

<b>Policy Title:</b>	Admissions
<b>Policy ID:</b>	5-501
<b>Manual Classification:</b>	Section 5 - Student Services/ Registrar
<b>Approved by Board of Governors:</b>	February 2023
<b>Effective Date:</b>	February 2023
<b>Next Policy Review Date:</b>	January 2026
<b>Contacts for Policy Interpretation:</b>	Executive Vice President, Academic and Student Experience

## **1.0 - Policy Overview**

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Fleming College is committed to providing fair and equitable access to all programs leading to a credential. Admissions requirements established for applicants shall reflect the necessary academic skill level for the program to which the applicant has applied. The College gives consideration of admissions 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 Ontario Government Policy Framework: Minister's Binding Policy Directive on Admission Criteria.

## **2.0 - Purpose**

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The purpose of this Policy is to provide a framework by which all applicants shall be considered for full-time or part-time admission into a program of instruction leading to a credential.

## **3.0 - Definitions and Acronyms**

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The following definitions and/or acronyms are referred to in this Policy:

**Applicant:** An individual who has submitted an application for admission to a program of instruction.

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

**Credential:** A credential is awarded by the Board of Governors for successful achievement of all requirements for the program of instruction.

**Equal Consideration Date:** Date by which all qualified applicants will be given equal

consideration for entry to programs of instruction.

**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.

**Program of Instruction:** A group of related courses leading to a credential awarded by Fleming College.

## **4.0 - Scope**

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This policy applies to all full-time and part-time applicants to Fleming College programs and courses leading to a credential.

## **5.0 - General Principles**

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### **5.1 – Overview**

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

Admission to Fleming College programs shall be determined according to OP 5-501A Applicant Eligibility Determination Procedure. This process requires that applicants meet system eligibility requirements set by the Ontario Government Policy Framework: Minister's Binding Policy Directive on Admission Criteria. Applicants must also meet program requirements that reflect the necessary academic skill level for the program to which the applicant has applied.

Admission to programs not deemed oversubscribed as of the Equal Consideration Date shall be granted on a first come first served 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.

### **5.2 – Oversubscribed Programs**

Admission to programs deemed as oversubscribed as of the Equal Consideration Date shall be determined according to the OP 5-501B Oversubscribed Program Selection Prs which:

- a) Adheres to the Residency Priority guidelines identified in the Ontario Government Policy Framework: Minister's Binding Policy Directive on Admission Criteria; and
- b) 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.

## **6.0 - Related Documents**

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- OP 5-501A *Applicant Eligibility Determination Operating Procedure*
- OP 5-501B *Oversubscribed Program Selection Operating Procedure*
- OP 5-501C *Appeal of Admissions Decision Operating Procedure*
- Ontario Government Policy Framework: Minister's [Binding Policy Directive on Admission Criteria](#)

## **History of Amendments/Reviews**

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<b>Date</b>	<b>Activity</b>
May 1988	Original approval
June 1993	Reviewed and revised
June 2017	Reviewed and revised
February 2023	Reviewed and revised