

**THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY
AND ADVANCED LEARNING**

TITLE: Admission Policy

Date of Approval: May 15 2013 (Board of Governors) March 28 2013 (Senate)	Effective Date: April 2013 Mandatory Review Date: April 2015	Approved By: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> President's Council
Responsible Office: Office of the Registrar	Responsible Executive: Vice-President Student Services and Enrolment Management	<input checked="" type="checkbox"/> Senate

POLICY STATEMENT

The admission practices at Sheridan College Institute of Technology and Advanced Learning (“College”) have been developed to provide a framework from which all Applicants shall be considered for full-time or part-time admission into Ontario College Credential programs.

All policies and procedures related to the selection of Applicants for admission will be equitable, fair, transparent, and consistently applied.

PRINCIPLES

Sheridan’s Admission Policy is intended to meet the following goals:

- Implement admission processes that are applicant-centred;
- Consistent, relevant and equitable Applicant selection processes across all programs to enable all Applicants to be treated equitably, with the selection of Applicants carried out according to the relevant program eligibility criteria;
- Establish procedure to provide reasons for unsuccessful application to a program, if requested;
- Make available processes for resolving issues related to an admission decision; and
- Acknowledge that “individuals require certain knowledge, aptitudes and skills, appropriate to the program of instruction, in order to benefit from the program of instruction”¹

SCOPE

All full-time and part-time Applicants to Ontario College Credential programs. Admission policies for other Sheridan certificate programs will be considered on an individual basis as they are developed.

¹ Ontario Ministry of Training, Colleges and Universities. *Minister’s Binding Policy Directive – Admissions Criteria*, revised November 18, 2004. Retrieved from http://caat.edu.gov.on.ca/Documents/Programs_Current/English/AdmissionsPolicy.pdf

Some part-time programs offered through the Faculty of Continuing and Professional Studies may be exempt.

ADMISSION PROCESSES

1. Selection Process

The Applicant selection process is governed by the Ministry of Training, Colleges and Universities: Minister's Binding Policy Directive on Admission. The admission process is to consist of the following consecutive criteria, if applicable:

Criterion 1: College eligibility

Ontario College Advanced Diploma, Diploma, and Certificate Programs

To be considered for admission to **Ontario College Advanced Diploma, Diploma, and Certificate Programs**, an Applicant must have the minimum of one of the following and any identified program prerequisites:

- a) Ontario Secondary School Diploma (OSSD) or equivalent plus Grade 12 English C or U level or equivalent;
- b) Mature Student status on or before the start of the program. Mature Students may be required to write an academic achievement test;
- c) An Academic Career Entrance (A.C.E.) certificate, formerly Basic Training for Skills Development (BTSD);
- d) General Educational Development (G.E.D.) certificate;
- e) Any lesser minimum admission requirements as established by the College on a program-specific basis;
- f) Criteria established by articulation agreements; and/or
- g) International credentials equivalent to the minimum credential entrance requirements as determined by the College.

Ontario College Bachelor's Degree or Collaborative College - University Degree Programs

To be considered for admission to **Ontario College Bachelor's Degree or Collaborative College-University Degree Programs**, an Applicant must have the minimum of one of the following and any identified program prerequisites:

- a) Ontario Secondary School Diploma (OSSD) or equivalent plus Grade 12 English ENG4U or equivalent including required courses, with a minimum 65% overall average. Some programs require 65% in each course;
- b) Two semesters of postsecondary education including required courses with a minimum 65% overall average. Some programs require 65% in each course;
- c) Criteria established by articulation agreements; and/or
- d) International credentials equivalent to the minimum credential entrance requirements as determined by the College.

Ontario College Graduate Certificate Programs

To be considered for admission to **Ontario College Graduate Certificate** Programs, an Applicant must have the minimum of one of the following and any identified program prerequisites:

- a) Postsecondary diploma or degree;
- b) International credentials equivalent to the minimum credential entrance requirements as determined by the College; and/or
- c) Demonstrated competence through related work; and/or education experience.

Criterion 2: Program Eligibility and Admission Requirements

Program eligibility criteria are established for each program by the academic departments in consultation with the Registrar and Associate Registrar, Admissions and Recruitment, with support from Institutional Research, and are approved by the Dean or designate, Local Academic Council and Academic Resource Council. In the case of degree programs, approval by PEQAB may be required.

Applicant selection criteria will be objective, measurable and relevant to the program. The Applicant selection criteria may vary from year to year depending on the local needs and number of qualified Applicants. Random selection will not be used as an Applicant selection technique.

Secondary school university preparation courses (or equivalent) or Ontario Academic Courses (OAC) are required for admittance to the following:

- a) Collaborative college-university degree programs
- b) The College bachelor's degrees

Criterion 3: Applicant Selection

In accordance with the Minister's Binding Policy, Applicants will be accepted into oversubscribed programs according to the following order of preference: 1- Residents of Ontario, 2- Residents of other provinces or territories in Canada 3- International/Other Applicants.

2. Admission Decisions

Admission decisions for Sheridan programs are made in accordance with the three criteria set out in section one:

- a) Applicants to some programs are admitted based on academic criteria alone. Applicants to these programs are selected on the average of their six highest senior-level credits, including required courses. Sheridan uses a limit of one secondary school cooperative education mark as part of the Applicant's six highest senior-level credits or equivalent.
- b) Applicants to some oversubscribed programs are admitted based on a combination of both academic criteria and the ranking of a supplemental assignment (e.g. portfolios, résumés, questionnaires and pre-admission tests). Supplemental assignments are scored through a selection

process by program/Faculty. These scored assignments are used in conjunction with the Applicant's academic performance when selecting candidates for admission.

The Office of the Registrar is responsible for the assessment of academic criteria of domestic Applicants and the International Centre is responsible for the assessment of academic criteria of international Applicants. The Faculty is responsible for the evaluation of supplemental assignments. In some circumstances, a collaborative approach is used to determine admission.

3. Academic Pathways

Sheridan provides enhanced mobility and laddering opportunities for Applicants seeking postsecondary education and a seamless transition into our programs.

4. Articulation Agreements

An articulation agreement is 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 or from one Sheridan program to another. Sheridan recognizes that articulation agreements exist between:

- a) Sheridan and secondary schools. Articulation agreements between colleges and secondary schools will not, in and of themselves, result in preferential admission for applicants.
- b) Programs within Sheridan. There are established transfers of academic credits for Applicants, contingent on space in the program (in the semester that they are applying for), and if they meet the academic requirements for the program of choice, in accordance with the articulation agreement
- c) Sheridan and other postsecondary institutions. There are established transfers of academic credits. For more information please refer to the Sheridan website or calendar at <http://www.sheridancollege.ca/Programs%20and%20Courses/Full-Time%20Programs/Articulation%20Agreements.aspx>

5. Admission With Advanced Standing and Transfer Credits

Sheridan recognizes that some Applicants will have earned postsecondary credits at other recognized postsecondary institutions and may wish to apply these credits toward receiving a Sheridan credential. Advanced standing refers to the transferring of credit earned at another recognized postsecondary institution toward a Sheridan credential. Please refer to Sheridan College's Advanced Standing policy at <https://policy.sheridanc.on.ca/dotNet/documents/default.aspx?docid=508&mode=view&public=true>

6. Prior Learning Assessment and Recognition (PLAR)

A Student or Applicant may apply for PLAR when competency in the learning outcomes of a Sheridan course or program can be clearly demonstrated through the institution's established PLAR process, such as a portfolio assessment, competency test or challenge exam. Please refer to Sheridan College's PLAR policy at: *(link to revised PLAR policy to be added)*

7. Readmission

Any Student* applying to or repeating the first term of the program, must apply through ontariocolleges.ca

*International students must apply to Sheridan's International Centre.

Sheridan reserves the right to refuse readmission if the Applicant's previous academic history or conduct has been unsatisfactory. This includes denying readmission to Applicants during any period of time that they have been suspended from the College.

For additional information, please see the Admission Procedure Document related to readmission and refer to Sheridan's Student Code of Conduct, Academic Appeal and Academic Integrity Policies and Procedures at

<https://policy.sheridanc.on.ca/dotNet/noAuth/login.aspx?ReturnUrl=%2fdefault.aspx&public=true>

ACCESSIBILITY FOR APPLICANTS

Sheridan strives at all times to provide educational services in a way that respects the dignity, independence, integration and equality of opportunity of people with disabilities. We are committed to giving people with disabilities the opportunity to access our services and allow them to benefit from the same services in the same place and in a similar way as other students. Refer to Sheridan's Accessible Customer Service policy at <https://policy.sheridanc.on.ca/dotNet/documents/?docid=594&mode=view> for more information.

ADMISSION APPEALS

The Admission Appeal is based on the following principles:

- Applicants to programs have the right to fair and equitable assessment for admission to Sheridan.
- Admission decisions are made in accordance with the selection process and admission decision section set out above.
- Decisions of the Admission Appeal panel will not disadvantage a Student already admitted to Sheridan.
- Sheridan has established a procedure for applicants who are unsuccessful and who want to obtain specific reasons for admission refusal.

INFORMATION AND COMPLIANCE PLANS

Publication of Criteria

The Ministry of Training, Colleges and Universities: Minister's Binding Policy Directive – Admission Criteria requires that each college publish a written Admission Policy in its central admission publication.

PROCEDURE –see Admission Procedure Document

SANCTIONS

Falsification of Documents

Applicants who are found to have falsified transcripts, cheated on admission testing or submitted fraudulent documents or in any other way attempted to circumvent the admissions process in a manner inconsistent with the principles of academic integrity, will not be granted admission to the College. The Applicant will be ineligible for admission to any Sheridan program or course for a period of not less than 5 years. Admission to the College will be reviewed on a case-by-case basis.

RESPONSIBLE - Registrar

Executive: Ian Marley, Vice President, Student Affairs & Enrolment Management

Contact: June Cupido, Associate Registrar Admissions and Recruitment
Trafalgar 905-845-9430 ext. 2084

Related Policies and Procedures:

- Prior Learning Assessment and Recognition (PLAR) Policy
- Prior Learning Assessment and Recognition (PLAR) Procedure
- Advanced Standing Policy
- Advanced Standing Procedure
- Privacy Policy
- Accessible Customer Service Policy
- Academic Integrity Policy
- Academic Integrity Procedure
- Student Code of Conduct
- Student Code of Conduct Process and Appeals Procedure

DEFINITIONS

Applicant	Individual applying to a program, including full-time and part-time* course loads.
Applicant Types	<p>a) Residents of Ontario</p> <ul style="list-style-type: none"> - Ontario residents who have been educated in Ontario - Ontario residents with International Credentials <p>b) Residents of other provinces or territories in Canada</p> <ul style="list-style-type: none"> - Applicants whose studies have been completed outside the Province of Ontario. <p>c) International/Other Applicants</p> <ul style="list-style-type: none"> - Applicants who are neither Canadian citizens nor residents. <p>d) Applicants for part-time studies.</p> <p>In accordance with Ministry of Training, Colleges and Universities, part-time Students are defined as follows:</p> <ul style="list-style-type: none"> - From an enrolment perspective, Students are considered part-time if they take less than 70% of the required credits AND 2/3 of the courses in their program. - From the Ontario Student Assistance Program (OSAP) perspective,

	Students are considered part-time if they are studying less than 60% of a full-time course load.
Equal Consideration Date	February 1 st : the date by which all qualified applications are considered equally for admission for all intakes within the application cycle.
Oversubscribed Program	A program for which the number of eligible applications exceeds the number of qualified Applicants required to fill the program.
Mature Student	An Applicant who has reached the age of 19 on or before the start of the program and who does not have an Ontario Secondary School Diploma, or equivalent
Offers of Admission	<ol style="list-style-type: none"> a. Firm Offers of Admission are issued to Applicants who meet all requirements for admission. b. Conditional Offers of Admission – An offer of admission issued to an Applicant before the successful completion of one or more of the published admission requirements for the program. Sheridan reserves the right to withdraw Conditional Offers of Admission if the applicant does not meet the outstanding requirement(s). c. Alternate Offers of Admission - Applicants who do not meet the admission requirements for a specific program will be assessed and advised individually and may be considered for other, related programs. d. Offers to Modified Programs – Certain programs offer modified curriculum for Students who do not meet the minimum admissions requirements. Students in a modified program will be required to take extra course(s), normally in the first semester. e. Offers to Co-Op Programs – Certain programs offer a cooperative education component. More information can be found at coop.sheridaninstitute.ca f. Deferred Offers of Admission - Sheridan defers offers of admission only under extenuating circumstances supported by appropriate documentation. All deferrals are at the discretion of the Registrar. An offer of admission may be deferred only once.
Ontario College Credential Programs	Ontario College Certificate, Diploma, Advanced Diploma, and Graduate Certificate Programs.
Student	All currently enrolled students at Sheridan.

*Some part-time programs offered through the Faculty of Continuing and Professional Studies may be exempt.

Supporting Documents:

- Minister's Binding Policy Directive – Admissions Criteria, Revised November 18, 2004
http://caat.edu.gov.on.ca/Documents/Programs_Current/English/AdmissionsPolicy.pdf

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