ADMINISTRATIVE OPERATING PROCEDURE: Applicant Eligibility Determination Process

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

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

1. Roles and Responsibilities

1.1 The authority for granting admission to the College lies with the College Board of Governors. Through policy 5-501 the Board of Governors delegates this authority to the College Registrar.

1.2 The Dean of an Academic School is accountable for specifying the requirements for admission to a program.

1.3 It is the responsibility of the Registrar or his/her designate to determine, using the records at his/her disposal, whether or not individual applicants meet those requirements and to provide official notification upon review.

1.4 At Fleming, system eligibility can be demonstrated by applicant possessing an Ontario Secondary School Diploma or equivalent.

2. College and Program-Specific Admissions Criteria

Minimum and program-specific admissions requirements may be met by completion of an Ontario Secondary School Diploma or equivalent; successful completion of a mature student test; successful completion of an academic upgrading program prescribed as a result of a mature student test; successful completion of post-secondary level courses from a recognized post-secondary institution.

3. Applicants with First Language other than English

3.1 English is the common language of instruction at Fleming College. Applicants for whom English is not a first language may be asked to provide proof of English language proficiency as a requirement in order to be granted admission to their selected program.   Applicants may meet this requirement by:

- Submission of an approved English Language Proficiency test with scores meeting the minimum published requirements.

- Demonstrating a minimum of three (3) years of full-time secondary or post-secondary education with English as the primary language of instruction.

- Completion of an English as a Second Language (ESL) or English for Academic Preparation (EAP) at an Ontario Community College or University or at a partner institution.

3.2 Fleming College reserves the right to request an English Language Proficiency test from any applicant if the College deems it necessary.

4. Advanced-Standing Admissions Consideration

Applicants whose academic background exceeds minimum college and program requirements may be considered for individual course exemptions within OR placement to an upper semester of a program of study. Applicants will be reviewed against current and published Articulation or Advanced Standing agreements.

5. Conditional Offers of Admission

In order to be eligible for an offer of admission, all college and program requirements must be determined to be complete or in progress. Offers with requirements in progress shall be issued as conditional offers – conditional upon submission of formal documentation indicating completion of those requirements no later than the final date to Register/Withdraw from an academic term.

Related Documents
• College Policy #5-501, *Admissions*

Appendices
N/A

History of Amendments/Reviews:

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