

Policy No. & Title: **A108: ADMISSION OF STUDENTS TO POST-SECONDARY PROGRAMS**

Policy Sponsor: Registrar

Reference Cttee: College Council

Effective: 2018-02-28

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1. PURPOSE

The purpose of this policy is to establish a framework within which the College may consistently and fairly conduct the process of selecting and admitting students to College degree, diploma and certificate programs.

2. DEFINITIONS

None.

3. THE POLICY

The Registrar, in consultation and collaboration with College academic leadership and College Council, establishes, maintains and implements standards and procedures that achieve the objectives of this policy in an effective and efficient fashion. Such standards and procedures align with the College mission, vision and mandate, and reflect College values.

4. REFERENCES

College Policy

[A101: Accommodation of Applicants and Students with Disabilities](#)

[A106: Academic Withdrawal and Termination](#)

[A122: Graduation from Approved College Programs](#)

[A124: Recognition of Prior Learning](#)

5. ADDENDA

Standard A: Selection Principles and Criteria

Guideline A: Admission Process

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Addendum: **Standard A: SELECTION PRINCIPLES AND CRITERIA**

Issued by: Registrar

Effective: 2018-02-28

1. PRINCIPLES

1.1. Overarching Principles

- 1.1.1. The College, in the interests of sound post-secondary education, and as a steward of public funds, assesses applicants against criteria that indicate the prospect of success in achieving a degree, diploma or certificate, or other educational goals of the applicant.
- 1.1.2. Criteria are objective, measurable and relevant to the program. Only requirements available in published documents are considered valid.
- 1.1.3. Applicants who meet minimum admission requirements as published by the College and who apply by the published deadline(s) for application are considered for admission to an appropriate program.
- 1.1.4. Admission to a program is determined by the College's assessment of an applicant's demonstrated abilities and skills, appropriate to the program of instruction.
- 1.1.5. A document that lists eligibility and selection criteria, as well as methods of assessment and selection for all programs, is prepared annually by the Office of the Registrar and published in a central admission publication. Programs use only those tools outlined in this publication for admission purposes. This publication is available for public reference through the Office of the Registrar.

1.2. General Admission Requirements

1.2.1. *College System Eligibility*

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

- An Ontario Secondary School Diploma (OSSD) or equivalent;
- Mature student status, i.e., the student has reached the age of 19 years on or before the commencement of the program in which the student intends to enroll; or
- Any lesser minimum admission requirement as established by the College on a program-specific basis.

1.2.2. *Contract Arrangements*

Where a contract or seat purchase arrangement is involved (e.g., Canadian Bureau of International Education (CBIE), International Contracts, apprentice students, Human Resources and Skills Development Canada (HRSDC) Seat Purchases) admission is restricted to applicants directed to the College by the agency involved, consistent with approved program admission requirements.

1.2.3. *Applicants with Disabilities*

Applicants who have a disability or disabilities are considered in accordance with this policy and the provisions of the policy A101: Accommodation of Applicants and Students with Disabilities.

1.2.4. *Applicants for Whom English is a Second Language*

Applicants for whom English is a second language must submit evidence of their English competence as part of the application procedure. Their English ability is evaluated through tests (e.g., TOEFL, IELTS, and others) and eligibility is determined based on the results of these tests. Test selection and scoring is the responsibility of both the School responsible for English as a Second Language education and the Registrar's Office. Applicants must meet all other admission requirements.

1.2.5. *Applicants with International Status*

Applicants who are neither Canadian citizens nor permanent residents must have a valid study permit, verified by the Registrar, to register in any College course or program.

1.2.6. *Program Choice*

An applicant may select up to three program choices at Fanshawe College. Equal consideration is given to all program choices listed.

2. CRITERIA

2.1. Program Admission Requirements

2.1.1. *Standard Academic Admission Requirement - Post-Secondary Programs*

In accordance with Ministry policy, the admission requirements or eligibility criteria for each program is established on a program-specific basis. These criteria are objective, measurable and relevant to the program.

2.1.1.1. 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.

2.1.1.2. No Secondary School University Stream Course or Ontario Academic Course (OAC) or Grade 13 course shall be required as a program eligibility criterion. (See section 3.3.2.3 for exception)

2.1.1.3. Collaborative College-University programs governed by joint agreements where the requirements are specifically stated in the agreement and degree programs are not subject to the restrictions outlined in this section. 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.

- 2.1.1.4. Admission requirements for degree programs are appropriate to the learning outcomes of the program and to the Degree Level Standard issued by the Postsecondary Education Quality Assessment Board, including OSSD or equivalent, six University or University/College courses at the grade 12 level, a minimum average of 65%, and additional requirements as specified by the program.
- 2.1.1.5. In exceptional circumstances, on the recommendation of the Registrar, and with the approval of the Program Chair, an OSSD applicant with courses at the Basic Level or from a Workplace Stream may be considered for a post-secondary program.

2.1.2. *Additional Program Eligibility Criteria*

In addition to the standard academic admission requirement, program eligibility criteria may include one or more of the following:

2.1.2.1. Academic Criteria

- Successful completion of an OSSD with Secondary School Courses at the General, or Advanced Level, College or University/College Stream, or BTSD Level 4 Certificate/ Academic Career Entrance (ACE), or Ontario High School Equivalency Certificate (GED) or the equivalent, or other preparation as may be prescribed for mature students
- A specific competence or skill level required for the program
- Successful completion of a designated preparatory program
- Successful completion of a certificate or diploma program, a university degree or the equivalent, for admission to a post-graduate program.

2.1.2.2. Non-Academic Criteria

- Mature student eligibility
- Personal suitability for the program as indicated by an audition, portfolio, questionnaire, report, resume, or test
- A specific aptitude or skill as indicated by testing
- Good health and/or specific physical competencies as required by a specific program
- A minimum age where a legal age requirement is involved for participation in the program A minimum period of work experience in a specific occupation
- Possession of a specific class of driver's license
- Possession of special certification required for the program
- Participation in a mandatory information session

- Preference for graduates from Fanshawe College and/or graduates of Ontario Colleges of Arts and Technology

Changes to the above program eligibility criteria require amendment of this policy. In exceptional circumstances, and on an interim basis, additional program eligibility criteria may be implemented on the recommendation of the Registrar and the approval of the Senior Vice-President, Academic.

3. APPLICANT SELECTION

3.1. Selection Criteria

In accordance with Ministry policy, where the number of program-eligible applicants exceeds available spaces, and selection criteria beyond those of program eligibility are invoked, such criteria are established by the College on a program-specific basis. The criteria are objective, measurable and relevant to the program.

While no Secondary School University Stream Course or Ontario Academic Course (OAC) or Grade 13 Course shall be required, one of these courses in the same subject area may be used as a substitute for a required course. As appropriate, an OAC/University/Grade 13 Course may also be substituted if it is advantageous to the student's admission.

3.1.1. *Place of Residence*

In accordance with Ministry policy, where the number of program-eligible applicants exceeds available spaces, applicants accepted into programs according to the following order of preference:

- Permanent residents of Ontario
- Permanent residents of other provinces and territories in Canada
- Other applicants

Within the above categories geographic location is not used as a basis for admission.

3.1.2. *International Students*

Notwithstanding the above, International students may be admitted on a preferential basis to over-subscribed programs in the following circumstances:

- Where the College has established a special program, or a special section within a program, specifically for International students (e.g., the English for International Students program, the General Arts and Science Program for International Students);
- Where the Dean approves the creation of a "supernumerary" seat or seats within a program specifically for an International student or students (i.e., a seat or seats in addition to the approved maximum registration figure for the program) by the commencement of the admission cycle for international students.

An International student is admitted for the supernumerary seat only if they achieve the same admission criteria as other admitted applicants.

3.2. Ranking Criteria:

Criteria that may be used to rank applicants for selection to programs include:

3.2.1. *Secondary School Achievement or Equivalent*

- Overall academic achievement in Secondary School (Grade 11 and 12) or in a BTSD Level 4 Certificate/Academic Career Entrance (ACE), or Ontario High School Equivalency Certificate (GED), or the equivalent
- Achievement in required Secondary School Courses (Grade 11 and 12) or BTSD Level 4 Certificate/Academic Career Entrance (ACE), or Ontario High School Equivalency Certificate (GED), or the equivalent
- Achievement in recommended Secondary School Courses (Grade 11 and 12) or BTSD Level 4 Certificate/Academic Career Entrance (ACE), or Ontario High School Equivalency Certificate (GED), or the equivalent.

3.2.2. *Post-secondary Academic Achievement*

- Achievement in a designated College post-secondary preparatory program where all of the conditions for progression have been met
- Achievement in a post-secondary program or course(s)
- Achievement in a certificate or diploma program, university degree, or the equivalent, where this program is the pre-requisite for a post-graduate program
- Achievement in a formally recognized, accredited post-secondary institution will be given preference

3.2.3. *Non-academic Criteria*

- Receipt of application by the published deadline
- Selection on the basis of relative personal suitability or life experience relevant to the program as indicated by an audition, portfolio, questionnaire report, resume or test
- Selection on the basis of aptitude, skill or knowledge as indicated by testing
- Selection preference for Fanshawe College graduates and/or Ontario College of Arts and Technology graduates

3.2.4. *Random Selection*

Random selection shall not be used.

3.2.5. *Selection Grids*

The Registrar annually prepares for approval by each program Dean a "Standard Admission Grid" made up of criteria applicable to College post-secondary and post-graduate programs.

The Registrar also prepares annually a "Program Admission Grid" for each post-secondary program and post-graduate program for approval by each program Chair. The Program Admission Grid includes all of the selection criteria approved for the program. The

weighting of each of the criteria is indicated on the Program Admission Grid. The Registrar arranges for appropriate information concerning the Program Admission Grid to be published in the College calendar. In order to permit potential applicants sufficient time to adjust to changes in criteria, and the weighting of criteria, such changes must be established well ahead of implementation. The Registrar determines an appropriate lead-time in each case, with a minimum of 12 months.

3.2.6. *Non-Academic Selection Criteria*

Selection criteria other than secondary or post-secondary achievement is used where the related skills are deemed necessary for success in the program and where relevant supporting academic documentation is insufficient to form a judgment of the ability of the applicant to succeed in the program.

Non-academic selection criteria is first recommended by the Dean to the Registrar's Office and then approved by Senior Vice-President, Academic. These assessment tools are administered by the program School and results submitted to the Registrar for use in the Program Admission Grid.

In order to minimize applicant's travel, costs, time, inconvenience and duplication, opportunities to satisfy selection criteria must be offered in the applicant's local community.

- 3.2.7. If the program Dean wishes to introduce a program eligibility criterion or an applicant selection criterion that the Registrar believes to be inappropriate or inconsistent with College, Ministry or Council of Regents' policy, the Registrar may appeal the matter to the Senior Vice-President, Academic.

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Addendum: **Guideline A: ADMISSION PROCESS**

Issued by: Registrar

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1. ADMISSION PROCESS

An offer of admission to a College program occurs when the Office of the Registrar notifies the applicant, in writing. Under certain circumstances, conditional admission may be offered where sufficient upgrading or remediation is available and completed before the commencement of a program.

For applicants who do not satisfy the conditions and for other causes (e.g. non- payment of fees), the College may withdraw the offer of admission.

Applicants who are refused admission may request a review of the admission decision or may obtain the specific reasons for such refusal by submitting a request in writing to the Registrar within 30 days of issuance of the decision.

The College reserves the right to cancel at any time, a program, course, a program major or option, change the location or term in which a program or course is offered, or withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event the College exercises such right, the College's sole liability will be the return of any monies paid by the applicant or student to the College.

For those programs where the admission of students is not currently administered by the Office of the Registrar (e.g., adult training programs, continuing education programs, apprentice programs and contract training programs), the Chair makes appropriate parallel admission arrangements consistent with the principles of this policy and with College and program admission requirements.

2. RE-ADMISSION, ADVANCED STANDING, PROGRAM TRANSFER AND PRIOR LEARNING ASSESSMENT

2.1. Re-Admission

A student may apply for re-admission to a program if there is a break in program progression or where the student is terminated from the program, expelled or prohibited from the College.

If the student is re-admitted to a program after a substantial absence, the College may require the student to demonstrate current competence in courses already passed (e.g., by means of a challenge exam or by repeating all or part of the course(s)). In the case of expulsion or prohibition, the terms of re-admission require the approval of the Senior Vice-President, Academic.

Readmission to any level requires School approval, satisfactory academic achievement and space availability and may be conditional. Level one applicants are ranked and selected in the same manner as other level one applicants.

The College reserves the right to deny re-admission to an individual based on past performance or unsuitability as outlined in policy A106: Academic Withdrawal and Termination.

2.2. Advanced Standing or Program Transfer

Advanced Standing is credit granted on a course-by-course basis for a program level or levels based on previous academic achievement at another institution or prior learning assessment and recognition. Advanced standing qualifies the applicant for direct entry to a second or higher level of the program.

Program Transfer is transfer from one Fanshawe College post-secondary program to another and is assessed on a course-by-course basis.

The decision to grant advanced standing or program transfer made by the program School is communicated to the Office of the Registrar which will notify the student.

2.3. Prior Learning Assessment

Prior learning assessment and recognition is described in policy A124: Recognition of Prior Learning. Limitations on the repeated use of a credit relate to residency requirements described in policy A122: Graduation from Approved College Programs.

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