

Locally developed courses will be evaluated on a case-by-case basis

See [here](#) for the Alberta Government list of provincially authorized senior high school courses and codes. Provincial equivalencies are available through the Recruitment & Admissions office.

Unites States High School Curriculum Students

In addition to meeting the English Language Proficiency requirements, the following general admission requirements are required for admission:

- Graduation from an accredited high school; **and**
- Alberta High School Curriculum Students requirements equivalence; **or**
- An American College Testing (ACT) composite minimum score of 22, **or**
- A Scholastic Assessment Test (SAT) Reasoning Test minimum score of 1030 on the current two-component SAT test.

Other International Curriculum Students

Applicants educated in other countries may be considered for admission on their academic merits and Alberta High School curriculum equivalencies. All application supporting documentation must be submitted with English translation.

I. HOME-SCHOOLED REQUIREMENTS

A home-based learner may be admitted to Ambrose with the following academic requirements:

- Meet the general admissions requirements for high school students according to their province; **or**
- Complete an educational portfolio **and**
- An American College Testing (ACT) composite minimum score of 22, **or**
- A Scholastic Assessment Test (SAT) Reasoning Test minimum score of 1030 on the current two-component SAT test, **or**
- A Classic Learning Test (CLT) score of 75.

Applicants will also be required to submit a letter of intent outlining educational goals and objectives, along with a home-based learner transcript (educational portfolio). Program-specific course requirements are required.

Home-schooled admissions requirements is restricted to Canadian or US citizens or Permanent Residents only.

J. INTERNATIONAL STUDENTS

Applicants who are not Canadian citizens or permanent residents of Canada require a study permit issued by Immigration, Refugees and Citizenship Canada (IRCC) to study in a program that is longer than six months at Ambrose. Ambrose is a Designated Learning Institution (DLI) recognized by the Alberta Government and IRCC – DLI# O18713147522.

Admitted international students are solely responsible for all arrangements relating to their immigration status and entry into Canada.

K. DUAL CREDIT STUDENTS

High school applicants who have completed dual credit courses (Refer to Program Definitions Policy) at Ambrose will be assessed for admission on the basis of the general admissions requirements.

All students seeking dual credit course enrolment must contact their school board directly.

L. INTERNATIONAL BACCALAUREATE (IB)

Applicants who have completed the International Baccalaureate diploma can be considered for admission as a high school student on the basis of their diploma score. A minimum total score of 24 points, including the Extended Essay and Theory of Knowledge, will be required for Regular Student admission.

Applicants who have successfully completed one or more Certificate courses will be evaluated for admission based on their high school transcript and IB Certificate grades and may be eligible for transfer credit at Ambrose. (Refer to Recognition of Prior Learning Policy)

M. ADVANCED PLACEMENT (AP)

Applicants who have successfully completed AP courses may use applicable AP courses for the purpose of admission and/or transfer credit. (Refer to Recognition of Prior Learning Policy)

N. PROGRAM SPECIFIC REQUIREMENTS

In addition to the general admissions requirements, applicants are required to have the following:

Bachelor of Arts: Behavioural Science

- Math 30-1 or Math 30-2 or its equivalent with a passing grade

Bachelor of Arts: Business Administration and Bachelor of Business Administration

- Math 30-1 or Math 30-2 or its equivalent with a final grade of 60% or higher

Bachelor of Arts: Music and Bachelor of Music

- Advanced Rudiments (Royal Conservatory Music) with a minimum 70% grade
- Pass an entrance audition with the following instrument proficiency:
 - Piano: prepared to begin Grade 9 level (RCM)
 - Strings, Brass, Woodwinds, Percussion: prepared to work at a Grade 8 level (RCM)
 - Voice: demonstrate strong vocal potential
 - Guitar: demonstrate strong, basic guitar skill; jazz and classical is available

Bachelor of Arts: Psychology

- Math 30-1 or Math 30-2 or its equivalent with a passing grade

Bachelor of Science: Biology

- Five grade 12 level courses including English 30-1, Math 30-1 (or its equivalent), Biology 30, Chemistry 30
- Physics 30 and Math 31 are recommended but not required

Diploma in Acting

- Pass an entrance audition and interview
- Submit a resume and essay as part of the application

Bachelor of Theology and Certificate in Christian Leadership

- Five courses at the 30 level* include:
 1. English 30-1
 2. Approved core course
 3. Approved core course
 4. Approved core course or approved option courses
 5. Approved core course or approved option courses

**Two courses in the same subject area may not be presented to satisfy entrance requirements unless the courses are Mathematics 30-1, Mathematics 30-2 or Mathematics 31.*

**Only one grade 12 level course in a language stream may be used.*

O. OPEN STUDIES STUDENTS

Students enrolling as an Open Studies student (Refer to Program Definitions Policy) at Ambrose are expected to meet the English language proficiency requirements.

P. VISITING STUDENTS

Students who are enrolled in a degree program at another post-secondary institution may enrol at Ambrose with the following requirements:

- A Letter of Permission (LOP) from their home institution indicating the specific courses approved to take and the semester approved to attend Ambrose; **and**
- A copy of home institution transcript.
- English language proficiency may be required.

Q. SUSPENDED AND REQUIRED TO WITHDRAW STUDENTS

Students who have been required to withdraw or suspended for academic reasons from Ambrose or another post-secondary institution will not be permitted to enrol at Ambrose until at least twelve months have elapsed since the students was suspended.

In addition to meeting current admission requirements, students may be asked to submit a letter of explanation of their suspension, outline their education plan, and why they are now likely to be successful.

Admission consideration will be based on current admission requirements. Admission is considered on a case-by-case basis in consultation with the relevant Dean.

Students who have been suspended twice from Ambrose or any other post-secondary institution will not normally be considered for admission.

R. DEFERRAL OF APPLICATION

Students who have received an offer of admission may defer their application for one year from the date of acceptance. Students who attend another post-secondary institution during the deferral period must re-apply for admission.