

Policy Name: Admissions
Approving Authority: Academic Council

Policy # AA-016
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Statement:

The Admissions Policy of Beal University Canada (“BUC” or the “University”) supports the University’s commitment to full transparency in dissemination of information and integrity of recruiting staff. The Academic Council reviews this policy annually.

Purpose:

The purpose of this policy is to provide the guidelines of the dissemination of admissions information to potential students.

Roles and Responsibilities

The responsibility for implementation of this policy is the responsibility of the Director of Admissions. The Vice President of Academics has oversight responsibility of this policy.

Policy:

The admissions policy provides the requirements for which the University admissions staff adheres to and disseminates to applicants seeking enrolment in the University.

The University supports a respectful, discrimination, and harassment-free learning environment, through the promotion of equity, diversity and inclusion. The University is committed to fostering a learning environment where individuals from all backgrounds have equal opportunities to pursue an education. The University acknowledges that equal access to opportunities and services may require treating particular individuals and groups differently through the removal of barriers that marginalized equity-seeking groups experience in trying to obtain this access. This could include attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, marital status, family status, Indigenous identity, nationality, race, creed/religion, gender, sexual orientation and gender identity, gender expression, etc. The University is committed to remove barriers to opportunity by promoting equity, diversity, and inclusion and creating more inclusive learning environments. The University provides academic and non-academic accommodations and accessibility pursuant to the applicable provincial human rights legislation. Academic accommodations enable students to demonstrate their knowledge and skills and meet the essential requirements of the program. Academic accommodations do not reduce academic standards or alter essential requirements, they provide equitable access to participation.

The University provides individualized accommodations and accessibility supports for students with permanent, episodic, or temporary disabilities and medical conditions, helping to create a learning environment in which disabilities are not a barrier to completion of courses and programs. We do this, in part, by removing barriers to access, deploying technologies that facilitate access for students with disabilities, and providing academic accommodations and other resources.

The University promotes mental health advocacy throughout the University community. The University provides free webinars, literature and 24/7 online/phone mental health resources and well-being online tool for students through a partnership with Homewood Health. This service supports healthy living and student success with confidential counseling for students and their family members.

The Student Services department is available to assist students and faculty with developing an accessible learning environment and individual plans of accessibility and accommodations to support the academic success of our students.

Related Policies and Documents

HR-004 Equity, Diversity, and Inclusion Policy

SA-003 Student Access to Accommodations Policy

HR-013 Gender Inclusion Policy

HR-014 Accommodations for Religious and Cultural Observance Policy

Addendum: Admissions Procedures

Addendum: Appendix A Nursing Entrance Rubric

Addendum Admissions Procedures

Beal University Canada has a rolling admissions policy. Each candidate is considered for acceptance in accordance with the date on which his or her application and application fee (or fee waiver) are received.

Admissions requirements are published within the procedures of the admissions policy. The University observes strict ethical practices and procedures in the recruitment of its students. Beal University Canada is a non-discriminatory educational institution which values equity, diversity, inclusion, and accessibility of its student body. Admissions are based upon equal educational opportunities for all students regardless of race, color, creed, age, disabilities, gender, sexual orientation, genetic information, marital status, national origin, or veteran status.

- When prospective students call, they speak to the Admissions Department.
- Prospective students are encouraged to come in and take a tour of the facility. No promise of employment upon graduation is made to any prospective or enrolled student at any time.
- The admissions representative explains to each applicant the rigorous nature of the program and the time commitment that will be required to successfully complete the program. In addition, the prospective student is informed of the admission requirements that must be met before being accepted into the University.
- Prospective students are given contact information to the Dean or Associate Dean of their chosen field of study and provided with the opportunity to ask questions. The Dean or Associate Dean will emphasize the rigors and requirements of the program.
- Prospective students will also have separate appointments with financial aid and the registrar.
- Prospective students complete an application. However, it is not accepted until all requirements have been met including passing the entrance exams. This allows the student's time to consider their decision and an opportunity to formulate questions about the challenging nature of the programs.
- HOW TO APPLY:
 - Step 1: Submit an application for admission with \$30 application fee or fee waiver.
 - Step 2: Contact the Admissions Office to set up a campus visit.
 - Step 3: Submit high school transcript, GED, or High School Diploma.
 - Transfer Students from other post-secondary educational institutions must have an official copy of the transcript from the college or university previously attended submitted to Beal University Canada.
 - Step 4: Take the Entrance Exams, as applicable, for the program they are entering.
 - Step 5: Complete the Financial Aid process.
 - Step 6: Submit immunization records as required by Provincial statute and regulations.
 - Step 7: Submit proof of CPR-First Aid certification.
 - Step 8: Obtain and submit criminal record check along with a vulnerable sector check.

**Note: Submission of documents listed in Step 6, 7, 8 is for the Bachelor of Science in Nursing degree program applicants and will be submitted through the Sentry website (<https://www.sentrymd.com/>).*
- Because of the ubiquitous use of the Canvas™ Learning Management System in teaching and learning support, the University's admissions process requires all admitted students to successfully complete a Student Virtual Orientation, as a student success measure. This includes an online assessment exam and an orientation to the Learning Management System.
- Each admitted student who enrolls at Beal University Canada will enter into an Enrolment Agreement with the University. The Enrolment Agreement clearly outlines all program related tuition and fees and identifies expectations of both the student and the University. The Enrolment Agreement must be signed

by the student and appropriate school officials, and a final copy provided to the student prior to the student sitting in class. The Enrolment Agreement is electronically available in the student's portal and available to the student to access at any time.

Additional Admissions Requirements for the Nursing Program

- Nursing applicants must achieve a passing score on the Nursing Admissions Test. This Test is a pre-admission assessment to determine whether a student has the necessary academic skills to perform effectively in the School of Nursing. Designed for students with a high-school education (or equivalent), the multiple-choice test is focused on nursing-content and tests basic reading, writing, math, and critical thinking. Priority consideration will be given to applicants who earn a score of 75% or higher on the exam. The exam may be taken a maximum of 3 times only in one year. A waiting period of 3 weeks is required between exam attempts. Performance results are valid for 2 years.
- Applicants must submit official high school transcripts and/or University transcripts demonstrating a cumulative grade point average of 2.5.
- Applicants must have obtained a Current CPR Certification: Basic Life Support (BLS) from the Canadian Red Cross, American Heart Association (AHA), or another Provincial Occupational Health and Safety-approved program.
- A Criminal Record Check along with a Vulnerable Sector Check is required for all Nursing applicants.
- The required Immunizations/vaccinations for all Nursing applicants are:
 - Red measles, mumps, and rubella (MMR),
 - Varicella,
 - Tetanus/diphtheria/pertussis (Tdap),
 - Hepatitis B immunity,
 - Tuberculosis (TB) screening

Strongly suggested but not mandatory are:

- Seasonal influenza vaccine,
 - Covid-19 vaccines
-
- Applications to the nursing program are limited. Applicants meeting minimal admission requirements will be automatically considered for admission. If the number of qualified applicants exceeds the number of students the program can accommodate, the admissions committee will meet, and review applications to determine suitability. This will involve reviewing each application using a point system that weighs the student's GPA, nursing entrance exam score, EDI essay question, previous college/university courses, and other criteria deemed appropriate by the Admissions Committee. (See Appendix A – Nursing Entrance Rubric)

Additional Admissions Requirements

International High Schools and College Transcripts

High school transcripts from other countries must be in English and reasonably equivalent to Canada. Transcripts not in English must be first sent to a separate evaluation agency. The University must receive evaluations directly from the agencies. The prospective student is required to:

1. Contact a foreign credential evaluation organization that is a member of the National Association of Credential Evaluation Services (NACES) (<https://www.naces.org/members>)
2. Send all non-English transcripts to the approved evaluation agency.
3. Apply for a Detailed Course by Course Evaluation.
4. Ask the agency to send the evaluation directly to Beal University Canada.

English Language Proficiency Requirement

Applicants from countries where English is not the only language of common usage will be required to submit proof of English proficiency as measured by one of the following recognized tests: TOEFL, IELTS or CAEL.

The following are the required test scores for all BUC programs:

- TOEFL Paper-based test – Minimum score of 650 required
- TOEFL Internet-based test – Overall minimum score of 85 required, with minimum scores of 20 in Writing, Reading, Listening, and Speaking.
- IELTS – Minimum overall band of 6.5, with no single test score below 6.5
- CAEL – Minimum overall score of 60

If you choose to take the TOEFL test, the BUC Institution Code is 3114.

Information about the language proficiency test can be found by visiting the testing agency website:

- TOEFL www.toefl.org (Please refer to institution code: 3114)
- IELTS www.ielts.org
- CAEL www.cael.ca

Only tests taken in the last two years are considered valid.

**Appendix A
Nursing Entrance Rubric**

Name: _____

Selection into the Nursing program is based on calculation of quality points earned in the following rubric. Students are then ranked from highest to lowest number of quality points and admissions is granted to the students with the most points.

Minimum GPA, High School, College, or University – 2.5 based on a 4.0 scale

School: _____

| | POINT SCALE | SCORE |
|--|--|--------------|
| Relevant Coursework (36 points) | | |
| English Composition | 3.68 - 4.00 = 4 points 3.01 - 3.67 = 3 points 2.33 – 3.00 = 2 points 2.00 - 2.32 = 1 points | |
| Algebra (or higher equivalent) | 3.68 - 4.00 = 4 points 3.01 - 3.67 = 3 points 2.33 – 3.00 = 2 points 2.00 - 2.32 = 1 points | |
| Anatomy and Physiology I – with lab | 3.68 - 4.00 = 4 points 3.01 - 3.67 = 3 points 2.33 – 3.00 = 2 points 2.00 - 2.32 = 1 points | |
| Anatomy and Physiology II – with lab | 3.68 - 4.00 = 4 points 3.01 - 3.67 = 3 points 2.33 – 3.00 = 2 points 2.00 - 2.32 = 1 points | |
| Microbiology – with lab | 3.68 - 4.00 = 4 points 3.01 - 3.67 = 3 points 2.33 – 3.00 = 2 points 2.00 - 2.32 = 1 points | |
| Developmental Psych | 3.68 - 4.00 = 4 points 3.01 - 3.67 = 3 points 2.33 – 3.00 = 2 points 2.00 - 2.32 = 1 points | |
| Sociology | 3.68 - 4.00 = 4 points 3.01 - 3.67 = 3 points 2.33 – 3.00 = 2 points 2.00 - 2.32 = 1 points | |
| Communications | 3.68 - 4.00 = 4 points 3.01 - 3.67 = 3 points 2.33 – 3.00 = 2 points 2.00 - 2.32 = 1 points | |
| Government - or other relevant general education | 3.68 - 4.00 = 4 points 3.01 - 3.67 = 3 points 2.33 – 3.00 = 2 points 2.00 - 2.32 = 1 points | |

| Credits taken at Beal University/BUC (10 points) | | |
|---|--|--|
| Beal University/BUC Credits: _____ | 50 or more = 10 points 20-49 = 7 points 10-19 = 5 points | |
| Hesi Nursing Admissions Test (100 points) | | |
| Admissions Test <ul style="list-style-type: none"> 75% on all four sections: Math, Reading Comprehension, Grammar, and Vocabulary Only 3 attempts allowed (must have at least 3 weeks between attempts) Must be within 2 years of application. | 100% - 95% = 25 points 94.9% - 90 = 20 points 89.9% - 85% = 15 points 84.9% - 80% = 10 points 79.9% - 75% = 5 points < 75% = 0 points | |
| Math: _____ | | |
| Reading Comprehension: _____ | | |
| Grammar: _____ | | |
| Vocabulary: _____ | | |
| Previous Degrees (10 points) | | |
| <ul style="list-style-type: none"> Only the highest degree will be assigned points Documentation, per official transcript, must be on file with the University at the time of application | Baccalaureate degree or higher degree = 10 points Diploma = 5 points | |
| Current Certified Nursing Asst., Personal Support Worker or Health Care Aide (5 points) | | |
| <ul style="list-style-type: none"> Certification must be provided with application Program completion is not awarded points | 5 points | |
| Additional Credit for Health-Related Training (10 points) | | |
| <ul style="list-style-type: none"> LPN/PN EMT/Paramedicine Respiratory Therapist Occupational Therapist Physiotherapist Asst | 10 points | |
| Credit for Military Service/First Nations (10 points) | | |
| <ul style="list-style-type: none"> Proof of current or past military service required Proof of First Nations Status | 10 points | |
| Equity, Diversity & Inclusion (EDI) Essay Question | | |
| <ul style="list-style-type: none"> Completion of the essay question related to EDI | 10 points | |
| | Total Possible Points = 116 | |