

### Suggested Standard wording for College and Program Admission Requirements

The following information is provided as a guideline and terms of reference for the development of admissions requirements for new programs. It does not include subject specific or other specialty admission assessment requirements such as portfolios, HOAE or Media Programs Admission Assessment test (MPAA) etc. Other guidelines and links are also included to explain MTCU binding admission policies and highlight recommendations that will assist in fair assessment of admission requirements to all applicants.

Credential	College Admission Requirements	English and Subject Specific Program Requirements	English Program Requirements International Transcripts
Certificate	<ul style="list-style-type: none"> <li>Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR</li> <li>Academic and Career Entrance (ACE) certificate; OR</li> <li>General Educational Development (GED) certificate; OR</li> <li>Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$50 will be charged.</li> </ul>	<p>English, Grade 12 (ENG4C or equivalent).</p> <p><i>Some also require</i> Mathematics Grade 11 or 12 (MBF3C or MAP4C equivalent) with or without a minimum grade</p> <p><i>(for programs with an expected high demand)</i> Should the number of qualified applicants exceed the number of available spaces, applicants will be selected on the basis of their proficiency in English</p>	<p>Applicants with International transcripts must provide proof of the subject specific requirements noted above along with proof of either:</p> <p>IELTS-International English Language Testing Service-Overall band of 6.0 with a minimum of 5.5 in each band;</p> <p>OR</p> <p>TOEFL-Internet-based (iBT)-overall 80, with the minimum of 20 in each component: Reading 20; Listening: 20, Speaking: 20, Writing: 20.</p>
Diploma	<ul style="list-style-type: none"> <li>Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR</li> <li>Academic and Career Entrance (ACE) certificate; OR</li> <li>General Educational Development (GED) certificate; OR</li> <li>Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$50 will be charged.</li> </ul>	<p>English, Grade 12 (ENG4C or equivalent).</p> <p><i>Some also require</i> Mathematics Grade 11 or 12 (MBF3C or MAP4C equivalent) with a minimum grade</p> <p><i>(for programs with an expected high demand)</i> Should the number of qualified applicants exceed the number of available spaces; applicants will be selected on the basis of their proficiency in English.</p>	<p>Applicants with International transcripts must provide proof of the subject specific requirements noted above along with proof of either:</p> <p>IELTS-International English Language Testing Service-Overall band of 6.0 with a minimum of 5.5 in each band;</p> <p>OR</p> <p>TOEFL-Internet-based (iBT)-overall 80, with the minimum of 20 in each component: Reading 20; Listening: 20, Speaking: 20, Writing: 20.</p>

Credential	College Admission Requirements	English and Subject Specific Program Requirements	English Program Requirements International Transcripts
Advanced Diploma	<ul style="list-style-type: none"> <li>Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR</li> <li>Academic and Career Entrance (ACE) certificate; OR</li> <li>General Educational Development (GED) certificate; OR</li> <li>Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$50 will be charged.</li> </ul>	<p>English, Grade 12 (ENG4C or equivalent).</p> <p><i>NOTE: some Advanced Diploma's look for a minimum grade in English of 60% or higher</i></p> <p><i>Many also require Mathematics Grade 11 or 12 (MBF3C or MAP4C equivalent) with a minimum grade</i></p> <p><i>Also, if the applicant does not have the HS subjects noted, they will be invited to complete an assessment. Our Test Centre can only test for college level English and Math. Science admission requirements cannot be tested.</i></p>	<p>Applicants with International transcripts must provide proof of the subject specific requirements noted above along with proof of either:</p> <p>IELTS-International English Language Testing Service-Overall band of 6.5 with a minimum of 6.0 in each band;</p> <p>OR</p> <p>TOEFL-Internet-based (iBT)-overall 88, with the minimum of 22 in each component: Reading 22; Listening: 22; Speaking: 22, Writing: 22.</p> <p><i>Please note that some Advanced Diploma's list the Certificate/Diploma IELTS and TOEFL minimum band scores as their requirements)We would like to see consistent requirements (by credential) for new programs.</i></p>
Degree	<ul style="list-style-type: none"> <li>Ontario Secondary School Diploma (OSSD) or equivalent.</li> <li>Mature students are applicants who have not achieved the Ontario Secondary School Diploma (OSSD) or its equivalent and who are at least 19 years of age on or before the commencement of the program in which they intend to enrol. Mature students have demonstrated academic abilities equivalent to those of Ontario high school graduates, verified by successful completion of courses at the postsecondary level.</li> </ul>	<p>Ontario Secondary School Diploma (OSSD) and six Grade 12 university (U) or university/college (M) courses, including one Grade 12 U English course</p> <p>(Ontario Academic Courses (OAC) can replace or be used in combination with U or M courses.)</p>	<p>Applicants with International transcripts must provide proof of the subject specific requirements noted above along with proof of either:</p> <p>IELTS-International English Language Testing Service-Overall band of 6.5 with a minimum of 6.0 in each band;</p> <p>OR</p> <p>TOEFL-Internet-based (iBT)-overall 90, with the minimum in each component: Reading 22; Listening: 22; Speaking: 22, Writing: 24.</p>

Credential	College Admission Requirements	English and Subject Specific Program Requirements	English Program Requirements International Transcripts
Post Graduate Certificate	N/A	Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent  <i>Note: Specific program credentials or focus are often listed as well as years of experience in a field. Admission documentation may require academic assessment.</i>	Applicants with International transcripts must provide proof of the subject specific requirements noted above along with proof of either:  IELTS -International English Language Testing Service- Overall band of 6.5 with a minimum of 6.0 in each band; OR TOEFL-Internet-based (iBT)-overall 90, with the minimum in each component: Reading 22; Listening: 22; Speaking: 22; Writing: 24.

**Important items to consider when developing program eligibility criteria:**

- If a student does not have the subject specific requirements, the test centre can test for Grade 12 College level English and Math competency. It cannot provide a test to assess for U level courses or any Science courses.
- English requirements for applicants with international transcripts should be set at reasonable levels where there would be little need to approve lower scores on an exception basis. It is important not to set the scores so high that they will not be achieved by those international applicants who would be successful in the program. Good information on the interpretation of scores can be found at these links:  
<http://takeielts.britishcouncil.org/find-out-about-results/understand-your-ielts-scores>  
<https://www.ets.org/toefl/institutions/scores/compare/>
- Applicant selection criteria will be objective, measurable and relevant to the program. No programs include an interview as an assessment tool.
- No secondary school university preparation course or Ontario Academic Course (OAC) shall be required as a program eligibility criterion with two exceptions:
  1. Collaborative college-university degree 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.
  2. The College bachelor's degrees are not subject to the restrictions on use of secondary school university preparation or Ontario Academic Courses.

- Selection criteria cannot require a mandatory college visit.
- Where an academic department review is required for assessment of a portfolio, written submission or credential evaluation, it is important to note many documents are received in the summer months and a reasonable turn-around of 10 business days is expected for a response to the applicant.
- If work experience or volunteer hours are required, please be specific on the format of submission of proof of attainment.
- Do not include requirements which may be required prior to field placement, but not prior to the beginning of class. Health information, Police Checks or other requirements are not considered admission requirement.
- Please review the Admissions Directive found here <http://www.algonquincollege.com/directives/policy/aa04-admissions/>