

Admissions Policy

Policy Title	Admissions
Policy Holder	Vice-President Academic
Policy Approver(s)	Senior Team
Related Policies	Ch5-s1-13 Aviation Technician – Aircraft Maintenance Applicants to Aviation Flight Management Chx-s1-02 Freedom of Information and Protection of Privacy Act (FIPPA) Ch5-s1-11 Personal Support Worker into Practical Nursing Program Seat Reservation Ch5-s1-07 Prior Learning Assessment and Recognition (PLAR) Policy Program Re-admission Ch5-s1-03 Transfer Credits
Related Procedures	
Appendices	
Storage Location	https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2023-05-01
Next Review Date	2024-05-01

Purpose

This policy ensures that academic program admissions are equitable and consistent with required parameters as determined by Ministry of Colleges and Universities (MCU) and the Ontario Qualifications Framework. All academic policies, procedures and directives at Confederation College are meant to ensure equitable education opportunities for students and prospective students.

The College is committed to the ongoing refinement of admission requirements in consultation with provincial frameworks and advisory committees and, where appropriate, with accreditors, certification and licensing bodies, and partners.

Scope

This policy applies to all postsecondary programs (diplomas, degrees and certificates) for which Confederation College has the right to grant a credential, and all applicants for admission to the College.

Definitions

Academic Year

The Academic Year consists of three terms of study, beginning in September and concluding in August the following year.

Applicant

An applicant is an individual applying to a program.

Direct Admission

Direct Admission refers to an applicant who meets the criteria to move directly into a college program upon graduation from high school with an OSSD.

Indirect Admission

In all situations where a prospective student does not meet the criteria for Direct Admission, they are to be considered as applying for Indirect Admission. This includes Mature Applicants (see definition).

International Student

An International Student is a foreign national who is authorized under the *Immigration and Refugee Act* to enroll as a student in an educational institution in Canada.

Mature Applicants

A mature applicant is an individual who does not have an OSSD or equivalent but has reached the age of 19. Mature applicants may be admitted to Certificate, Diploma, and Advanced Diploma programs if they demonstrate that they meet the requirements.

Ontario College Credential

An Ontario College Credential is one awarded upon successful completion of a certificate, diploma, advanced diploma, degree or graduate certificate program that meets minimum requirements outlined in the Minister's Binding Policy Directive Framework for Programs of Instruction.

Ontario Secondary School Diploma (OSSD)

An OSSD is a provincially recognized credential earned on successful completion of secondary school requirements established by the Ministry of Education.

Permanent Resident

A Permanent Resident is an individual who has immigrated to Canada but is not a Canadian citizen. Permanent Resident status is obtained from the Canadian Government and includes rights for a person to live, work or study anywhere in Canada.

Governing Laws and Regulations

[Postsecondary Education Choice and Excellence Act, 2000, S.O. 2000, c. 36](#)

[Programs of Instruction: Minister's Binding Policy Directive](#)

[Admissions Criteria: Minister's Binding Policy Directive](#)

[Ontario Qualifications Framework](#)

[Ontario Human Rights Code](#)

1. General

Publication of Admissions Information

- 1.1. Admission requirements and pathways information are published on the official Confederation College website. A hard copy of this information is available at the Registrar's Office.

Changes to Admissions Information

- 1.2. Additional or increased admission requirements will be implemented no earlier than 12 months following approval and publication. Wherever possible, the College will endeavour to communicate additional requirements well in advance of the next application cycle.
- 1.3. Any other change in admission requirements may be implemented immediately.

Program-Specific Admissions Requirements

- 1.4. In addition to the minimum requirements for admission to a given program, each individual program may have additional requirements. Applicants should consult individual program descriptions available on the website.
- 1.5. The College may publish other recommendations that enhance student success.

2. Direct Admission Requirements

Direct Admission to a Certificate or Diploma

- 2.1. Minimum requirements for admission to any postsecondary program is an Ontario Secondary School Diploma (OSSD) with pre-requisite courses at the C/U/M levels, or equivalent, and may include additional course, grade, or GPA requirements.

Direct Admission to a Graduate Certificate

- 2.2. Minimum requirements for admission to an Ontario College Graduate Certificate program is an Ontario College Diploma or university degree or equivalent, and may include relevant field of study, additional course, grade, or GPA requirements.

Direct Admission to a Degree

- 2.3. Minimum requirements for admission to any degree program is an OSSD or equivalent, including six (6) university level courses (U or M) and, where indicated, additional grade or GPA requirements.

Ontario Secondary School Diploma (OSSD) Equivalents

- 2.4. Recognized equivalents to the Ontario Secondary School Diploma are listed below and are accepted on the understanding that the applicant meets all requirements in particular subjects and/or subject averages.

- For all provinces and territories, other than Quebec, the equivalent is Grade 12
- For Quebec, the equivalent is a High School Leaving Certificate (Secondary V)

General Education Development (GED)

- 2.5. Applicants successfully completing GED requirements will be assessed for admission as equivalent to college level. Additional program specific admission requirements may still be required.

Preparatory or Upgrading Programs

- 2.6. Consideration will be given to applicants who have successfully completed college preparatory programs such as, but not limited to, General Arts and Science, College Access, and Academic and Career Entrance (ACE). Additional program specific admission requirements may still be required, or GPA requirements.

3. Indirect Admission Requirements**Indirect Applicants to Certificates, Diplomas or Advanced Diplomas**

- 3.1. An individual who does not have an OSSD or equivalent but has reached the age of 19 years of age by the start date of the program may be admitted as a Mature Applicant to Certificate, Diploma, and Advanced Diploma programs.
- 3.2. Mature applicants may be referred to Recruitment for a Mature Student Assessment admission testing.

- 3.3. Additional program-specific conditions may apply. Mature Applicants will be required to successfully complete any additional required courses required for admission.

Indirect Applicants to Degree Programs

- 3.4. An individual who does not have an OSSD or equivalent but has reached the age of 19 by the start date of the program, depending on the program, may be admitted as a Mature Applicant to a Degree program subsequent to a Mature Student Assessment.
- 3.5. For degrees, the mature student requirements may also be demonstrated by anyone with an OSSD who is lacking the requisite U or M courses. Such individuals may be assessed as per 3.6.
- 3.6. Indirect applicants will have demonstrated the required competence level in one of the following ways:
- on a Mature Student Assessment at the appropriate standard; or
 - as a graduate of an accredited post-secondary institution with a minimum GPA of 70%
 - by successful completion of Academic and Career Entrance (ACE) program, including the courses UE 600 – ACE Academic Communications.

Additional program-specific conditions may apply. Indirect applicants will be required to successfully complete any additional courses required for admission.

Other

- 3.7. Applicants who have completed studies utilizing independent curriculum (i.e., home-schooled) may be admitted through a process similar to that of the mature applicant. The applicant is referred to Recruitment for admission testing, as well as being required to submit available transcripts and curriculum for equivalency review.

4. Applicants with International Credentials

- 4.1. Completion of secondary school along with program-specific admission requirements is necessary; equivalencies will be determined by the Registrar's Office. International credentials in languages other than English must be submitted with a certified true translation, completed course by course assessment, along with the official academic record in the language of instruction.

5. Applicants with First Language Other than English

- 5.1. Applicants must demonstrate English proficiency to meet the demands of their programs.

- 5.2. Applicants for whom English is not a first language must provide proof of English language proficiency. Acceptable tests of English language proficiency including minimum test scores are found on the Confederation College website.

6. Credit Transfer or Advanced Standing Applicants

- 6.1. Applicants seeking advanced standing including college-to-college transfers or advance credit transfer will follow the Prior Learning Assessment and Recognition (PLAR) policy and Credit Transfer policy.

7. Oversubscribed Programs

Priority of Admissions

- 7.1. The established MCU priority for admissions for over-subscribed programs is as follows:
- First priority: Permanent residents of Ontario
 - Second priority: Permanent residents from Canadian provinces and territories
 - Third priority: International applicants

Additional Selection Criteria for Oversubscribed Programs

- 7.2. If, after all other selection procedures have been applied and there are more qualified applicants than spaces available in a given program, applicants will be scored and ranked based on highest to lowest score. Once offers are extended to the top ranked applicants, waitlists will be maintained by score.

Receipt by Deadline

- 7.3. Complete applications received by the posted deadline will be considered equally, based on the published admission requirements and residency priority. Applications are considered complete when proof of all admission requirements are received by the Registrar's Office.

Ranking Based on Final Grades

- 7.4. Program-specific ranking is based on the average of the final grades in the required courses.
- 7.5. Where the final grade required for admission is not complete, the pre-requisite grade 11 final grade will be used for ranking, where possible.

Waiting Lists

- 7.6. Waiting lists are established for oversubscribed programs and maintained up to the end of the registration period. Applicants must, on their request, be informed of their relative positions on the wait list. Movement takes place as vacancies arise.

Conditional Offers

- 6.7 Applicants who provide proof of enrolment in courses/or programs that will satisfy the admissions requirements of a program may receive a conditional offer of admission to the program.
- 6.8 Applicants will be advised of the conditions of admission in writing.
- 6.9 Applicants who do not meet the conditions of admission prior to the date stipulated in the Conditional Offer of Admission will be removed from the program.
- 7.0 It is the responsibility of the applicant to provide final transcripts showing successful completion of the required courses and/or program prior to the start of classes.

8.0. Additional Criteria

Collaborative Programs

- 8.1. Collaborative program refers to a program where the College and another postsecondary institution agree to jointly deliver a program. Admission requirements for collaborative programs will be determined on a program-by-program basis with the postsecondary institutions involved.

Criminal Record Check

- 8.2. Applicants applying for enrolment in programs that involve placement, practicum or outreach activities may require a Criminal Record Check as part of the placement requirements. The applicant should review specific program requirements.

9. Admission Review

Request for Reasons

- 9.1. Applicants who are refused admission to the College have the opportunity to request the reason(s) for which they were refused admission to their programs of choice.

Request for Review

- 9.2. Applicants who are not satisfied with the reason(s) for the refusal can request a review of their application.
- 9.3. These requests will be made, in writing, to the Registrar's Office. The submission will include the nature of the request and any supporting information/documentation to be considered in a review of the decision.
- 9.4. The Registrar or designate will conduct a review of the Request for Review submission, the applicants application record and transcript.
- 9.5. A final decision will be communicated to the applicant within 10 business days of the receipt of the request.

Non-Compliance

Lack of compliance with this policy could lead to disciplinary measures by a supervisor.

Admissions criteria are mandated, in part, by the Province of Ontario via the Ministry of Colleges and Universities. Therefore, any action or decision which contravenes a binding policy, statute or regular, could have serious repercussions for the College.

Revision History

Version	Change	Author	Date of Change
New			