

**CANADORE COLLEGE**  
**CORPORATE POLICY MANUAL**

**TITLE:** Admission to Canadore College Programs Policy

**EFFECTIVE DATE:** December 19, 2019

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**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 Canadore College of Applied Arts and Technology (hereafter referred to as 'Canadore' or 'the College'), including Ontario college certificates, diplomas, advanced diplomas, degrees and graduate certificates.

**2. PURPOSE AND PRINCIPLES**

2.1 Purpose

2.1.1 The Admission to Canadore College Programs Policy has been established to conform to the directives of the Ministry of Colleges and Universities set out in the Minister's Binding Policy Directive - Admissions Criteria, the Postsecondary Education Quality Assessment Board's Degree-Level Standards, and relevant government legislation including the Ontario Human Rights Code and the Freedom of Information and Protection of Privacy Act (R.S.O 1990). The admission criteria are outlined 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 The purpose of this policy is to establish 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 objective and transparent.

2.2.2 The College may tailor its admission requirements to further the academic success of students.

### **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:

- Hold an Ontario Secondary School Diploma (OSSD), approved pre-admissions testing and screening or equivalent
- Have mature student status
- Possess a lesser minimum admission requirement for the specific program as established by Canadore's Board of Governors.

3.1.2 In addition to the admission requirement stated in section 3.1.1 of this policy, an applicant must 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
  - For degree programs, prerequisites must be taken at the university or university/college preparation level, and the applicant must have achieved a minimum final grade of 65 percent in each prerequisite requirement.
- For degree programs, successful completion of a minimum of six university and/or university/college preparation level courses in Grade 12, with a minimum average of 65 percent.
- For graduate certificate programs, possess an Ontario college diploma or degree, a university degree or equivalent.
- Possess 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 applied.
- 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 applied.
- 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, and advanced diploma 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 received by February 1, prior to the academic year in which a program begins, are given equal consideration.
- 3.3.2 Applications received after February 1 are considered on a first come first served basis, if space remains available in the program.
- 3.3.3 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.

### 3.4 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 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.
  
- 3.7 Re-admission
- 3.7.1 Students seeking re-admission to Canadore College shall be subject to current program admission requirements and may be subject to additional conditions.
- 3.7.2 Canadore College retains the right to refuse re-admission to students who have been suspended or dismissed from the College, for either academic or behavioural reasons.
  
- 3.8 Admission Decision Review
- 3.8.1 Canadore shall provide a method of reviewing admission decisions, specifically refusals, for any full-time postsecondary program. This method would not include admission decisions related to part-time courses or programs that register on a first-come, first-served basis.
- 3.8.2 Upon request, the Registrar's Office will provide an applicant with further explanation of the reason for a decision to refuse admission.

- 3.8.3 If an applicant is not satisfied with the explanation for the refusal of admission decision provided by the Registrar's Office, he/she may request a formal review or appeal, in writing, to the Registrar, or his/her designee, within 30 days of the admission decision.
- 3.8.4 Admission appeals must be based on procedural error or unfairness of the admission process. Admission appeals cannot be based on stringency or nature of admission requirements.
- 3.8.5 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 Publication
- 3.9.1 The College will maintain a central admission publication, which is a compilation of the admission requirements and selection procedures for each program of instruction.
- 3.9.2 The publication will be made available to the public in both print and electronic format. The Canadore College web site, and particularly the program pages, will be deemed to contain the most current information as changes will be made as required throughout the admissions cycle.
- 3.9.3 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.
- 3.9.4 Canadore College 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 web site should be consulted for the most current information.
- 3.9.5 It is the responsibility of the applicant to ensure that his/her information, and all supporting documentation, is truthful, complete and correct. Canadore College reserves the right to verify the authenticity of any documentation provided as part of an application. If it is proven, or if Canadore 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.

#### **4. ROLES AND RESPONSIBILITIES**

##### **4.1 President**

The President is responsible for the overall management and operation of the College. The President ensures 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 is to resolve any disputes related to academics arising over policy interpretation.

4.3 Vice President, Enrolment Management, Indigenous, and Student Services,

The Vice President, Enrolment Management, Indigenous and Student Services is responsible for the effective implementation of this policy and is to resolve any disputes related to services arising over policy interpretation.

4.4 Registrar and Director, Strategic Enrolment Services

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

**5. EVALUATION**

This policy will be evaluated every five years.

**6. RELATED MATERIALS**

Minister's Binding Policy Directive *Admissions Criteria*

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

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