

CANADORE COLLEGE
ACADEMIC POLICY MANUAL

TITLE: **Admissions Policy**

EFFECTIVE DATE: **June 27, 2025**

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy governs admission to all full-time and part-time postsecondary programs offered by The Canadore College of Applied Arts and Technology (hereafter referred to as "Canadore" or "the College").

2. PURPOSE AND PRINCIPLES

2.1 Purpose

2.1.1 The Admissions Policy adheres to the binding policies and directives of the Ministry of Colleges, Universities, Research Excellence and Security, Ontario College Quality Assurance Service, and the Postsecondary Education Quality Assessment Board standards, as well as relevant laws such as the Ontario Human Rights Code and the Freedom of Information and Protection of Privacy Act. Admission criteria are detailed in Section 11 (1) and (2) of O.Reg. 34/03, under the Ontario Colleges of Applied Arts and Technology Act, 2002.

2.1.2 This policy establishes a clear, consistent and equitable approach to governing admission to academic programs offered by the College.

2.2 Principles

2.2.1 The College is committed to providing an admission process that is fair, transparent, and accessible to all qualified applicants.

2.2.2 The College may adjust its admission requirements to support diverse learners and promote both equitable access to education and academic success.

2.2.3 Admission decisions will be made based on objective criteria, consistent with the College's commitment to inclusivity, fairness, and compliance with relevant laws and standards.

3. POLICY

3.1 Admission Requirements

3.1.1 In accordance with the [Minister's Binding Policy Directive – Admissions Criteria](#), an applicant must meet one of the following requirements to be considered for admission to a program:

- is the holder of an Ontario Secondary School Diploma (OSSD) or equivalent; or
- is nineteen years of age or older on or before the commencement of the program in which the applicant intends to enrol; or
- does not meet the criteria set out above but is the holder of an admission requirement established by Canadore's Board of Governors for a specific program of instruction.

3.1.2 An applicant must also meet the following requirements established on a program-specific basis:

- Successful completion of prerequisites
 - For certificate, diploma, and advanced diploma programs, prerequisites must be taken at the college, university or university/college preparation level or equivalent; or
 - For degree programs, prerequisites must be taken at the university or university/college preparation level.
- For degree programs, successful completion of a minimum of six (6) university and/or university/college preparation level courses in Grade 12, with a minimum average of 65 percent or higher, depending on the program of application.
- For graduate certificate programs, applicants must possess an Ontario college diploma, advanced diploma or degree, a university degree, or equivalent.
- English language proficiency appropriate to the credential level.
- Successful completion of any other requirement, such as specific courses, portfolios, tests, auditions, certifications, credentials or specialized fields of study.

3.1.3 Meeting minimum admission requirements for a program does not guarantee an offer of admission to that program.

3.1.4 Canadore shall make publicly available admission criteria established on a program-specific basis.

3.2 Mature Applicants

- 3.2.1 Mature applications to certificate, diploma, and advanced diploma programs must reach, or will be reaching, the age of 19 by the start of the program to which they are applying.
- 3.2.2 Mature applications to degree programs must reach, or will be reaching, the age of 21 by the start of the program to which they are applying.
- 3.2.3 Mature applicants should disclose all previous postsecondary transcripts, which may be used in admission decisions.
- 3.2.4 Mature applicants must meet all program-specific admission requirements.
- 3.2.5 Mature applicants to certificate, diploma, advanced diploma, and degree programs, who are unable to provide transcripts showing program-specific academic requirements, may be permitted to complete pre-admission English and/or mathematics tests to demonstrate proficiency in those subjects.

3.3 Applicant Selection

- 3.3.1 Applications open in the Fall prior to the academic year in which a program begins. Non-competitive program applicants may be issued offers immediately if admission criteria are met.
- 3.3.2 Applications received by February 1, prior to the academic year in which a program begins, are given equal consideration.
- 3.3.3 Applications received after February 1 are considered on a first-come, first-served basis if space remains available in the program.
- 3.3.4 For highly competitive programs, qualified applicants will be selected to receive an offer of admission based on the following priority:
 - Residents of Ontario;
 - Residents of Canada;
 - All other applicants.

With the exception where exemption permission from the Ministry has been requested.

- 3.3.5 A maximum of 5% of seats in competitive programs will be reserved for Indigenous students who apply through ontariocolleges.ca by the equal consideration date and self-identify as Indigenous on their application. Applicants must also meet the program's minimum admission requirements.

If the number of eligible Indigenous applicants exceeds the available designated seats, the Registrar's Office will apply the standard scoring process and offer admission to those with the highest scores within the applicant group.

3.4 Admission Decisions

- 3.4.1 Applications are assessed by the Registrar's Office, which, on behalf of Canadore, accepts, refuses, or defers the admission of applications to programs.
- 3.4.2 Applicants will be advised of Canadore's decision in writing by the Registrar's

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Office.

- 3.4.3 Admission to a Canadore program means that a student is admitted to that program only and for the specified semester only.
- 3.4.4 Admission to one program is not a guarantee of admission to another program or admission to the same program in a subsequent semester.

3.5 Conditional Admission

- 3.5.1 Applicants who provide proof of enrolment in courses and/or programs that will satisfy the admission requirements of a program may receive a conditional offer of admission to the program.
- 3.5.2 Applicants will be advised of the conditions of admission in writing.
- 3.5.3 Applicants who do not meet the conditions of admission prior to the start of classes will be removed from the program.
- 3.5.4 It is the responsibility of the applicant to provide final transcripts showing successful completion of the required courses and/or programs prior to the start of classes.

3.6 Admission Equivalencies

- 3.6.1 Academic transcripts from other provinces and/or countries may be considered as equivalents to the admission requirements of a program.
- 3.6.2 The Registrar's Office may require translations and/or evaluations of documents from non-Canadian institutions by recognized evaluation services. The evaluation service must authenticate the documents and recommend the comparability of the education earned outside of Canada to the Canadian education system.
- 3.6.3 For programs of study where a previous postsecondary credential is required, Canadore may consider granting an equivalency for significant partial completion of a credential, partial completion of a credential and related work experience, or significant related work experience. Please refer to both the Recognition of Prior Learning Policy and the Prior Learning Assessment and Recognition Policy.

3.7 Re-admission

- 3.7.1 Students who suspend their studies or do not attend for three consecutive semesters must formally seek re-admission to Canadore. Re-admission will be subject to current program admission requirements and may include additional conditions.
- 3.7.2 Canadore retains the right to refuse re-admission to students who have been withdrawn from the College for academic, behavioural, or integrity reasons.

3.8 Admission Decision Appeals

- 3.8.1 Applicants that have been declined admission to their preferred full-time post-secondary program have the right to appeal this decision. Applicants may not appeal admission decisions related to part-time courses.

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- 3.8.2 If an applicant is not satisfied with the explanation for the refusal of admission decision provided by the Registrar's Office, the applicant may request a formal review or appeal, in writing, to the Registrar, or their designee, within 30 days of the admission decision.
- 3.8.3 Admission appeals must be based on procedural error or unfairness of the admission process. Admission appeals cannot be based on the stringency or nature of admission requirements.
- 3.8.4 Admission appeals that are received less than five days prior to the start of classes will only be considered for the next available intake of the program.

3.9 Communication

- 3.9.1 Canadore College is dedicated to providing transparency regarding compliance with Canada Anti-Spam Legislation.
- 3.9.2 Students are provided with the opportunity to opt out of automated messaging through various systems where eligible.
- 3.9.3 Students are responsible for ensuring their addresses are current and up to date.

3.10 Publication

- 3.10.1 The College will maintain a central admission publication, which is a compilation of the admission requirements and selection procedures for each program of instruction.
- 3.10.2 The publication will be made available to the public in both print and electronic format. The College website, particularly the program pages, will be deemed to contain the most current information as changes will be made as required throughout the admissions cycle.
- 3.10.3 In cases where admission requirements for a post-secondary program of instruction at the College are changed in the direction of greater stringency, applicants are to be given a minimum of 18 months' notice before the change is implemented.
- 3.10.4 Canadore strives to ensure the accuracy of the information in its publications. Academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the College reserves the right to modify or cancel any course, program, fee, procedure, timetable, or campus location at any time. The College website should be consulted for the most current information.
- 3.10.5 It is the responsibility of the applicant to ensure that their information, and all supporting documentation, is truthful, complete, and correct. Canadore reserves the right to verify the authenticity of any documentation provided as part of an application. If it is proven, or if the College has reasonable grounds to conclude, that false information has been provided, the application will be denied. Should a student be enrolled on the basis of falsified information, they shall be subject to immediate withdrawal and revocation of credentials achieved.

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4. ROLES AND RESPONSIBILITIES

4.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

4.2 Vice President, Academic

The Vice President, Academic is responsible for the effective implementation of this policy and for resolving any disputes arising over policy interpretation.

4.3 Vice President, Strategic Infrastructure, Indigenous and Learner Services

The Vice President, Strategic Infrastructure, Indigenous and Learner Services is responsible for the effective implementation of this policy and for resolving any disputes over policy interpretation.

4.4 Registrar and Senior Director, Enrolment and Student Services

The Registrar and Senior Director, Enrolment and Student Services is responsible for the enforcement of compliance with this policy.

5. EVALUATION

This policy will be evaluated every five years or earlier if required.

6. RELATED MATERIALS

Academic Appeal Policy

Academic Integrity Policy

Minister's Binding Policy Directive *Framework for Programs of Instruction*

Non-Academic Involuntary Withdrawal Procedure

Postsecondary Education Quality Assessment Board (PEQAB) Manual for Ontario Colleges

Prior Learning Assessment and Recognition Policy

Protection of Privacy Policy

Recognition of Prior Learning Policy