



ADMISSIONS PROCEDURE – FULL-TIME AND PART-TIME PROGRAMS

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Version: V2

Effective Date: 2/4/2015

PROCEDURE STATEMENT:

Conestoga has established admission criteria and processes for assessing applications to all full-time and part-time programs. These criteria and processes are designed to provide applicants with the best prospect of success in achieving a degree, diploma, certificate, or other educational goals.

Admission procedures to programs shall be equitable, fair, transparent, timely, measurable, and consistently applied.

SCOPE:

This procedure applies to all applicants seeking admission to full-time and part-time programs.

DEFINITIONS:

Advanced Standing

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

Application Cycle – full-time programs

An application cycle for full-time programs runs from August 1 of one year through to July 31 of the next year and encompasses programs that start in the fall, winter, and spring semesters of that period.

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.

Collaborative program

Academic or vocational program of instruction that has been developed by university and college partners to facilitate learners' progression towards one or more credentials.

Conditional offer of admission

An offer of admission that is issued pending the successful completion of one or more published admission requirements and stated in the conditional offer of admission letter.

International student

A student who does not have Canadian citizenship or permanent residence status in Canada and who is studying in Canada on a valid study visa.

Ontario Secondary School courses

C level course – A college preparation course offered through the Ontario Secondary School curriculum.

M level course (or U/C level course) – A combined or “mixed” college and university preparation course offered through the Ontario Secondary School curriculum.

U level course – A university preparation course offered through the Ontario Secondary School curriculum.

Oversubscribed or highly competitive program

A program for which the number of qualified applicants exceeds the number of applicants required to fill the program.

Post-secondary program

A program that conforms to the levels of learning articulated in the Credentials Framework (the Minister's Binding Policy Directive on Framework for Programs of Instruction: Appendix A) and leads to the awarding of one of the following credentials: Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, or a baccalaureate degree. Basic post-secondary programs also include joint college-university programs that lead to the awarding of a degree by the university partner.

Program Eligibility Requirements

Criteria established by the academic areas in consultation with the Office of the Registrar, the Curriculum Office, and the Office of Academic Administration.

Supplementary Admission Requirements

Some programs require supplementary processes such as mandatory information meetings, portfolios, interviews, resumes, and questionnaires, etc. as part of the selection process for

admission. A copy of the grading rubric used for evaluating each supplementary process will be on file with the admissions office.

RESPONSIBILITIES:

Office of the Registrar

- Acknowledge receipt of all domestic applications as they are received.
- Ensure appropriate evaluation of applications.
- Communicate admission decisions to applicants.
- Publish program eligibility criteria in the Conestoga's central admissions publications.
- Ensure a copy of the rubric used to evaluate the equivalent admission criteria is on file in the registrar's office and made available to applicants on request.

International Office

- Applications will be acknowledged by the international office as they are received by Conestoga.

PROCEDURE ELABORATION:

Admission to a program is dependent upon the number of applications received, the academic strength of the applicants, and the program capacity. During the selection process, grades may be reviewed on an individual basis. Meeting minimum admission requirements does not guarantee admission into a program.

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

Random selection is not used in the admissions selection process.

Admission testing

Admission testing is available for required subjects in mathematics, English, biology, and chemistry. Pre-admission testing is not available for degree programs.

Domestic Applicants with international transcripts

Applicants who have been educated outside of Canada must submit proof of their academic record from an accredited or recognized educational institution as part of their application.

All transcripts in languages other than English must be translated into English and evaluated for equivalency at an approved provider of credential evaluation services.

Use of Mid-term Grades

- Grade 11 grades from the relevant subjects may be used to make admission decisions when mid-term grades of the required level are not available.
- Many oversubscribed programs are full after the first round of admission decisions is made. This means that admission decisions are based on the grades available in early February.

- This may be a combination of final grades in required courses, mid-term grades in required courses, or grades from relevant grade 11 courses.
- If the program is full prior to Conestoga receiving second semester mid-term grades, the academic strength will not be re-calculated based on the second semester grades.

Admission Deferral - Domestic Applicants

Conestoga does not defer admission. Applicants reapplying for a program to which they have been admitted in a prior semester will be considered for admission as part of the current applicant pool to that program.

Admission Deferral – International applicants

The International Education Office at Conestoga allows for deferral of admission to international students who have not yet secured their visa to come to Canada to study. International applicants reapplying to a program to which they have been previously admitted in a prior semester will be deferred to the next available semester if the program is offered again within the same academic year. If a student requests deferral to the next academic year, reapplication to the program is required and the applicant is considered for admission as part of the applicant pool at the time of reapplication.

1. Overall Admission Requirements:

In accordance with Ministry policy, the basic system eligibility requirement is any one of the following:

- a. an Ontario Secondary School Diploma (OSSD) or its equivalent;
 - b. the student has reached the age of 19 years on or before the commencement of the program in which the student intends to enrol; or
 - c. does not meet the criteria set out above but is the holder of an admission requirement established by the College on a program specific basis.
2. Unless otherwise indicated, the standard academic admission requirement for post-secondary programs is an OSSD with courses at the General Level, College Stream, University/College Stream or a BTSD Level 4 Certificate/Academic Career Entrance (ACE), or an Ontario High School Equivalency Certificate (GED), or the equivalent.
- a. Collaborative College-University programs governed by joint agreements are not subject to the restrictions on the use of secondary school university preparation or Ontario Academic courses (OAC), where those requirements are specially stated in the agreement. Non-integrated programs that provide a diploma exit must continue to be accessible to applicants without university preparation courses, Ontario Academic courses (OAC) or Grade 13 courses.
 - b. College applied degree programs are not subject to the restrictions on the use of secondary school university preparation or Ontario Academic courses.
3. Domestic applicants with international transcripts who have been educated outside of Canada must submit proof of their academic record from an accredited or recognized educational institution as part of their application.

- a. All transcripts in languages other than English must be translated into English and evaluated for equivalency at an approved provider of credential evaluation services. In some cases, an applicant's international transcript may be evaluated by the Conestoga International Education Office.
4. All applications (domestic and international) to full-time Ministry-funded programs received on or before February 1 for fall intakes will be given equal consideration.
 - a. Applications to oversubscribed programs received after February 1 will not be considered.
 - b. All other applications received after February 1 will be processed on a first-come, first-served basis until the program is full or the registration deadline is reached.

5. Program Admission Requirements:

In accordance with Ministry policy, the admission requirements or eligibility criteria for each program is established by the academic areas in consultation with the Office of the Registrar, the Curriculum Office, and the Office of Academic Administration.

- a. Program eligibility criteria will be published in the Conestoga's central admissions publications.
- b. Program eligibility criteria may specify level of credential, admission subject requirements or area of study, and performance standards.
- c. Program eligibility criteria must be objective, measurable, and relevant to the program.
- d. Program eligibility criteria for certificates, diplomas, or advanced diplomas will not exclusively require U level courses.
- e. College degree program eligibility requirements are an Ontario Secondary School Diploma (OSSD) with six U or M (U/C) courses at the Grade 12 level with a minimum cumulative average of 65%.
- f. College graduate certificate program eligibility requirements may include an Ontario College Diploma, an Ontario College Advanced Diploma, a degree, or equivalent.
- g. In cases where an applicant is being considered for admission based on equivalent admission criteria, a copy of the rubric used to evaluate the equivalent admission criteria will be on file in the registrar's office and made available to applicants on request.

6. Supplementary Requirements:

- a. Some programs require supplementary admission processes such as mandatory information meetings, portfolios, interviews, resumes, and questionnaires, etc. as part of the selection process for admission.
- b. Where these processes require applicants to attend mandatory sessions at Conestoga, alternative arrangements will be provided for students who reside outside of normal commuting distance from Conestoga.
- c. Alternative arrangements will be provided for international applicants to meet this requirement and will be arranged through the International Education Office (i.e. a Skype conference call).

- d. A copy of the grading rubric used for evaluating each supplementary process will be on file with the admissions office.

Applicant Eligibility/Selection:

7. The applicant selection consists of the following consecutive steps:
 - a. The determination of the applicant's system eligibility:
 - Residency priority
 - Residents of provinces and territories
 - Other applicants
 - b. The earliest an offer of admission may be issued is after the full-time equal consideration date of February 1. This date is established for all Ontario colleges and applies to all programs beginning in the fall semester.
 - c. Applicants are considered for admission based on academic strength or a combination of academic strength and, where applicable, the score on any supplementary admission requirements in place for the program, according to the weighting formula determined by the program if applicable.
 - d. If the postsecondary program of instruction continues to be oversubscribed after the application of the residency priority, program specific selection criteria will be applied.
 - e. In some cases, decisions will be delayed until a mid-term grade is received.
 - f. Many oversubscribed programs are full after the first round of admission decisions is made. This means that admission decisions are based on the grades available in early February which may be a combination of final grades in required courses, mid-term grades in required courses, or grades from relevant grade 11 courses.
 - g. If the program is full prior to Conestoga receiving second semester mid-term grades, the academic strength will **not** be re- calculated based on the second semester grades.
8. **Offer of Admission:**
 - a. Applicants will be notified of their acceptance in an offer of admission letter from Conestoga and all offers to full-time programs will be posted at ontariocolleges.ca.
 - b. International applicants will be notified of their acceptance in an offer of admission letter sent from Conestoga via email in pdf format. An original offer of admission letter may be issued to international applicants upon request.
 - c. Conditional offers of admission are made to applicants to full-time programs who are in the process of completing program-required courses or English language proficiency requirements.
 - d. A conditional offer of admission will be rescinded if the registrar's office does not receive final transcripts showing successful completion of the requirements before the start of the program as stated on the conditional offer of admission.
 - e. Applicants who were not admitted to their program of choice and applicants who were admitted and did not enrol, withdrew from, or did not complete their Level 1

semester and wish to be considered for admission again in a new application cycle must reapply for admission.

9. Waiting List Management:

- a. Available second semester grades will be used to determine the position on the wait list of applicants who have received a wait-list offer.
- b. Applicants receiving an offer of admission to the wait list will be expected to confirm their acceptance within the timeframe stated on the offer.

10. Oversubscribed programs:

- a. Applications for oversubscribed programs close on February 1. Offers of admission to these programs and offers of admission to the wait list are determined and sent at the same time (usually around the end of February or early March).
- b. Cutoff marks for offers of admission and offers of admission to the wait list are based on the conversion ratio for the program.
- c. The wait list is numbered after acceptances to the wait list have been confirmed, and the numbering is ordered according to ranking (i.e. the highest-ranking applicants at the top of the wait list and numbered in descending order of ranking)
- d. Applicants are called from the wait list in descending order of ranking as (or if) spaces in the program become available.
 - Applicants will be notified and given 24 hours to confirm their acceptance of the offer of admission to the program. When the semester start is imminent, applicants called from the wait list may have to respond to the offer of admission to the program at that time. (Same day.)
 - Non-oversubscribed programs go to wait-list status once the required number of offers is made to fill the program. Once the program moves to wait-list status, applications are reviewed and offers of admission to the wait list are sent every two weeks.
 - The wait list is numbered according to ranking (i.e. the highest-ranking applicants at the top of the wait list and numbered in descending order of ranking).
 - Applicants are notified from the wait list in descending order of ranking if space becomes available and given 24 hours to confirm their acceptance of the offer of admission to the program. When the semester start is imminent, applicants called from the wait list may have to respond to the offer of admission to the program at that time. (Same day.)

11. Wait Lists – International Applicants:

- a. International applicants are generally not considered for wait-list offers since offers of admission to a wait list are not valid offers for securing a study visa.
- b. International applicants who have already secured a study visa may be eligible for a wait-list offer. Wait-list offers for international students with a study visa will follow the procedure listed above for domestic applicants.

12. Domestic Applicants:

- a. Applying for:
 - Non-funded full-time programs (not listed on OCAS) must submit a Conestoga Program Application Form.
 - Part-time programs (not listed on OCAS) must submit a Conestoga Program Application Form.
 - Advanced standing based on based on their full-time Conestoga academic background must submit Conestoga Program Application Form.
- b. Applications will be acknowledged as they are received by Conestoga.
- c. Students seeking readmission to a program should refer to the Readmission Procedure for information.

REFERENCES:

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

Academic Credential Procedure
Admission Decision Dispute Resolution and Appeal Procedure
Admissions Policy
Readmission Procedure

REVISION LOG:

December 8, 2014	Policy and Procedure Committee
February 4, 2015	Academic Coordinating Committee
January 29, 2020	Academic Forum
February 7, 2020	Academic Coordinating Committee