

SIR SANDFORD FLEMING COLLEGE

POLICY MANUAL

POLICY NO. 5-501	APPROVED BY: BOARD OF GOVERNORS
PAGE NO. 1 OF 1	SUPERCEDES: 3-301
DATE APPROVED: 93-06	
Motion #3	
SUBJECT: ADMISSION POLICY	

Sir Sandford Fleming College of Applied Arts and Technology subscribes to the admission policy as established by the Ministry of Education and Training.

Sir Sandford Fleming College believes students should demonstrate the potential for academic success in order to be accepted into a college program. At Fleming, this potential can be demonstrated in any of four ways:

1. graduation from a recognized Secondary School.
2. successful completion of a mature student test.
3. successful completion of an academic upgrading program prescribed as a result of a mature student test.
4. successful completion of post secondary level courses.

The College may stipulate certain course requirements for admission to a program provided they are justified by the content of the specific College program.

The College may also stipulate certain course requirements for admission to a basic level certificate or diploma program provided they do not exceed the

general level as established by the secondary schools.

To select students for admission to oversubscribed programs and to establish waiting lists for such programs, the College shall;

- divide the applicants into constituent groupings which fairly represent the make-up of the applicant pool;

- use previous academic grades in the evaluation of candidates;

- incorporate weighting factors for the various levels of secondary school courses;

- when evaluating mature applicants, use validated standardized achievement tests and/or academic upgrading results.

The authority for granting admission to the College lies with the College Board of Governors. Through policy 3-301 the Board of Governors delegates this authority to the Registrar of the College.

PROCEDURE: ADMISSION POLICY 3-301

1. The authority for granting admission to the College lies with the College Board of Governors. Through policy 3-301 the Board of Governors delegates this authority to the College Registrar.

2. The academic centres are accountable for specifying the requirements for admission to a program.

3. It is the responsibility of the Registrar or his/her designee to determine, using the records at his/her disposal, whether or not individual students

meet those requirements and in conjunction with the Academic Leaders Team to establish procedures for selecting students for admission.

4. Once satisfied that all academic and general conditions have been met, it is the responsibility of the Registrar or his/her designee to certify this eligibility by issuing the appropriate letter of acceptance.

5. The following process has been approved for the determination of acceptance to semester one in the case of an oversubscribed program/common core/department:

a) the Academic Centre shall determine whether acceptances are to be issued to a program or a common core/department at the time of development of the College's calendar;

b) the Academic Centre shall determine the number of available seats in the program/common core/department for full-time and part-time students to be accepted into, four months prior to acceptances being issued to the common semester;

c) applicants will be split into four constituent pools;

- Post Secondary Graduates

- Partial Post Secondary Education

- Secondary School Graduates

- Non Secondary School Graduates

d) the number of acceptances granted to any one constituent group will be determined as a ratio of the total number of applicants in the constituent pool over the total number of applications times the number of offers to be issued (i.e. $(a/b)*c=d$);

e) to rank order within each constituent pool the following process will be used:

- Post Secondary Graduates

An average of all post secondary grades will be calculated making no differentiation between the various types or levels of post secondary education (i.e. college/university). The applicants will be rank ordered from highest to lowest based on this average.

- Partial Post Secondary Education

To compete in this category an applicant must, at the time of application, have completed a minimum of six, one semester post secondary college courses or three full university credits. An average of all post secondary grades will be calculated making no differentiation between the various types of post secondary education (i.e. college/university). The applicants will be rank ordered from highest to lowest based on this average.

- Secondary School Graduate

An average of all senior level final grades (eleven, twelve and OAC's) will be calculated using the following weighting

factors.

Basic Level Credits .85

General Level Credits 1.00

Advanced Level Credits 1.15

Ontario Academic Credits 1.25

Articulated Secondary School Courses 1.25

The applicants will be rank ordered from highest to lowest based on this average.

Applicants who are secondary school graduates, but who do not have a prerequisite course, will be considered as secondary school graduates and will be required to either obtain the required prerequisite or write an appropriate test to determine acceptability.

- Non Secondary School Graduates

Applicants in this category will be required to write the Canadian Adult Achievement Test - Level "C". Based on the test results, applicants will be placed in one of two sub-groups.

Sub-Group One

Applicants who, through the testing, are determined academically eligible for admission will be rank ordered as a sub group based on their test results. This will be done by taking the applicants' raw scores on the test for the vocabulary, reading comprehension, total mathematics and total language components and converting to a scaled score.

The applicants will be rank ordered from highest to lowest based on this scaled score.

Sub-Group Two

Applicants who, through the testing, are determined academically ineligible for admission, will be required to upgrade their education.

Applicants who undertake their academic upgrading through a C.A.A.T. will be considered as Sub-Group Two under the Non Secondary School Graduate constituent group.

To compete in this group a student must be upgrading in Mathematics and/or English. These applicants must attain as a minimum, level III Mathematics, level IV English and any subject prerequisites required for admission to the program for which s/he is being considered.

A minimum of fifty (50) percent of level four prerequisite course marks must be available in the Admissions Office by March 20, for September consideration, or November 20th, for February consideration. An average of all Level Four grades will be calculated. The applicants will be rank ordered from highest to lowest based on this average.

Applicants who complete academic upgrading and subsequently apply for admission will automatically be assigned to this group without having to write or re-write the C.A.A.T.

Applicants who complete their academic upgrading and obtain an OSSD through the secondary system will be considered under the Secondary School graduate constituent group.

Applicants who upgrade in required prerequisite subjects but do not complete the requirements for an OSSD will be considered under Sub-Group Two.

A mature applicant requiring one or two elective credits for the attainment of his/her OSSD, but who has completed all of the required subject prerequisites for admission to his/her program of choice will be considered under the Secondary School Graduate category.

f) offers of admission will be made starting with the top candidate on the constituent group list and proceeding down the list until the required number of candidates from the constituent group have been offered admission;

g) the Admissions Office shall maintain a reasonable waiting list for each oversubscribed program. Order of priority on the waiting list will be determined by rank score within the constituent group. The program waiting list will be proportional to the constituent groups;

h) applicants to the College will be considered in all possible categories based on the documentation submitted;

i) only applications complete with all documentation received by the "equal consideration" (March 1/November 1) cut-off date will be considered;

j) applications will not be carried forward from one application cycle to the next. Candidates must reapply for each admission cycle.

6. The following process has been approved for the determination of acceptance to the College to programs/centres beyond semester one:

a) the Admissions Office shall establish and publish a date by which applicants for advanced standing beyond level one must

apply for equal consideration, and a date by which acceptances will be issued;

b) the Academic Centre shall determine the number of available seats in semesters beyond level one at the earliest possible time in the semester immediately preceding that which is under consideration and no later than one week prior to the date for acceptances to be issued;

c) if there are more qualified applicants than positions available, first priority will be given to current Fleming part-time and full-time students; second priority to former Fleming part-time and full-time students; third priority to non-Fleming applicants; Non Fleming applicants will be split into general constituent pools which reflect the normal make-up of applicants for advanced standing to the program/department;

d) Fleming students will be rank ordered based on Fleming post secondary grades;

e) to rank order within constituent pools the Admissions Office shall use the applicants grades which are particular to the constituent group the applicant is competing in;

f) the number of acceptances granted to any one constituent group will be determined as a ratio of the total number of applicants in the constituent pool over the total number of applications times the number of offers to be issued (i.e. $(a/b)*c=d$);

7. The following process has been approved for the determination of acceptance into program disciplines from common semesters:

a) the Academic Centre shall determine the number of available seats in the program disciplines and how the number of spaces shall be appropriated between the various constituent groups (eg. number of seats for full-time students entering from common semester, number of seats for part-time students who have

completed all required courses to be considered for admission to program discipline, number of seats for direct entry applicants) four months prior to acceptances being issued to the common semester;

b) students in common semester shall complete a program selection form by the three-quarter point of the semester immediately preceding that which the program discipline begins, ranking from highest to lowest their choices for specialization;

c) upon completion of the semester and issuance of grade reports the Records Office shall calculate averages for all students in the common semester;

d) students who have attempted and passed all courses in the common semester will be given priority for entry to the program discipline;

e) students will be selected for admission to the program discipline from the common semester in one of two ways: i) students will be rank ordered and considered on the basis of their overall average; or ii) students will be rank ordered based on their overall average and program choice. All first choice program selections will be considered first, followed by second, third, etc., until all students and program choices have been considered. The Academic Centre must declare at the time of seat determination [7(a)] which method of selection will be used.

8. The following process has been approved for the admission and registration of part-time students into the college;

- Part-time students who have completed the requirements for an OSSD, or who are nineteen years of age, may register in a maximum of three credit courses per semester, subject to the availability of space.

- Students applying for part-time status in a program of study must meet the normal admission requirements of the program, or they must have successfully completed a minimum of three program related courses of study on a part-time basis. The Academic Centre will declare the number of seats available for part-time students as outlined in sections 5 (b), 6 (b) and 7 (a) of this procedures document.

- Part-time students with status in a program who wish full-time status in the program must apply through the normal admission process.

9. It is the responsibility of the Registrar to see that the procedures are properly enforced and to negotiate any alterations to the procedures as required.

She/he draws the authority for this from the Board Policy on Admission, #3-301, dated June 3, 1993.