

Procedure Title:	Applicant Eligibility Determination
Procedure ID:	OP 5-501A
Manual Classification:	Section 5 – Student Services/Registrar
Linked to Policy:	5-501 Admissions
Approved by Senior Management Team:	December 2022
Effective Date:	February 2023
Next Review Date:	January 2026
Contact for Procedure Interpretation:	Executive Vice President, Academic and Student Experience

1.0 – Purpose

The purpose of this Operating Procedure is to set out instructions by which all applicants shall be considered for full-time or part-time admission into a program of instruction leading to a credential.

2.0 – Definitions and Acronyms

Terms not defined in the section are as defined in the linked policy:

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.

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.

3.0 – Guiding Principles

Fleming’s comprehensive Applicant Eligibility Determination is aligned with and guided by the Ontario Government, Minister’s Binding Policy Directive on Admissions Criteria. Admission processes established for programs of instruction must be fair, objective and transparent.

4.0 – Scope

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

5.0 - Operating Procedure

Applicant eligibility determination consists of the following consecutive steps:

5.1 System Eligibility Requirements

System eligibility requirement consist of any one of the following, depending on the program:

- a) An Ontario Secondary School Diploma (OSSD) or equivalent,
- b) Mature student status, or
- c) Any lesser minimum admission requirement established on a program-specific basis.

5.2 Program Eligibility Requirements

Program of Instruction requirements are established on a program-specific basis, authorized by the Board of Governors and approved by the Ministry of Colleges and Universities (MCU) where applicable.

In alignment with the Ontario Government's, Minister's Binding Policy Directive on Admissions Criteria, program requirements that are changed in the direction of greater stringency must be announced one year in advance of implementation.

Program of Instruction requirements for Oversubscribed Programs are outlined in OP 5-501B Oversubscribed Program Selection Operating Procedure.

5.3 Applicants with First Language other than English

- a) 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 two (2) 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.
- b) Fleming College reserves the right to request an English Language Proficiency test from any applicant.

5.4 Advanced-Standing Admissions Consideration

Applicants whose academic background exceeds minimum system eligibility and program eligibility requirements may be considered for recognition of prior learning as per policy 2-210.

5.5 Conditional Offers of Admission

In order to be eligible for an offer of admission, all system eligibility and program eligibility 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. After day 5 of the term, Dean/Designate approval is required, and admission is not guaranteed.

6.0 Related Documents

- Ontario Government, Minister’s Binding Policy Directive on Admissions Criteria.
- College Policy 2-210 Prior Learning Assessment and Recognition
- College Policy 5-501 Admission

7.0 History of Amendments and Review

Date	Activity
September 2017	Reviewed and Approved
February 2023	Reviewed and Revised