

ADMISSIONS PROCEDURE

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

Version: V3

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PROCEDURE STATEMENT:

Conestoga has established admission criteria and processes for assessing applications to all 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 for full-time and part-time for programs. This applies to programs that have an admission requirement.

PROCEDURE ELABORATION:

1. Full-time Ministry-Funded Applications:

- a. All domestic applications to full-time Ministry-funded oversubscribed programs received on or before February 1 will be given equal consideration.
 - i. Applications to oversubscribed programs received after February 1 will not be considered.
- b. All other domestic applications to programs received after November 1 will be processed on a first-come, first-served basis until the program is full or the registration deadline is reached.
- c. International admissions do not use the equal consideration date but rather offers are coordinated by first-come/first-served, country, and date received.

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

3. Applicant Eligibility/Selection:

The applicant selection consists of the following consecutive steps:

- a. The determination of the applicant's system eligibility:

- i. Residency priority
 - ii. Residents of provinces and territories
 - iii. Other applicants
- b. The earliest an offer of admission may be issued is November 1. This date is established for all Ontario colleges and applies to all programs.
- 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 are made.
 - i. 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.
- h. Random selection is not used in the admissions selection process.

4. 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. 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 requirements.
- d. A conditional offer of admission will be rescinded if the admissions office does not receive documentation (e.g., 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.

5. 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.

6. Admission Deferral – International Applicants:

The International 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.

7. 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 (e.g., usually by the end of February).
- 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).
 - i. Available second semester grades will be used to determine the position on the wait list of applicants who have received a wait-list offer.
 - ii. Applicants receiving an offer of admission to the wait list will be expected to confirm their acceptance within the timeframe stated on the offer.
- d. Applicants are called from the wait list in descending order of ranking as (or if) spaces in the program become available.
 - i. 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).

8. Wait List – Domestic Applicants:

- a. 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.

9. Wait List – 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.

10. Targeted Admissions:

From time to time Conestoga will develop an alternative admissions process for targeted admissions groups in order to satisfy the requirements of a government program or directive. In these cases, Conestoga may deviate from the normal admissions and fees procedure. The intent will be to meet the special circumstances of the targeted group without compromising admissions standards or the goal of Conestoga's admissions policy to ensure that all admitted applicants will have a reasonable likelihood of being successful in the program.

11. Non-OCAS Applications - Domestic Applicants:

- a. Applying for:
 - i. Non-funded full-time programs (not listed on OCAS) must submit a CE (Part-Time) Conestoga Program Application Form.
 - ii. Part-time programs (not listed on OCAS) must submit a Conestoga CE (Part-Time) Program Application Form.
 - iii. Advanced standing based on their full-time Conestoga academic background must submit a Conestoga Advanced Standing 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.

12. Fraudulent Documentation – All Applicants

Applicants who have submitted an academic record such as, but not limited to, a transcript or credential that has been falsified, tampered with, or modified in any way, or who have provided false information to any College official, office, or member of the teaching staff, will not be considered for admission to Conestoga.

- a. Registered students admitted to the college based on fraudulent documentation of information will be removed/withdrawn from their program.

13. Admission Review

Conestoga recognizes that disputes regarding an admission decision may occur between applicants and the Conestoga community. Conestoga has established procedures to deal with admission appeals in an effective, timely, fair, and impartial manner. An applicant

may request a review of an admissions decision. Applicants wishing a review of a decision should see the Admission Decision Dispute and Resolution and Appeal Procedure for further information.

REFERENCES:

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

RELATED DOCUMENTS:

Academic Credential Procedure

Admission Decision Dispute Resolution and Appeal Procedure

Admissions Policy

Readmission Procedure

Appendix A: Applicants

Appendix B: Admission Requirements

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
January 12 2022	Academic Forum
January 19 2022	Academic Coordinating Committee

APPENDIX A: APPLICANTS

Policy Title: Admissions Procedure

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

Priority for admission

As defined by MCU policy, students will be admitted to Conestoga in the following priority order:

- i. Permanent residents of Ontario
- ii. Permanent residents of other provinces or territories in Canada
- iii. Applicants from other countries

Conestoga may allocate additional spaces in specific programs for international students, for non-Ontario residents of Canada, or for students recognized in specific articulation agreements between Conestoga and other post-secondary institutions.

English language proficiency

Conestoga has established English language proficiency requirements for all its programs. Applicants for whom English is not a first language must provide proof of English language proficiency as indicated for the programs to which they are applying. Students may be admitted to a program on condition of meeting minimum English language proficiency requirements.

Home-schooled applicants

Conestoga welcomes applications from home-schooled applicants. Home-schooled applicants must meet the appropriate admission requirements, including subject requirements and any other college or program specific criteria. Home-schooled applicants must provide the appropriate pre-requisite courses on official transcripts from an accredited Ontario school and meet the required admission average(s). Where appropriate, the home-schooled applicant may present test results to meet specific subject requirements.

Mature student applicants

Mature students can meet admissions requirements in one of two ways: 1) by successfully completing equivalency testing in English and/or mathematics; or 2) by completing a program of academic upgrading at a level appropriate to the program of choice.

An applicant who possesses an OSSD, regardless of age or number of years out of high school, will be considered based on the OSSD, mature student status does not apply. If specific subjects are required for admission, all applicants must possess those subject requirements or equivalents (e.g., college or university courses or courses obtained through academic upgrading). Mature student applicants will be ranked and compete on the same criteria with all other applicants.

International applicants

Conestoga welcomes international applicants according to the priority ranking for admission listed above. International applicants must apply through the official Conestoga International application and pay the applicable fee. All international applicants must have a valid student visa in order to register in any Conestoga course or program and meet any requirements established by Immigration Canada. Applicants who are Canadian citizens or permanent residents do not require a student visa to study at Conestoga.

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.

Accessibility for applicants with disabilities

Conestoga is committed to ensuring that its programs, services, and facilities are accessible to all applicants. Conestoga provides resources for applicants requiring assistance with various admission procedures through our Accessibility Services Office. Conestoga complies with the requirements laid out in the Accessibility for Ontarians with Disabilities Act (AODA). Conestoga will provide reasonable accommodation in the admission process to applicants with disabilities; however, applicants with disabilities will be assessed for admission according to the same requirements and standards established for all applicants to Conestoga and/or to the individual program. It is the responsibility of the applicant to request accommodation in the admission process and to provide official documentation indicating what accommodation is required.

APPENDIX B: ADMISSION CRITERIA

Policy Title: Admissions Procedure

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

Admission requirements are expressed in terms of the Ontario Secondary School curriculum for advanced diplomas, diplomas, certificates, and baccalaureate degrees. Admission requirements for graduate certificates are expressed as credentials offered by publicly funded Ontario post-secondary institutions under the jurisdiction of the Ministry of Colleges, and Universities (MCU). Appropriate equivalencies from accredited or recognized educational institutions will be considered.

- **Accredited educational institutions (secondary schools) within Ontario**

There are two types of schools within Ontario that are considered accredited:

- publicly funded schools that fall under the jurisdiction of the Ontario Ministry of Education, or
- private schools that have been given authority by the Ontario Ministry of Education to provide courses offering credits toward the OSSD.

- **Accredited or recognized educational institutions (secondary schools) outside of Ontario**

Accredited or recognized educational institutions in other Canadian provinces are those publicly funded schools that fall under the jurisdiction of the appropriate provincial ministry of education or private schools that have been officially recognized by that same Ministry.

- **Accredited or recognized educational institutions outside of Canada**

Conestoga will accept transcripts from educational institutions that are accredited or officially recognized by their own country or jurisdiction, that are deemed “recognized” by an approved provider of credential evaluation services, or that are deemed acceptable by another Ontario college or university for the purposes of admission consideration.

- Equivalencies will be considered in terms of their comparison to the Ontario Secondary School curriculum or to a credential offered by an Ontario post-secondary institution and will be determined by Conestoga.
- Home-schooled applicants must present official transcripts from an accredited Ontario school as indicated below.

Conestoga does not accept courses obtained at private career colleges for the purposes of admission, transfer credit, or advanced standing, except where specific articulation agreements exist.

Overall Admissions Requirements

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

- an Ontario Secondary School Diploma (OSSD) or its equivalent;

- 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
- 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.

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.

- Collaborative College-University programs governed by joint academic 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.
- College applied degree programs are not subject to the restrictions on the use of secondary school university preparation or Ontario Academic courses.

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.

- Program eligibility criteria will be published in the Conestoga's central admissions publications.
- Program eligibility criteria may specify level of credential, admission subject requirements or area of study, and performance standards.
- Program eligibility criteria must be objective, measurable, and relevant to the program.
- Program eligibility criteria for certificates, diplomas, or advanced diplomas will not exclusively require U level courses.
- 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%.
- College graduate certificate program eligibility requirements may include an Ontario College Diploma, an Ontario College Advanced Diploma, a degree, or equivalent.
- 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.

Supplementary Requirements:

- 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.

- 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.
- Alternative arrangements will be provided for international applicants to meet this requirement and will be arranged through the International Education Office (i.e., a Zoom or Teams meeting).
- A copy of the grading rubric used for evaluating each supplementary process will be on file with the Admissions Office.