

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 5	<b>DIRECTIVE NO.</b> E17
	<b>ORIGINATOR</b> Registrar	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> <b>ADMISSIONS POLICY</b>	<b>EFFECTIVE DATE</b> 2008.06.25	<b>REPLACES</b> 2006.06.07

### **PREAMBLE**

The College's Admissions Policy is designed to govern admission to all Ontario College Credential full-time and part-time diploma, and certificate programs, as well as bachelor of applied studies degree programs. Procedures must comply with the overall framework established by the Ministry of Training, Colleges and Universities, which has ultimate accountability for the College system.

It is recognized that applicants require certain aptitudes and skills appropriate to a program in order to be successful in the program. Selection procedures are equitable, fair and open, and consistently applied.

### **POLICY**

1. The Registrar's Office of Algonquin College will consider all applicants in an equitable and consistent manner.
  2. The selection process for all applicants involves:
    - the determination of College eligibility
    - the determination of program eligibility
    - applicant selection.
- 2.1 College Eligibility
- 2.1.1 To be considered for admission to the College, an applicant must have one of the following:
- an Ontario Secondary School Diploma (OSSD), or equivalent
  - mature student status on or before the start of the program. A mature student is one who has reached the age of 19 on or before the start of the program and who does not have an Ontario Secondary School Diploma, or equivalent

- Academic Career Entrance (A.C.E.) certificate (formerly Basic Training for Skills Development (BSTD) - Level IV Certificate)
- General Educational Development (G.E.D.) certificate
- any lesser minimum admission requirement as established by the College on a program-specific basis.

Note: If an applicant is home-schooled, he/she must submit appropriate documents for evaluation. Such documents should include: curriculum outline, course descriptions, examinations and examination results, and are to be certified by the appropriate school board. As an alternative, home-schooled applicants will be invited to test to determine eligibility, where applicable.

## 2.2 Program Eligibility

- 2.2.1 Program eligibility criteria are established on a program-specific basis by the academic departments in consultation with the Associate Registrar, Client Service, and are approved by the Vice President, Academic.
- 2.2.2 Program eligibility criteria must be relevant to the program and must be capable of objective demonstration or measurement.
- 2.2.3 Identical programs offered at different locations of the College will have the same program eligibility criteria.
- 2.2.4 No secondary school university preparation course, or Ontario Academic Course (OAC) shall be required as a program eligibility criterion with two exceptions: Collaborative college-university programs governed by joint agreements are not subject to the restrictions on use of secondary school university preparation or Ontario Academic Courses, where those requirements are specifically stated in the agreement. Non-integrated programs that provide a diploma exit must continue to be accessible to applicants without university preparation or Ontario Academic Courses. College bachelor of applied studies degree programs are not subject to the restrictions on use of secondary school university preparation or Ontario Academic Courses.

## 2.3 Applicant Selection - Residency

- 2.3.1 Applicants will be accepted into highly competitive (oversubscribed) programs according to the following order of preference:
- permanent residents of Ontario
  - permanent residents of other provinces or territories in Canada

- other applicants.

#### 2.4 Applicant Selection - Program-Specific Criteria

2.4.1 Applicant selection criteria will be relevant to the program and shall be capable of objective demonstration or measurement. (The applicant selection criteria may vary from year to year depending on the local needs and number of qualified applicants.)

2.4.2 If questionnaires are used for applicant selection, they must include the following notification to comply with the Freedom of 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 Act, 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 the program department to determine an applicant's eligibility for admission to the (Program Title) program."

2.4.3 If an information session or interview is used for applicant selection, arrangements will be made for any applicant who resides outside of normal commuting distance from the College, to be screened by telephone or at their local college or secondary school.

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

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

2.4.6 Where selection criteria include applicant tests, interviews, campus orientation or other selection tools requiring mandatory college visits, alternative arrangements must be available for any applicant who resides outside of normal commuting distance from the College.

Colleges should endeavour to minimize an applicant's travel and testing cost, time, inconvenience and duplication related to College pre-admission testing, and interviews.

**3. Publication of Criteria**

- 3.1 The College maintains a current compilation of the admission criteria and the selection procedures for all programs. This document is available for public reference.

**PROCEDURES, ROLES AND RESPONSIBILITIES****1. Admissions Process**

- 1.1 Applicants must submit the application form and application fee to [ontariocolleges.ca](http://ontariocolleges.ca) (Ontario College Application Services, OCAS).
- 1.2 For programs commencing in the Fall, all applications received by February 1 will be given equal consideration. Applications received after that date are processed on a first-come, first-served basis as long as spaces are available.
- 1.3 Applicants will be assessed according to College and Program eligibility criteria.
- 1.4 The first mailing of offers for the Fall intake will occur following receipt of all February 1 applications.
- 1.5 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.
- 1.6 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 residing within commuting distance of the College have the option to be tested by the College Test Centre. Offshore candidates are required to complete the Test of English as a Foreign Language (TOEFL). The College will accept TOEFL scores as follows:
- For diploma programs, Internet-based (iBT) – overall 80, with minimums of 20; computer-based – 213; paper-based – 550.
  - For graduate certificate and bachelor of applied studies degree programs, Internet-based (iBT) – overall 88, with minimums of 22; computer-based – 237; paper-based – 580.
- 1.7 Mature students may be required to write an academic achievement test administered by the College Test Centre.

**2. Waiting Lists**

2.1 Realistic waiting lists are established for highly competitive (oversubscribed) programs and maintained up to the end of the registration period. A waiting list must be realistic in relation to the experience of the Registrar's Office and the likelihood of vacancies occurring after final admission offers have been sent out by the College. The Registrar's Office will inform applicants, upon request, of their relative position on the waiting list.

**3. Admissions Review**

3.1 Upon request, an applicant has the right to receive a review of an admissions decision.

3.2 Following receipt of an admission decision, an applicant may appeal the decision within 5 working days to the Associate Registrar, Client Service, in the Registrar's Office.

3.3 The Associate Registrar will acknowledge the request for appeal and will convene a meeting of the Admissions Review Panel.

3.4 The Admissions Review Panel will consist of:

- Associate Registrar, Client Service
- Manager, Admissions, Registration and Records
- Academic Administrator
- Registrar, as required
- Ombudsperson, as required

3.5 The Admissions Review Panel will review the content of the student record along with the written request for review and any other pertinent information.

3.6 The Associate Registrar, Client Service will communicate the final decision, in writing, to the applicant within 10 working days of the receipt of the appeal.

**RELATED DIRECTIVES**

Advanced Standing E6  
Glossary of Terms