

AA04 Admissions

Classification:	Academic Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Committee
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PURPOSE

To provide a framework by which all applicants shall be considered for full-time or part-time admission into Ontario College Credential or degree programs

SCOPE

All full-time and part-time applicants to a postsecondary program

DEFINITIONS

Word/Term	Definition
Applicant	Individual applying to a program
Conditional Offer of Admission	Offer of admission into a program issued before the successful completion of one or more of the published admission requirements for the program
Equal Consideration Date	Date by which all qualified applications are considered
Highly Competitive Program	A program for which the number of eligible applications exceeds the number of qualified applicants required to fill the program
Mature student	A student 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
Ontario College Credential Programs	Ontario College Certificate, Diploma, Advanced Diploma, Degree and Graduate Certificate programs

POLICY

1. The College assesses applicants against criteria which indicate the prospect of success in the program. The College considers applicants who meet the published admission requirements.
2. The selection procedures to programs offered by the College shall be equitable, fair and open, and consistently applied.

Selection Process

The applicant selection process is governed by the Ministry of Colleges and Universities Binding Policy Directive on Admission at <http://www.tcu.gov.on.ca/eng/>.

The selection process requires that all applicants are reviewed using three criteria:

- College eligibility
- Program eligibility
- Applicant selection

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 College Test Centre
- c. an Academic Career Entrance (A.C.E.) certificate (formerly Basic Training for Skills Development (BSTD) – Level IV 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 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 departments in consultation with the Associate Registrar, Enrolment Systems and Services, and are approved by the Senior Vice President, Academic.
- 2.2 Program eligibility criteria must be objective, measurable and relevant to the program.
- 2.3 Identical programs offered at different locations of the College will have the same program eligibility criteria.
- 2.4 No secondary school university preparation course shall be required as a program eligibility criterion with two exceptions:
 - a. Collaborative college-university bachelor's degree programs
 - b. The College's bachelor's degree programs

3. Applicant Selection

3.1 Place of Residence

Applicants will be accepted into highly competitive 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 Random selection will not be used as an applicant selection technique.

3.2.3 Where selection criteria include applicant tests 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.

3.2.4 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 provided space remains in the program.

3.3 Applicants with Foreign Credentials

Applicants who have been educated outside of Canada must submit an Educational Credentials Assessment with their application to the Ontario College Application Service. Alternatively, applicants may submit documents 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. This information is available for reference by the public from the Registrar's Office and on the College's website.

5. Waiting Lists

Based on the experience of the Registrar's Office, reasonable waiting lists will be established and maintained up to the end of the registration period. The Registrar's Office may inform applicants, upon request, of their relative position on the waiting list.

6. Admission Review

An applicant not admitted to a program will receive information explaining the decision noting the unmet admission requirement(s). The applicant has the right to ask for a review of an admissions decision to the Associate Registrar, Enrolment Systems and Services, Registrar's Office.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Admission Process	
1.1 Submit the application form and application fee to www.ontariocolleges.ca (Ontario College Application Services, OCAS).	Applicant
1.2 Assess applicants according to 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 Once final offers are issued, waiting lists are establish where eligible applicant demand exceeds available space in the program.	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 5 working days to the Associate Registrar, Enrolment Systems and Services, Registrar's Office.	Applicant

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| 3.2 | Acknowledge the request for appeal within 2 working days. | Associate Registrar,
Enrolment Systems and
Services |
| 3.3 | Convene a meeting of the Admissions Review Panel
(Appendix 1). | Associate Registrar,
Enrolment Systems and
Services |
| 3.4 | Communicate the final decision, in writing, to the applicant
within 10 working days of the receipt of the appeal. | Associate Registrar,
Enrolment Systems and
Services |
| 4. Exceptional Circumstances | | |
| 4.1 | In the case of exceptional circumstances resulting in a
reduction of available space in a program of study, offers of
admission may be rescinded. Exceptional circumstances
include matters of health and safety. Every effort to identify
available space, prioritize placement and/or identify
alternative program of study options will be made to
accommodate applicants. | Registrar's Office |
| 4.2 | In the case of exceptional circumstances resulting in the
rescinding of offer(s) of admission, applications will first be
prioritized by the date of equal consideration; and, if
necessary, by the date of enrolment activity (confirmation of
acceptance, payment of deposit, registration). Admissions
test scores will not factor into consideration unless all other
criteria are equal. | Registrar's Office |
| 4.3 | In accordance with 4.2, determine the final criteria to
establish the rescinding of offers of admission, as required. | Registrar |

SUPPORTING DOCUMENTATION

Appendix 1 Admission Review Panel

RELATED POLICIES

AA05	Advanced Standing
AA07	Admission of International Students
AA06	Prior Learning Assessment and Recognition
AA09	Transfer of Academic Credit (Internal)
AA10	Transfer of Academic Credit (External)
AA30	Program Suspension

RELATED MATERIALS

Ministry of Colleges and Universities Binding Policy Directive on Admission

<http://www.tcu.gov.on.ca/eng/>

AA04: APPENDIX 1

ADMISSIONS REVIEW PANEL

1. Mandate:

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

2. Membership:

The Admissions Review Panel will consist of:

- Associate Registrar, Enrolment Systems and Services
- Manager, Admissions, Registration and Records
- Academic Administrator
- Registrar, as required
- Ombudsperson, as required
- Student representative, as required

3. Decision:

The Associate Registrar, Enrolment Systems and Services will communicate the final decision, in writing, to the applicant within 10 working days of the receipt of the appeal.