

ADMINISTRATIVE OPERATING PROCEDURE: Appeal of Admissions Decision Process

Procedure ID:	# OP 5-501C
Approved by Executive Leaders Team:	<i>Original:</i> 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, <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: Appeal of Admissions Decision Process

When a request for appeal is received in writing, the Registrar will begin a review of the case:

- Gathering together all pertinent documentation.
- Notifying appellant that he/she has the right to access all documentation in his/her file.
- Notifying appellant that he/she has the right to be accompanied by a support person (i.e. parent/guardian, Elder, friend or family member) at the time of interview.
- Interviewing all involved stakeholders at Fleming College.
- Interviewing the appellant.

The Registrar will give his/her decision to the appellant in writing with copies to College stakeholders involved.

The decision of the Registrar shall be final.

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)