

## Admissions Policy

<b>Policy Title</b>	Admissions
<b>Policy Holder</b>	Vice President Academic
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	Ch5-s1-12 Admissions – Bonus Points for Prior Post-Secondary Education Ch5-s1-13 Aviation Technician – Aircraft Maintenance Applicants to Aviation Flight Management _____ Freedom of Information and Protection of Privacy Act (FIPPA) Ch5-s1-11 Personal Support Worker into Practical Nursing Program Seat Reservation Ch5-s1-08 Program Re-admission Operating Practice Ch5-s1-07 Prior Learning Assessment and Recognition (PLAR) Policy Program Re-admission Ch5-s1-03 Transfer Credits
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	2025-02-01
<b>Next Review Date</b>	2030-02-01

### Purpose

This policy provides a consistent and fair framework for considering all applicants to Confederation College post-secondary programs, as outlined in the Ministry of Colleges and Universities (MCU) Binding Directive on Admissions.

### Scope

The policy applies to all applicants seeking admission to Confederation College post-secondary programs, including Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates and Degrees granted by Confederation College.

## Definitions

Admission Requirements	Confederation College's specific academic criteria for entry into a program, which may include secondary/post-secondary grades or additional assessments.
Academic Year	The academic year consists of three terms starting in September and ending in August.
Alternate Offer of Admission	Applicants who don't meet the specific program's requirements may be considered for other related programs.
Applicant	An individual applying to a program.
Applicants for Part-time Studies	Students taking less than 70% of the required credits and fewer than two-thirds of the courses in their program are considered part-time. For OSAP purposes, part-time status applies to students taking less than 60% of a full-time course load. Students with a documented permanent disability are considered part-time if they are enrolled in less than 40% of a full-time course load.
Bonus Points for Prior Post-Secondary Education	Applicants who have completed significant postsecondary education from an accredited college or university may be eligible for bonus points added to their overall application score. Applicants must have completed a minimum of 5 college courses or 3 university courses and achieved a minimum grade point average (GPA) earned of 3.0.
Competitive Program	A program where the number of qualified applicants exceeds available seats.
Conditional Offer of Admission	Issued when an applicant has not yet completed certain admission requirements. The offer is contingent upon meeting these requirements by a specific deadline.
Domestic Applicant	An applicant legally eligible to study in Canada (e.g., citizens, permanent residents, refugees).
Eligibility	An assessment process to determine if an applicant meets the program's admission requirements.
English Proficiency	The ability to communicate effectively in English, determined through standardized testing if English was not the language of instruction.
Equal Consideration Date	The date (February 1st) by which all qualified applicants are equally considered for admission.

Facilitated Admission	A process supporting Indigenous learners, allowing them to enter competitive programs by meeting minimum but not necessarily the same score as other applicants.
Home-Schooled Applicants	Individuals who completed the Ontario secondary school curriculum outside of traditional public or private school settings.
Indigenous Learner	An applicant who has self-identified as a member of the Indigenous peoples of Canada.
International Applicant	Is a foreign national who is authorized under the immigration and Refugee Protection Act (Canada) to enrol as a student in an educational institution in Canada.
Joint Admission Agreement with Lakehead University	An agreement allowing diploma-to-degree progress between Confederation College and Lakehead University, minimizing duplication and easing transitions between institutions.
Mature Applicant	An applicant who has not completed the OSSD but is 19 years old or older and may be required to complete an assessment.
Ontario College Application Service (OCAS)	The centralized application portal for Ontario Colleges ( <a href="http://www.ontariocolleges.ca">www.ontariocolleges.ca</a> ).
Ontario Secondary School Diploma (OSSD)	A credential earned by successfully completing secondary school requirements.
OSSD Equivalent	A secondary school graduation diploma, such as the General Education Diploma (GED), or the Canadian Adult Education Credential (CAEC) from another jurisdiction, Academic and Career Entrance (ACE) program, or documentation, as determined by the college, that supports the applicant's claim of having completed the learning outcomes of an OSSD.
Permanent Resident	A non-citizen who has the right to live, work, or study in Canada.
Protected Persons (Convention Refugee)	Individuals who have been granted refugee status under the Immigration and Refugee Protection Act.
Re-Admission	For students returning to programs after a semester or more absence, subject to program availability and admission requirements.

Recognized Post-Secondary Institutions	<p>Confederation College recognizes the following types of institutions for the purpose of admission:</p> <ul style="list-style-type: none"> <li>a) Member institutions of the Ontario Council on Admission and Transfer Credit (ONCAT)</li> <li>b) Canadian public post-secondary institutions</li> <li>c) University Canada member institutions</li> <li>d) International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar and/or the International Education Centre through accreditation reference materials or the Ministry of Education of that country</li> </ul> <p>All other institutions are considered unrecognized. This would include, but is not limited to: Career Colleges, professional organizations and private institutions that do not meet the criteria above. Confederation College reserves the right to not recognize credentials from certain institutions.</p>
Residency Priority	<p>Preference, as defined by Ministry of Colleges and Universities (MCU) Admissions Policy Framework, for admission is given first to Ontario residents, then to other Canadian residents, and finally to international applicants.</p>
Waitlist	<p>A list of applicants for oversubscribed programs, which is maintained until the first 10 days of class.</p>

## 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](#)

## Policy Statements

Applicants will be assessed based on their full academic history and qualifications. Each program has specific requirements, which are published on the college website. Applicants must meet the program-specific criteria to be considered for admission.

### 1. Admission Requirements

- 1.1. Published on the college website and in the Confederation College Viewbook annually. The minimum requirement for any postsecondary program is an Ontario Secondary School Diploma (OSSD) or equivalent, with Grade 12 English (C/U level).

## 2. Selection Criteria

- 2.1. Outlined for each program. Competitive programs rank applicants based on required course scores, and waitlists are created when programs are oversubscribed.

## 3. Joint Admission Agreement with Lakehead University

- 3.1 Students must maintain a 70% average during their Confederation College diploma program to continue into Lakehead University’s degree programs.

## 4. Admission Review

- 4.1 Applicants denied admission may request reasons for the denial and can request a review if they are not satisfied with the decision. Reviews are conducted by the Registrar or a designated representative.

## Non-Compliance

It is the responsibility of the Registrar to ensure that the guidelines contained in this policy are followed and adhered to in order to comply with the Ministry’s Binding Policy Directive and support the equitable and transparent admission process. Non-compliance would result in adverse outcomes for the College.

Version	Change	Author	Date of Change
2025-02-01	Incl Joint MOU with LU	Lynn Dyll	2025-01-15
	Facilitated Admission integrated for Indigenous Learners		



# INDIGENOUS FACILITATED ADMISSION FORM

## APPLICATION FOR FACILITATED ADMISSION PROCESS

The Indigenous Facilitated Admission process is designed to directly support Indigenous learners entering competitive programs at Confederation College. Applicants in this category must meet the minimum admission requirements of the program they are applying to; however, they do not have to meet the score requirement of admitted students in the application cycle.

### Application Process

#### Step 1: Apply to Confederation College

- Visit the Ontario College Application Service website at [www.ontariocolleges.ca](http://www.ontariocolleges.ca) to apply for a Confederation College competitive program before Feb 1<sup>st</sup>
- A list of our competitive programs can be found at [www.confederationcollege.ca/departments/admissions/selection-statistics](http://www.confederationcollege.ca/departments/admissions/selection-statistics)
- If you would like to meet with an Indigenous Student Navigator please make an appointment [www.confederationcollege.ca/student-support-appointment-bookings](http://www.confederationcollege.ca/student-support-appointment-bookings)
- After applying to Confederation College through [ontariocolleges.ca](http://ontariocolleges.ca), applicants will receive a letter in the mail with their Confederation College student ID

#### Step 2: Fill Out the Indigenous Facilitated Admissions Form

- Complete the Indigenous Facilitated Admissions Form available on the Confederation College website.
- Deadlines to submit the form:
  - September Start: before Feb 1 (Equal Consideration Deadline)
  - January Start before Nov 1 (Equal Consideration Deadline)
  - Spring intake April 1 (Equal Consideration Deadline)

#### Step 3: Gather Supporting Documents

- Attach documentation supporting your Indigenous identity (e.g., First Nation status, Métis card, Inuit identification, etc.).

#### Step 4: Submit Your Application

- Ensure all details are correct, attach your documents, and submit the form.
- Submit the form to The Information Hub or
- **Fax to:** 807-473-3731 or
- **Mail to:** Admissions Office, 1450 Nakina Drive, Thunder Bay, Ontario, P7B0E5 or
- **Email to:** [admissions@confederationcollege.ca](mailto:admissions@confederationcollege.ca)

Once you have completed your application in full you will be considered for a seat in one of our competitive programs. If you receive an offer, you will be notified through [ocas.ca](http://ocas.ca) and by mail.

#### FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The information on this form is collected under the legal authority of the Ministry of Colleges and Universities Act, R.S.O. 1980, Regulation 640. The information is used for administration and statistical purposes of the College and/or Ministries and agencies of the Government of Ontario and the Government of Canada. For further information please contact the Registrar's Depart