**ST.CLAIR**
C O L L E G E

**POLICY AND PROCEDURE MANUAL**

| Policy Title: | ADMISSIONS | Area of Responsibility: |
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| | | **VICE PRESIDENT, INTERNATIONAL RELATIONS, CAMPUS DEVELOPMENT & STUDENT SERVICES** |
| Policy Section: | ACADEMIC | |
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## 1.2.1 ADMISSIONS

**Policy**

Admission requirements for programs are established when the programs are created.

For programs approved by the Credentials Validation Service (CVS), and/or the Ministry of Colleges and Universities (MCU) for all programs including degrees, the following guiding principles should be used to determine academic entrance requirements:

1. Requirements must be consistent with The Ministers Binding Policy Directive, Admissions Criteria for Programs of Instruction and in keeping with Section 11 (1) of O. Reg. 34/3 under the Ontario Colleges of Applied Arts and Technology Act 2002

2. Requirements must be consistent with the College's Mission Statement, Values, and Strategic Goals;

3. Requirements must reflect the academic requirements necessary for an initially successful academic experience;

4. Requirements must accommodate applications from mature students and students applying with credentials equivalent to an Ontario Secondary School Diploma (OSSD); Ontario Secondary School Graduation Diploma (OSSGD); or a Secondary School Honours Graduation Diploma (SSHGD); or is a holder of an admission requirement established by the Board of Governors for a specific program of instruction;

5. Academic entrance requirements for all approved programs must be reviewed in conjunction with each program's quality assurance process;

6.  Students who have been out of the College one semester or more, must re-apply for admission through the Ontario College Admissions Service (OCAS);

7.  Students who receive a first dismissal from a program must apply for readmission through the Registrar's Office for the term desired and may be required to prepare rationale with the application (i.e. death in the family, illness, etc.), which will be reviewed and approved by the Program Chair;

8.  Students who are re-admitted in accordance with requirement 7 above, will be placed on probation and must achieve a semester GPA of 2.0 by the next evaluation period. If a student fails to meet such requirements, the student will be dismissed (second dismissal) and will not be eligible for re-admission into that same program under any conditions for a period of two (2) years from the start of the semester from which the student was dismissed. During this time, the student may re-apply to another program. Any admission from Dismissal 2 into the same program must be based on extenuating circumstances and require the approval of the Program;

9.  A student who has been dismissed three (3) times from any post-secondary program will not be eligible to enroll in another post-secondary program for a period of two (2) years from the start of the semester from which the student was dismissed.

It is the role of the Registrar's Office to ensure that admission requirements adhere to Ministry policies, local college system policies, St. Clair College policies and province-wide agreements.

The Registrar's Office coordinates all activity related to the selection process in accordance with these policies and agreements, and makes the final admissions decision on each application, ensuring that the admission requirements have been met. In addition, it is the responsibility of the Registrar's Office to relay all admission decisions to the student in writing.

St. Clair College, at its discretion, may choose to deny admission to a program in the event a student is not considered to be in "Good Standing" as it relates to:

*   a behavioural contract
*   a suspension
*   under at trespass notice with the College
*   flagged in the Student Information System (SIS) by the Registrar or designate

The College assesses applicants against criteria which indicate the prospect of success in the desired program. The College provides consideration to admit those applicants who meet the published admission requirements.

The selection procedures to programs offered by the College shall be equitable, fair, open, and consistently applied.

**Selection Process**

The applicant selection process is governed by the Ministry of Colleges and Universities Admissions Criteria Binding Policy Directive at http://www.tcu.gov.on.ca/pepg/documents/AdmissionsPolicy.pdf.

The selection process requires that all applicants be reviewed using three criteria:
- College eligibility
- Program eligibility
- Applicant section

1. **College Eligibility**

   To be considered for admission to the College, an applicant must have one of the following:

   a) An Ontario Secondary School Diploma (OSSD), or equivalent

   b) Mature student status on or before the start of the program. Mature students may be required to write an academic achievement test administered by the Learning Commons test centre.

   c) An Academic Career Entrance (A.C.E.) certificate

   d) General Educational Development (G.E.D.) certificate

   e) Any lesser minimum admission requirement as established by the College on a program-specific basis

   Note: If the applicants are home-schooled, they must submit appropriate documents for evaluation. Such documents should include: curriculum outline, course descriptions, examinations and examination results. These documents are to be certified by the appropriate school board. As an alternative, home-schooled applicants will be invited to write tests to determine their eligibility.

2. **Program Eligibility**

   2.1 Program eligibility criteria are established for each program by the academic schools in consultation with the Registrar, and are approved by the Vice President, Academic, as well as the Board of Governors.

   2.2 Program eligibility criteria must be objective, measurable and relevant to the program.

   2.3 Identical programs offered at different college locations of the College will have the same program eligibility criteria.

2.4 No secondary school university preparation course or Ontario Academic Course (OAC) shall be required as a program eligibility criterion with two exceptions:

a) Collaborative college-university degree programs governed by joint agreements are not subject to the restrictions on use of secondary school university preparation of Ontario Academic Courses, where those requirements are specifically stated in the agreement.

b) The College bachelor's degrees are not subject to the restrictions on use of secondary school university preparation or Ontario Academic Courses.

## 3. Applicant Selection

3.1 Applicants will be accepted into oversubscribed programs according to the following order of preference:

a) Permanent residents of Ontario

b) Permanent residents of other provinces or territories in Canada

c) Other applicants

### 3.2 Program-Specific Criteria

3.2.1 Applicant selection criteria will be objective, measurable, and relevant to the program. The applicant selection criteria may vary from year to year depending on the local needs and number of qualified applicants.

3.2.2 If questionnaires are used for applicant selection, they must include the following notification to comply with the Freedom on Information and Protection of Privacy Act: "Information contained (in this form) is collected under the authority of the Ontario Colleges of Applied Arts and Technology 2002, S.O. 2002, Chapter 8, Schedule F, Section 6 and will be used as part of the selection process of the Registrar's Office and program department to determine and applicant's eligibility for admission to the (Program Title) program."

3.2.3 No secondary school university preparation or Ontario Academic Course (OAC) shall be used as applicant selection criteria, except on an exception basis, as noted in Admissions Criteria, Section D, Eligibility Requirements, of the Ministry Admissions Policy (November, 2004).

3.2.4 Random selection will not be used as an applicant selection technique.

3.2.5 Where selection criteria include applicant tests, interviews or other selection tools requiring mandatory college visits, alternative arrangements must be available for

any applicant who resides outside of the normal community distance from the College.

3.2.6   All applications received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as spaces are available in the program.

### 3.3 Applicants with Foreign Credentials

Applicants who have been educated outside of Canada must submit proof of their academic record to the Registrar's Office. Documents submitted in languages other than English must be submitted with a certified true translation.

### 3.4 Applicants with First Language other than English

The College has established English language entry levels for all its programs. Applicants for whom English is not a first language must provide proof of English language proficiency as an admission requirement for their selected program. Applicants are required to provide proof of English proficiency by submitting a test of English which is recognized internationally.  Applicants residing within commuting distance of the College have the option to have testing arranged by the College.

4.  **Publication of Criteria**
The College maintains a current compilation of the admission criteria and the selection procedures for all programs. The document is available for reference by the public from the Registrar's Office, this information is also available through the Student Handbook, which is published annually.  Admission criteria is available on the College's website for ease of access and a list of other requirements including physical demands for programs are listed on the College's website.

5.  **Waiting Lists**
Based on the experience of the Registrar's Office, realistic waiting lists will be established and maintained up to the end of the registration period for highly competitive programs. The Registrar's Office will inform applicants, upon request, of their position on the waiting list.

6.  **Admission Review**
An Applicant, who was not successful in being admitted to a program, has the right to ask for a review of an admission decision to the Registrar.

**Procedure**

|      | Action | Responsibility |
|------|--------|----------------|
| **1.** | **Admission Process** | |
| 1.1. | Submit the application from and application fee to ontariocolleges.ca (Ontario College Application Services, OCAS). | Applicant |
| 1.2. | Assess applicants according to the College and Program eligibility criteria. | Registrar's Office |
| 1.3. | Issue the first round of Offers of Admission for applications received by the Equal Consideration Deadline. Offers of Admission will continue to be issued until the program has been filled. | Registrar's Office |
| **2.** | **Waiting Lists** | |
| 2.1. | Establish waiting lists for highly competitive programs once final offers are issued. | Registrar's Office |
| 2.2. | Provide relative position on waiting list at the request of the applicant. | Registrar's Office |
| **3.** | **Admission Review** | |
| 3.1. | In the case of an unsatisfactory admission decision, appeal the decision within 10 days before the particular course or program begins, in writing, to the Registrar's Office, requesting a review of the admission decision. | Applicant |
| 3.2. | Acknowledge the request for appeal within 3 working days | Registrar's Office |
| 3.3. | Appoint an Admission Review Panel, consisting of the Registrar, the Academic Chair of the Program, and another College Administrator as appointed by the President.. | Registrar's Office |
| 3.4. | Set a date to meet and notify the Applicant and Panel Members. | Registrar's Office |
| 3.5. | The Applicant may make representations to the Panel, either verbally or in writing or both, supporting his/her application. The Applicant may request another person to act as a resource person to provide advice or support, but in the event that the resource person attempts to advocate, speak or interfere with the conduct of the Panel, that person may be excluded from the proceedings as the sole discretion of the Registrar. | Applicant |
| 3.6. | Communicate the final decision in writing to the Applicant, within 10 working days of the receipt of the Appeal. | Registrar's Office |
| 3.7. | The decision of the Panel is final and binding | |

St. Clair College wishes to thank and acknowledge, Algonquin College for their written permission to use their policies and procedures as a guideline for the development of the St. Clair College Policies and Procedures.