

**ADMINISTRATIVE OPERATING PROCEDURE: Oversubscribed Program Selection Process**

<b>Procedure ID:</b>	# OP 5-501B
<b>Approved by Executive Leaders Team:</b>	<i>Original:</i> June 2, 1993 (Board of Governors)
<b>Revision Dates:</b>	June 2017
<b>Effective Date:</b>	September 2017
<b>Next Review Date:</b>	2020
<b>Monitoring Responsibility:</b>	Office of the Registrar
<b>Linked to a College Policy:</b>	#5-501, <i>Admissions</i>

**Policy Statement**

Fleming College is committed to providing fair and equitable access to College programs. Admissions requirements established for applicants shall reflect the necessary academic skill level for the program to which the applicant has applied. The College gives admissions consideration to those applicants who meet the published admission requirements.

The selection procedures to programs shall be equitable, fair and open, consistently applied and as governed by the [Ministry of Advanced Education and Skills Development \(MAESD\) Policy Framework: Minister's Binding Policy Directive on Admission Criteria](#).

**Definitions/Acronyms**

**Applicant:** Individual who has submitted an application for admission to a program

**Conditional Offer of Admission:** Offer of admission into a program issued prior to the successful completion of one or more of the published admission requirements for the program

**Equal Consideration Date:** Date by which all qualified applicants will be given equal consideration for entry to programs

**Oversubscribed Program:** A program for which the number of eligible applications received by the Equal Consideration Date exceeds the number of qualified applicants required to fill the program

**Constituent Group:** A grouping by educational background of all similarly qualified applicants to an oversubscribed program

**Mature student:** A student 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

**Ontario College Credential Programs:** Ontario College Certificate, Diploma, Advanced Diploma and Graduate Certificate

**Pathway Program:** A program which has been formally identified as preparing and qualifying graduates for entry to another Ontario College Credential program

**Pathway Agreement Seat Allocation:** An agreement that a pre-determined and published number or percentage of available seats in an oversubscribed program will be allocated to graduates of a pathway program

## Operating Procedure: Oversubscribed Program Selection Process

### 1. Initial Eligibility

- 1.1 Only applicants who have applied on or before the Equal Consideration Date will be eligible for consideration in the Oversubscribed Program Selection Process.
- 1.2 Applicants who fail to provide appropriate documentation in a timely fashion may relinquish their right to be considered as an Equal Consideration Date applicant and will be considered for admission and/or waitlist position as of the date qualification is determined.

### 2. Residency Priority

Admission to programs deemed as oversubscribed as of the Equal Consideration Date shall be determined in accordance with the Residency Priority guidelines identified in the [Ministry of Advanced Education and Skills Development \(MAESD\) Policy Framework: Minister's Binding Policy Directive on Admission Criteria](#). Unless a formal Exemption by the College Admissions Review Committee (MTCU) exists, applicants are to be accepted into oversubscribed programs according to the following order of preference: residents of Ontario; residents of provinces and territories in Canada; other applicants.

### 3. Pathway Agreement Seat Allocation

Other than seat allocations outlined in current and published pathway agreements, the total number of seats in an oversubscribed program will be filled through the Oversubscribed Program Selection Process.

### 4. Constituent Groups

- 4.1 Fleming College furthermore considers qualified applicants to oversubscribed programs within academically ranked constituent groups determined by the ratio of qualified applicants within that constituent group over the total number of qualified applications.
- 4.2 Based on their academic background, qualified applicants will be identified as eligible for consideration to an oversubscribed program from one or more of the constituent groups below.
- 4.3 Qualified applicants within an individual constituent group will then be ranked from highest to lowest amongst all other applicants in that constituent group by academic average as calculated below.

#### Semester 1 Constituent Groups

Constituent Group	Description	Academic Average
HS	Current Ontario Secondary School Student/Secondary School Graduate	Calculated on the basis of all senior secondary school final grades completed at the time of selection
PS	Current Post-Secondary Student/Post-Secondary Graduate	Calculated on the basis of all post-secondary final grades completed at the time of selection  Note: a minimum of one term of full-time post-secondary study is required for consideration in this category

Constituent Group	Description	Academic Average
MAT	Mature Student who has completed a mature student test (CAAT Level C) and has scored at or above the minimum level for Secondary School Equivalency	Raw scores for sub components will be converted to a scaled overall score
UPG	Mature Student who has completed an approved mature student test and has scored below the minimum level for Secondary School Equivalency AND has therefore enrolled in academic upgrading	Calculated on a minimum of 50% of prerequisite course marks at the time of selection.

### Upper Semester Constituent Groups

Constituent Group	Description	Academic Average
INT	Applicant's most recent academic history which would meet requirements is from within the College	Cumulative GPA
EXTL	Applicant's most recent academic history which would meet requirements is from another approved post-secondary institution	Cumulative GPA

4.4 The number of acceptances granted to any one constituent group will be determined as a ratio of the total number of applicants in that constituent group over the total number of qualified applicants in all constituent groups.

### 5. Waitlist Determination

5.1 After applicants selected for admission have been identified, the remaining applicants in all constituent groups will be sequenced on the waitlist by the same ratios used for selection.

5.2 In cases where students are eligible for consideration in more than one constituent group, the standing that places them highest in overall ranking will be utilized.

5.3 Waitlists will not be re-sequenced on the basis of grade results submitted after the selection process has been completed.

### Related Documents

- College Policy #5-501, *Admissions*

### Appendices

N/A

**History of Amendments/Reviews:**

<b>Section(s)</b>	<b>Date</b>	<b>Comments</b>
New procedure	2017	New format, separating policy from procedure • ELT approval of operating procedure (TBC)