

ADMISSIONS POLICY

Authorizer: Vice President, Academic, Student Affairs, Human Resources & Research

Version: V5

Effective Date: 9/1/2010

POLICY STATEMENT:

Conestoga has established fair and transparent admissions criteria and processes for assessing applications to all programs.

Applicants must meet admission requirements in order to be considered eligible for admission to a program. Meeting minimum admission requirements does not guarantee admission into a program.

Admission to a program is dependent upon the number of applications received, the academic strength of the applicants, any supplementary information (if applicable) and the program capacity. During the selection process, grades may be reviewed on an individual basis.

Applicants not admitted to their program of choice may be given an offer of admission to an alternate program.

When new and/or more stringent admission requirements are established, Conestoga will make every effort to give applicants a minimum of one year's notice before the change is implemented. Where evidence shows that the change will better prepare students for success in the given program and where it is not possible to provide one year of lead time, Conestoga will make decisions in the best interest of student success.

All information regarding the admission process and any admission decisions shall be communicated in writing to the applicant by the Office of the Registrar.

Conestoga's website is the authoritative source of admission information and will be considered the definitive resource in the event of discrepancy between admission information on the website and any other source. Conestoga reserves the right to correct admission information on the website and base admission decisions on the correct criteria.

SCOPE:

This policy applies to all applicants seeking admission to all programs.

DEFINITIONS:**Academic Strength**

Calculated by averaging the submitted grades of required subjects. The minimum academic strength may vary from year to year or program intake.

- If more than one grade is received for a required subject, the highest grade will be used in the calculation. Some programs may apply a weighting to specific subjects in the calculation of academic strength.
- Ten (10) additional marks are added to each Advanced level, OAC, U, U/C, and post-secondary course used in the calculation of academic strength.
- Co-op courses do not meet admission requirements and are not used in the calculation of academic strength.

Advanced standing

Placement of a student in a program level beyond semester one on the basis of previous documented educational studies. Advanced standing can be accomplished in three ways: exemptions, qualification recognition, or prior learning assessment.

Articulation agreement

A formal agreement between one or more colleges and/or universities and/or educational institutions or boards of education that recognizes learning achievement, facilitates student progress, minimizes curriculum duplications, and eases the transition from one institution to the other.

Non-direct applicant

An applicant not enrolled in high school credit courses through day school, night school, summer school, adult education, continuing education, or correspondence at the time of application.

REFERENCES:

Ministry of Training, Colleges and Universities (MTCU) Binding Policy Directive — Admissions Criteria

Ontario Human Rights Code

Post-secondary Education Quality Assessment Board (PEQAB) Handbook for Ontario Colleges (degree level standards)

RELATED DOCUMENTS:

Admission Decision Dispute and Resolution and Appeal Procedure

Admissions Procedure – Full-time and Part-time

Appendix A: Admission – Advanced Standing and Credit Recognition

Readmission Procedure

REVISION LOG:

December 8, 2014
December 17, 2014
January 29, 2020
February 7, 2020
January 12, 2022
January 19, 2022

Policy and Procedure Committee
Academic Coordinating Committee
Academic Forum
Academic Coordinating Committee
Academic Forum
Academic Coordinating Committee

APPENDIX A: ADMISSION - ADVANCED STANDING AND CREDIT RECOGNITION

Policy Title: Admissions Policy

Version: V1

Opportunities for advanced standing and credit recognition are not a measured criterion for the admission process. This includes the following:

Articulation agreements

Articulation agreements between Conestoga and any secondary schools will not result in preferential consideration or guaranteed admission. Programs included in articulation agreements will be open to applicants who are enrolled in secondary schools that are not participating in the articulation agreements.

High Skills Majors

Conestoga recognizes that the High Skills Major specializations offered in Ontario high schools provide focus and preparation for students in a particular field of study and may be of benefit to students as they undertake post-secondary studies. High Skills Major specializations, however, are not considered or recognized for the purpose of admission or transfer credit to Conestoga programs.

Dual credit courses

Dual credit courses earned through partnership programs between secondary schools and colleges may provide students with course exemptions once they are admitted to a Conestoga program. However, dual credits are not considered in the admission process and they do not privilege applicants to Conestoga programs.

Academic upgrading

Conestoga recognizes that many students will apply to programs from a variety of backgrounds. Academic upgrading provides non-direct applicants with the opportunity to improve their academic skills to meet the admission requirements for post-secondary study or apprenticeship training.

Prior Learning Assessment and Recognition (PLAR)

Conestoga does not use Prior Learning Assessment and Recognition (PLAR) for the purposes of admission to a program.