

COLLEGE POLICY: Admissions

Policy ID:	#5-501
Manual Classification:	Student Services and Registrar
Approved by Board of Governors:	<i>Original:</i> May 4, 1988
Revision Date(s):	June 2, 1993; June 28, 2017
Effective Date:	September 2017
Next Policy Review Date:	2022
Administrative Contact for Policy Interpretation:	Registrar
Linked to Operating Procedures:	OP 5-501A: <i>Applicant Eligibility Determination Process</i> OP 5-501B: <i>Oversubscribed Program Selection Process</i> OP 5-501C: <i>Appeal of Admissions Decision Process</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](#).

Purpose

To provide a framework by which all applicants shall be considered for full-time or part-time admission into an Ontario College Credential.

Scope

All full-time and part-time applicants to programs and courses leading to a Fleming College Credential.

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

General Principles

Fleming College believes applicants should demonstrate the potential for academic success in order to be accepted into a college program.

Admission to college programs shall be determined according to the Applicant Eligibility Determination Procedure. This process requires that applicants meet system eligibility requirements set by the [Ministry of Advanced Education and Skills Development \(MAESD\) Policy Framework: Minister's Binding Policy Directive on Admission Criteria](#). At Fleming, system eligibility can be demonstrated by the applicant possessing an Ontario Secondary School Diploma or equivalent.

Applicants must also demonstrate successful completion of program specific requirements. These requirements shall reflect the necessary academic skill level for the program to which the applicant has applied.

Admission to programs deemed as oversubscribed as of the Equal Consideration Date shall be determined according to the Oversubscribed Program Selection Procedure which:

1. Adheres to 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](#) and;
2. Considers qualified applicants for admission and/or waitlist standing within academically ranked constituent groups determined by the ratio of qualified applicants within that constituent group over the total number of qualified applications.

Admission to programs not deemed oversubscribed as of the Equal Consideration Date shall be granted on a first come first serve, basis until program capacity is deemed to have been reached.

Admission to a program of study at Fleming College means admission to that specific program/semester/course/intake only. Admission to one program, semester level, course or intake is not a guarantee of subsequent admission to another program, semester level, course or intake.

Related Documents

- Administrative Operating Procedure OP 5-501A, *Applicant Eligibility Determination Process*
- Administrative Operating Procedure OP 5-501B, *Oversubscribed Program Selection Process*
- Administrative Operating Procedure OP 5-501C, *Appeal of Admissions Decision Process*
- [Ministry of Advanced Education and Skills Development \(MAESD\) Policy Framework: Minister's Binding Policy Directive on Admission Criteria](#)

Appendices

N/A

History of Amendments/Reviews:

Section(s)	Date	Comments
Policy created, identified as #3-301	1988	<ul style="list-style-type: none">• Board approval of policy (Resolution BoG May4-1988 #2)
Reviewed, renamed #5-501	1993	<ul style="list-style-type: none">• Board approval of policy (Resolution BoG June2-1993 #3)
Policy reviewed and revised	2017	<p>New format, separating policy from operating procedure</p> <ul style="list-style-type: none">• Board approval of policy (Resolution BoG June28-2017 #1)