

AA04 Admissions

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 Executive Sponsor: Senior Vice President, Academic
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PURPOSE

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

SCOPE

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

DEFINITIONS

Word/Term	Definition
Applicant	An applicant is an individual who has applied to one or more programs at Algonquin College.
Conditional Offer of Admission	A Conditional Offer of Admission is an offer of admission into a program, conditionally issued to an applicant based on proof of registration and before the successful completion of one or more of the published admission requirements for the program.
Equal Consideration Date	Applications received and paid for on or before this date are considered equally by the college. It is critical for an applicant to apply to highly competitive programs by this date. Applications are still processed after this date, but are considered on a first-come, first-served basis by the college.
Highly Competitive Program	A Highly Competitive Program is a program for which the number of eligible applications exceeds the number of qualified applicants required to fill the program.
Mature Student	A Mature Student is 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 Program	An Ontario College Credential Program is an Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate or Degree program as outlined in the Ontario Qualifications

	Framework by the Government of Ontario.
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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, Universities, Research Excellence and Security Binding Policy Directive on Admission at <https://www.ontario.ca/page/general-admissions-criteria-colleges-applied-arts-and-technology>

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:

1. an Ontario Secondary School Diploma (OSSD), or equivalent.
2. 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.
3. any lesser minimum admission requirement as established by the College on a program-specific basis.

2. Program Eligibility

1. Program eligibility criteria are developed by the academic departments (under the authority of the Dean) in consultation with the Registrar's Office and are approved by the Senior Vice President, Academic (through SALT).
2. Program eligibility criteria will be objective, measurable and relevant to the program.
3. Identical programs offered at different locations of the College or via different delivery modes will have the same program eligibility criteria.
4. No secondary school university preparation course shall be required as a program eligibility criterion, with two exceptions:
 - Collaborative college-university bachelor's degree programs

- The College's bachelor's degree programs AA04 Admissions

3. Applicant Selection

1. Place of Residence

Applicants will be accepted into highly competitive programs according to the following order of preference:

- permanent residents of Ontario
- permanent residents of other provinces or territories in Canada
- other applicants

2. Program-Specific Criteria

- 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.
- Random selection will not be used as an applicant selection technique.
- Where selection criteria include applicant tests, alternative arrangements must be available for any applicant who resides outside of normal commuting distance from the College (for example, online testing).
- 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.
- Programs that have mandatory supplemental requirements (such as a portfolio) will have a clear rubric to determine admissions that is available to applicants.

3. Applicants with International 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.

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. A list of accepted tests are published on the College's website. Applicants for College Certificate or an Ontario

Colleges Certificate or Diploma have the option to have testing arranged by the College.

4. Publication of Criteria

The College maintains a current compilation of the admission requirements 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. Admissions requirements are set and published by the opening of each admissions cycle.

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 approximate position on the waiting list.

6. Admission Decision Appeal 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 Management Services, Registrar's Office.

7. Home-Schooled Applicants

Home-schooled applicants must meet both College Eligibility and Program Eligibility, determined through submission of transcript, course outlines, information on the curriculum and information on the institution. As an alternative, home-schooled applicants will be invited to write an admission assessment(s), if applicable in the relevant subject, to determine their eligibility.

8. International Applicants

Applicants who are neither Canadian Citizens, Convention Refugees with a notice of decision or who have Permanent Residency status in Canada will be assessed according to policy AA07, Admission of International Students.

9. Third Party Access to Records

The Registrar's Office follows the procedures as outlined in the Ontario Freedom of Information and Privacy Act. Applicants who wish to give consent to a third party to access their application must submit a Release of Information form.

PROCEDURE

	Action	Responsibility
1.	Admission Process	
1.1	Submit the application form and application fee to www.ontariocolleges.ca (Ontario College Application Services, OCAS).	Applicant
1.2	All applicants are responsible for submitting official documents directly to OCAS. If it is determined in the admissions review that an applicant has falsified any information submitted as part of their application, Algonquin College has the right to revoke the offer of admission.	Applicant Registrar's Office
1.3	Assess applicants according to College and Program eligibility criteria.	Registrar's Office
1.4	Offers for non-highly competitive programs will begin to be issued November 1st. Offers to highly competitive programs will be released after the equal consideration date of February 1st. Offers of admission will continue to be issued until the program has been filled. An applicant will receive a conditional offer of admission if they are currently working to complete the admission requirement(s). The offer will be finalized once the final official transcript is submitted. The final transcript should be submitted by the published document deadlines. If the transcript is not received, the offer may be cancelled. Upon final review of the transcript, if it is determined that an applicant does not meet the admissions requirement(s) the offer will be revoked.	Registrar's Office
2.	Encumbrances (Holds)	
2.1	Students who are encumbered (accounts are on hold) may be denied admission. Students may have to clear their encumbrance prior to proceeding with their application.	Student Registrar's Office
3.	Waiting Lists	
3.1	Once final offers are issued, waiting lists are established where eligible applicant demand exceeds available space in the program.	Registrar's Office

3.2	Provide relative position on waiting list at the request of the applicant.	Registrar's Office
4.	Admission Decision Appeal Review	
4.1	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
4.2	Acknowledge the request for appeal within 2 working days.	Associate Registrar, Enrolment Management Services
4.3	Convene a meeting of the Admissions Appeal Decision Review Panel (Appendix 1).	Associate Registrar, Enrolment Management Services
4.4	Communicate the final decision, in writing, to the applicant within 10 working days of the receipt of the appeal.	Associate Registrar, Enrolment Management Services
5.	Exceptional Circumstances	
5.1	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
5.2	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
5.3	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 Decision Appeal Panel

RELATED POLICIES

AA05: Advanced Standing

AA07: Admission of International Students

RELATED MATERIALS

Ministry of Colleges and Universities Binding Policy Directive on Admission

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

APPENDIX 1: ADMISSION DECISION APPEAL PANEL

1. Mandate:
The admissions decision appeal 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 decision appeal panel will consist of:
 - Associate registrar, enrolment management services
 - Manager, admissions
 - Academic administrator
 - Registrar, as required
 - Ombudsperson, as required
 - Student representative, as required

3. Decision:
The associate registrar, enrolment management services will communicate the final decision, in writing, to the applicant within 10 working days of the receipt of the appeal.