



# ADMISSION PROCEDURE – FULL-TIME AND PART-TIME PROGRAMS

Approved by: Academic Coordinating Committee

Authorizer: Vice-President, Enrolment Management and International Education

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## **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.

All applicants to Conestoga programs shall follow the appropriate defined admissions procedure.

## **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 on the basis of 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 time period.

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

**Collaborative program** – Generally, an academic or vocational program of instruction that has been developed co-operatively by university and college partners to facilitate learners' efficient progression towards one or more credentials for which the learning has been achieved in both a college and a university. Collaborative programs of instruction ensure that learning that has already been achieved will be recognized by the receiving institution according to the terms outlined in the articulation agreement. There are a number of models for collaborative programs of instruction.

**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.

**Conestoga Certificate** – A document awarded after successful completion of a program of instruction approved by Conestoga's Board of Governors with prescribed learning outcomes and typically comprising a minimum of three courses and between 180 and 600 hours of study.

**Conestoga Certificate of Achievement** – A document awarded after successful completion of a group of courses approved by Conestoga's Academic Co-ordinating Committee with prescribed learning outcomes and typically comprising less than 180 hours of study.

**Equal Consideration Date** – The date by which all qualified applications are considered.

**Graduate certificate 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) and leads to the awarding of an Ontario College Graduate Certificate.

**Home-schooled applicant** – An applicant who has been educated at home and does not possess an Ontario Secondary School Diploma or equivalent.

**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.

**Level 1** – The first semester of the first year of a program.

**Mature student** – An individual who is 19 years of age or older on or before the start of the program in which he/she is enrolling and who does not have an Ontario Secondary School Diploma (OSSD) or equivalent.

**Non-direct applicant** – An applicant not currently enrolled in high school credit courses through day school, night school, summer school, adult education, continuing education, or correspondence.

**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.

**Ontario Secondary School Diploma (OSSD)** – A provincially recognized credential of recognition earned on successful completion of secondary school requirements established by the Ontario Ministry of Education.

**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.

**Secondary school applicant** – An applicant taking one or more high school level course(s) through day school, night school, summer school, adult education, continuing education, or correspondence.

**PROCEDURE**

*1. Applicant eligibility*

*1.1 Conestoga eligibility - certificate, diploma, and advanced diploma programs*

To be considered for admission to Conestoga in a certificate, diploma, or advanced diploma program, an applicant must have one of the following:

- a. An Ontario Secondary School Diploma (OSSD), or equivalent, with credits at the U, C, or M (U/C) level; or
- b. Mature student status on or before the start of the program in which the applicant intends to enrol. A mature student is one who is 19 years of age or older on or before the start of the program and who does not have an OSSD, or equivalent. For purposes of program eligibility, a mature

applicant is still required to complete the subject requirements defined by the program; or

- c. A General Education Development (GED) certificate.

#### *1.2 Conestoga eligibility – degree programs*

To be considered for admission to Conestoga in a degree program, an applicant must have one of the following:

- a. 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%; or
- b. Mature student status on or before the start of the program in which the applicant intends to enrol. For purposes of program eligibility, a mature applicant is still required to complete the subject requirements defined by the program.

#### *1.3 Conestoga eligibility – graduate certificate programs*

- a. To be considered for admission to Conestoga in a graduate certificate program, an applicant must have one of the following: an Ontario College Diploma, an Ontario College Advanced Diploma, a degree, or equivalent.
- b. In cases where an applicant is being considered for admission on the basis of 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.

#### *1.4 Program eligibility*

- a. Program eligibility criteria are established by the academic areas in consultation with the Office of the Registrar, the Curriculum Office, and the Office of Academic Administration.
- 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. Program eligibility criteria will be published in the Conestoga's central admissions publications.

#### *1.5 Applicant selection*

- a. Some programs may have supplementary selection criteria (determined by the academic areas) in addition to the program eligibility criteria established for the program.

- b. Additional admission selection requirements may include, but not be limited to: mandatory information meetings; portfolios; interviews; resumes; tests; and/or questionnaires.
- c. Selection criteria must be capable of objective demonstration or measurement and be relevant to the program. Selection requirements must provide clearly documented and defined processes and scoring methodologies.
- d. Where selection criteria include selection tools requiring mandatory visits to Conestoga, alternative arrangements will be made available for any applicant who resides outside of reasonable commuting distance from Conestoga.

## 2. *Admission testing*

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

## 3. *Application*

### 3.1 *Domestic applicants - Ministry-funded full-time programs*

- a. All applicants to a Level 1 Ministry-funded full-time post-secondary program (excluding Conestoga Certificate programs or programs leading to a Conestoga Certificate of Achievement) must submit an application and pay the applicable fee to [ontariocolleges.ca](http://ontariocolleges.ca). Applications will be acknowledged as they are received by Conestoga.
- b. *Full-time application cycle and ontariocolleges.ca*  
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 time period. An application at [ontariocolleges.ca](http://ontariocolleges.ca) allows an applicant five program choices (no more than three of which may be at any one college) for a set application fee. Applicants who wish to make changes to program choices within that application cycle need not submit a new application but may make program choice changes on the same application. The application fee covers all program choice changes made to the original application within the same application cycle (that is, for programs beginning August 1 through to July 31 of the relevant cycle years).
- c. *Reapplication*  
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 through [ontariocolleges.ca](http://ontariocolleges.ca), pay the applicable fee, and resubmit transcripts.  
Applicants who have been enrolled in a full-time Ministry-funded program and wish to reapply to Level 1 of that program after being absent for one semester or longer must repeat all steps of the application process for that program. This

includes the submission of the application and applicable fee to [ontariocolleges.ca](http://ontariocolleges.ca).

### *3.2 Domestic applicants - Non-funded full-time programs*

- a. Applicants to non-funded programs must submit a Conestoga Program Application Form and pay the applicable fee. Applications will be acknowledged as they are received by Conestoga.

### *3.3 Part-time programs*

- a. Applicants applying to part-time programs must submit a Conestoga Program Application Form and pay the applicable fee. Applications will be acknowledged as they are received by Conestoga.
- b. Applicants wishing to move from a part-time delivery of a program to a full-time delivery of the same program must submit an application and pay the applicable fee to [ontariocolleges.ca](http://ontariocolleges.ca).

### *3.4 Domestic applicants - advanced standing*

- a. Applicants to Conestoga may apply for advanced standing (beyond Level 1) based on previous post-secondary education. New applicants to Conestoga requesting advanced standing must submit an application and pay the applicable fee to [ontariocolleges.ca](http://ontariocolleges.ca). Conestoga students applying for advanced standing to a program with common curriculum based on their full-time Conestoga academic background apply using a Conestoga Program Application Form and pay the applicable fee. Applications for advanced standing are considered on an individual basis.

### *3.5 International applicants*

- a. All international applicants to a full-time program must submit an application through Conestoga's international online application and pay the applicable application fee as required. Applications will be acknowledged by the international office as they are received by Conestoga.
- b. *Full-time application cycle*  
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 time period. International applicants are allowed two program choices (first and second choice), excluding English for Academic Studies. Applicants who wish to make changes to program choices within that application cycle must contact the International Education Office at Conestoga directly to do so. The application fee covers all program choice changes made to the original application within the same application cycle (that is, for programs beginning August 1 through to July 31 of the relevant cycle years).

c. *Reapplication*

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 through the International Education Office and pay the applicable fee.

Applicants who have been enrolled in a program and wish to reapply to Level 1 of that program after being absent for one semester or longer must email the International Education Office to request a return to studies. A new application is required, but the application fee is waived.

d. *Advanced standing applicants*

International applicants to Conestoga may be considered for advanced standing (beyond Level 1) based on previous post-secondary education. New applicants to Conestoga requesting advanced standing must submit an application and pay the applicable fee through the International Education Office. The international office will require complete course outlines and transcripts from previous studies to assess for advanced standing. International applicants should submit a request for assessment of advanced standing in writing to the international office. International students applying for advanced standing to a program with common curriculum based on their previous studies are considered on an individual basis.

4. *Equal consideration deadline*

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. Applications to oversubscribed programs received after February 1 will not be considered. 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. *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. In some cases, an applicant's international transcript may be evaluated by the Conestoga International Education Office.

6. *Home-schooled applicants*

a. Home schooled applicants who, in addition to their home schooling experience, have completed six Grade 12 U, M or C courses at an Ontario Ministry of Education-inspected and -approved school or have equivalent courses from another recognized academic jurisdiction may be considered for their program of choice providing they present the appropriate prerequisite courses on official transcripts from accredited schools and meet the required admission average.

- b. Home-schooled applicants must meet the condition of being 19 years of age or older or of having an OSSD or equivalent (demonstrated proof of learning at the Grade 12 level).
- c. In addition to home schooling, program subject requirements must be met or appropriate testing completed (if applicable). Home-schooled courses cannot be used unless a secondary school credit is issued by an accredited institution.
- d. Results of standardized tests such as SAT or ACT may be presented to meet requirements for some programs (where applicable).
- e. Results of the Conestoga Mature Student Test may be used to meet requirements for applicants 19 years of age or older for some programs (where applicable).

7. *Supplementary admission processes*

Some programs, as indicated above, require supplementary 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 Skype conference call). A copy of the grading rubric used for evaluating each supplementary process will be on file with the admissions office.

8. *Admission fast-tracking*

Fast-tracking of applications begins 10 to 20 days prior to the start of a new semester. This process allows late applications to be processed quickly. Fast-tracking allows Conestoga to assess an applicant's admissibility to a program prior to the applicant applying through ontariocolleges.ca. Appropriate documentation is forwarded from Conestoga to ontariocolleges.ca. Applicants must pay the applicable fee which is payable to ontariocolleges.ca at the time the fast-tracking application is processed. For international applicants, the International Education Office manages this process independent of ontariocolleges.ca.

9. *Admission*

9.1 *Admission deferral – domestic applicants*

- a. 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.

9.2 *Admission deferral – international applicants*

- a. 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.

### *9.3 Admission process*

- a. 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. As a result, applicants with low grades in required subjects may not be considered.
- b. Meeting minimum admission requirements does not guarantee admission into a program.
- c. Applicants not admitted to their program of choice may be given an offer of admission to an alternate program.

### *9.4 Academic strength*

- a. Academic strength is calculated by averaging the submitted grades of required subjects. 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.

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. The minimum academic strength may vary from year to year.

- b. 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.
- c. Co-op courses do not meet admission requirements and are not used in the calculation of academic strength.

### *9.5 Mid-term grades*

- a. If mid-term grades from relevant subjects are available at the time admission decisions are made, they will be used in the calculation of academic strength. In some cases, decisions will be delayed until a mid-term grade is received.
- b. 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.

### *9.6 Mid-term grades and oversubscribed programs*

- a. 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. However, available second semester grades will be used to determine the position on the wait list of applicants who have received a wait-list offer.

*9.7 Wait lists*

- a. Wait lists are established for competitive programs. The number of offers made to a wait list is determined by the historical enrolment trends of the program and the likelihood of vacancies occurring after the number of offers needed to fill the program has been made.

*9.8 Wait lists – oversubscribed programs – domestic applicants*

- a. 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. Applicants receiving an offer of admission to the wait list in the first round of wait list offers for oversubscribed programs have until April 15 to confirm their acceptance of the offer to the wait list.
- d. 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).
- e. After May 1 (the province-wide confirmation date for September intakes), applicants are called from the wait list in descending order of ranking as (or if) spaces in the program become available.
- f. Where time allows, applicants called from the wait list have 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 on the same day.

*9.9 Wait lists – non-oversubscribed programs – domestic applicants*

- a. Non-oversubscribed programs go to wait-list status once the required number of offers (as determined by the conversion ratio) 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.
- b. Offers of admission to the wait list sent prior to April 1 have until April 15 to confirm their acceptance of the wait-list offer. After April 15, applicants receiving an offer to the wait list have two weeks to confirm their acceptance of the wait-list offer.
- c. Wait lists established prior to May 1 are numbered according to ranking (i.e. the highest ranking applicants at the top of the wait list and numbered in descending order of ranking).

- d. If a program goes to wait-list status after May 1, the wait list is numbered according to the application-received date (i.e. the earliest date the admissions office received an application appears at the top of the list and the list is numbered in descending order by date the application is received). Once a wait list is numbered, subsequent additions to the wait list do not dislodge the original numbering, even if the application-received date for those offers is earlier than that of the later additions to the wait list. Instead, individual offers to the wait list are added to the bottom of the wait list, and groups of offers are numbered according to their application-received date and then added to the bottom of the list.

#### *9.10 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.

#### *10. Offer of admission*

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](http://ontariocolleges.ca). 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. The earliest an offer of admission may be issued is after the full-time equal consideration date of February 1 (for September intake). This date is established for all Ontario colleges and applies to all programs beginning in the fall semester. Equal consideration dates for January and May intakes are established by Conestoga. Applicants should check with Conestoga for these dates. Offers of admission will continue to be mailed to admitted applicants until the start of the program or until it is full.

#### *11. Conditional offer of admission*

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. A conditional offer means a place in the program is being held; however, the offer must be confirmed before the deadline indicated on the letter. Selection benchmarks and all other conditions must be satisfied before the offer is finalized. 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.

#### *12. Readmission*

- a. Conestoga is committed to our own students and gives them due consideration when assessing applications for readmission. Please see *Application* above for information on reapplication processes.
- b. The application for readmission will be reviewed based on the student's academic eligibility, program readmission requirements, space availability, and any other requirements established by the program. The student will be informed in writing of the decision.
- c. Criteria for readmission will be established by the individual program and will be made available to students.
- d. Students are required to apply for readmission when they have been absent from their program for one semester or longer unless an Intention Form has been completed (returning students only), or when the student has withdrawn or been discontinued. Upon readmission, students are placed into the current program of study which determines graduation requirements. Students are subject to the Conestoga and program policies and procedures in place at the time of readmission.

## **RESPONSIBILITIES**

### **REFERENCES:**

Admission Policy

### **REVISION LOG:**

December 8, 2014

Policy and Procedure Committee

February 4, 2015

Academic Coordinating Committee