



**GURU NANAK  
INSTITUTE**  
OF GLOBAL STUDIES

Policy Number: SP-002

Institute No. 4766

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# Student Admission Policy

## 1. Purpose

The purpose of this policy is to establish clear, fair, and transparent procedures governing the admission of students to programs offered by the Guru Nanak Institute of Global Studies (GNI). Admission decisions are intended to support academic integrity, student preparedness, and program standards.

This policy operates in conjunction with the Student Pre-Admission Policy (SP-001) and related institutional policies.

## 2. Scope

This policy applies to all applicants seeking admission to programs offered by GNI. It applies to all credentials, including certificates, diplomas, and degree programs. It applies to all delivery modes, including online, hybrid, and in-person formats.

## 3. Guiding Principles

Admission decisions at GNI are guided by the following principles.

- **Academic Integrity.** Admission supports student readiness and program learning outcomes.
- **Equity and Fairness.** Applicants are assessed consistently, recognizing diverse educational pathways.
- **Transparency.** Admission requirements and decisions are communicated clearly.
- **Accountability.** Decisions are subject to institutional oversight and documentation.
- **Confidentiality.** Applicant information is handled in accordance with institutional privacy policies.

## **4. Admission Requirements**

Applicants must meet the published admission requirements for the program to which they are applying.

Admission requirements may include minimum academic qualifications, English language proficiency where applicable, and any additional program-specific prerequisites.

Admission requirements are published on GNI's official website [www.gurunanakinstitute.ca](http://www.gurunanakinstitute.ca) and in program materials.

## **5. Admission Decision Process**

### **5.1 Application Review**

Completed applications are reviewed by the Registrar to verify eligibility and completeness. Applications that meet published requirements proceed to admission consideration.

### **5.2 Academic Judgment**

Where academic judgment is required, the Registrar consults appropriate academic authorities through GNI's established academic governance processes.

### **5.3 Admission Outcomes**

Applicants may receive one of the following outcomes.

- An Offer of Admission.
- A Conditional Offer of Admission, subject to specified conditions.
- A Notice of Non-Admission, with reasons provided where appropriate.

All admission decisions are communicated in writing.

## **6. Admission Waivers, Equivalency Recognition, and Residency Requirements**

Admission decisions may take into account approved admission waivers or equivalency determinations granted in accordance with the **Student Pre-Admission Policy (SP-001)**.

Admission waivers and equivalency recognition support equitable access for applicants with diverse educational backgrounds while maintaining academic standards and program integrity.

### **6.1 Authority and Review**

Admission waivers and equivalency reviews are administered by the Registrar.

Where academic judgment is required, the Registrar consults appropriate academic authorities through GNI's academic governance system.

All decisions are documented and communicated to applicants in writing.

## 6.2 Limits and Conditions

Regardless of waivers or equivalencies granted, the following conditions apply.

- Students must complete a minimum of **fifty percent (50%) of program requirements** through courses delivered by the Guru Nanak Institute of Global Studies.
- Waivers and equivalencies may not be used to bypass core program requirements, learning outcomes, or capstone components.
- Admission waivers, equivalency recognition, and PLAR operate within defined institutional limits. Maximum PLAR credits and minimum residency requirements are specified in Policy SP-005: Prior Learning Assessment and Recognition.
- Admission remains subject to program capacity, sequencing requirements, and academic progression standards.

## 6.3 Record-Keeping and Oversight

All waiver and equivalency decisions are recorded in the student file.

Records are subject to periodic review through institutional quality assurance and academic oversight processes.

## 7. Conditional Admission

Where appropriate, applicants may be offered conditional admission.

Conditions must be satisfied by specified deadlines to maintain admission status.

Failure to meet conditions may result in withdrawal of the offer.

## 8. Admission Appeals

Applicants who believe their admission decision was not handled fairly may submit an Admission Appeal.

### Procedure

Appeals must be submitted in writing within five (5) business days of the admission decision.

- For certificate and diploma programs, appeals are addressed to the Senior Education Administrator (SEA) at [sea@gurunanakinstitute.ca](mailto:sea@gurunanakinstitute.ca).
- For undergraduate degree programs, appeals are addressed to the Vice President, Academics & Provost at [vpa@gurunanakinstitute.ca](mailto:vpa@gurunanakinstitute.ca).

A written decision will be issued within ten (10) business days.

Further recourse is available under the Student Dispute Resolution Policy (SP-024).

## **9. Monitoring and Quality Assurance**

The Registrar maintains admission records, including applications, decisions, waivers, equivalencies, and appeals, for a minimum of **three (3) years**.

Aggregate admission data are reviewed annually through GNI's internal academic oversight and quality assurance processes.

Findings are reported through academic governance channels.

## **10. Review and Amendment**

This policy is reviewed every **three (3) years**, or sooner if institutional practices or program offerings change.

Revisions require approval through GNI's academic governance system and ratification by the **Board of Directors**.

## **11. Related Policies**

- SP-001 – Student Pre-Admission Policy
- SP-003 English Language Proficiency Requirement Policy
- SP-024 Student Dispute Resolution Policy
- ADM-004 Institutional Quality Assurance Policy
- ADM-026 Privacy and Data Protection Policy