

Procedure Title:	Oversubscribed Program Selection
Procedure ID:	OP 5-501B
Manual Classification:	Section 5 – Student Services/Registrar
Linked to Policy:	5-501 Admissions
Approved by Senior Management Team	December 2022
Effective Date:	January 1, 2023
Next Review Date:	December 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 admission into a program of instruction which is oversubscribed.

2.0 – Definitions and Acronyms

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

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.

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.

Waitlisted: Realistic waiting lists are established on a first-come-first-served basis of qualified applicants for oversubscribed programs and maintained up to the end of the registration period. A waiting list is realistic in relation to the experience of the college and the likelihood of vacancies occurring after the college has sent out final admission offers.

3.0 – Guiding Principles

Fleming’s comprehensive Oversubscribed Program Selection 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 objective and transparent.

4.0 – Scope

This policy applies to all applicants to Fleming College programs, leading to a credential, which are oversubscribed.

5.0 – Operating Procedure

Steps 5.1 - 5.5 of this procedure will be completed in consecutive order when considering any application to Fleming College.

5.1 Initial Eligibility

- a) Only applicants who have submitted a complete application on or before the Equal Consideration Date will be eligible for consideration in the Oversubscribed Program Selection Process.

- b) Applicants who fail to provide appropriate documentation in a timely fashion may relinquish their right to be considered as an Equal Consideration Date applicant and will be considered for admission and/or waitlist position as of the date the application is completed.

5.2 Residency Priority

Admission to oversubscribed programs shall be determined in accordance with the Residency Priority guidelines identified in the Ontario Government, Minister's Binding Policy Directive on Admission Criteria. Applicants will be accepted into oversubscribed programs according to the following order of preference:

- a) residents of Ontario;
- b) residents of provinces and territories in Canada;
- c) other applicants.

5.3 Oversubscribed Program-Specific Additional Criteria.

In addition to section 5.1 and 5.2 in this operating procedure, and section 5.2 Program Eligibility Requirements in College Operating Procedure 5-501A Applicant Eligibility Determination, some programs may introduce additional criteria for Oversubscribed Programs as approved by the Board of Governors. In alignment with the Ontario Government, Minister's Binding Policy Directive on Admissions Criteria, additional criteria for oversubscribed programs must:

- a) Result in an objective measurement and be relevant to the program.
- b) Not include university preparation courses
- c) Not include a random selection technique
- d) Minimize an applicant's travel and testing costs
- e) Provide realistic waiting lists

5.4 Pathway Agreement Seat Allocation

A number of seats of Oversubscribed Programs may have predetermined allocations from pathway programs that are outlined in current and published pathway agreements.

5.5 Constituent Groups

- a) Fleming College furthermore considers qualified applicants to oversubscribed programs within academically ranked constituent groups determined by the ratio of qualified applicants within that constituent group over the total number of qualified applications.
- b) Based on their academic background, qualified applicants will be identified as eligible for consideration to apply for an oversubscribed program from one or more of the constituent groups below.
- c) The number of acceptances granted to any one constituent group will be determined as a ratio of the total number of applicants in that constituent group over the total number of qualified applicants in all constituent groups.
- d) Qualified applicants within an individual constituent group will then be ranked from highest to lowest amongst all other applicants in that constituent group by academic average. The calculations for both Semester 1 and Upper Semester Constituent Groups are provided in Appendix A: Constituent Groups in this Operating Procedure.

6.0 – Waitlist Determination

6.1 After applicants selected for admission have been identified, the remaining applicants in all constituent groups will be sequenced on the waitlist by the same ratios used for selection.

6.2 In cases where students are eligible for consideration in more than one constituent group, the standing that places them highest in overall ranking will be utilized.

6.3 Waitlists will not be re-sequenced on the basis of grade results submitted after the selection process has been completed.

7.0 Related Documents

- Ontario Government, *Minister's Binding Policy Directive on Admissions Criteria*
- College Policy 5-501 Admission
- College Operating Procedure 5-501A Applicant Eligibility Determination Operating Procedure

8.0 – History of Amendments & Reviews

Date Approved	List of Approved Amendments / Review
September 2017	Approved
February 2023	Reviewed and revised

APPENDIX: CONSTITUENT GROUPS

Semester One Constituent Groups

Constituent Group	Description	Relative Academic Average
HS	Ontario Secondary School Student - Current	Calculated on the basis of final grades achieved in the Program Requirement courses (or equivalent) completed at the time of selection.
	Secondary School Graduate	Where a required course is in progress at the time of evaluation, the average of all applicants who have completed the course in question will be used as a placeholder in this calculation.
PS	Post-Secondary Student - Current	Calculated on the basis of final grades achieved in the Program Requirement courses (or equivalent) completed at the time of selection.
	Post-Secondary Graduate	Where a required course is in progress at the time of evaluation, the average of all applicants who have completed the course in question will be used as a placeholder in this calculation.
MAT	Student who has reached the age of 19 years on or before the commencement of the program of instruction in which they intend to enroll, and who meet the program requirements.	Calculated on the basis of final grades achieved in the Program Requirement courses (or equivalent) completed at the time of selection. Where a required course is in progress at the time of evaluation, the average of all applicants who have completed the course in question will be used as a placeholder in this calculation.

Upper Semester Constituency Groups

Constituent Group	Description	Academic Average
INT	Applicant's most recent academic history which would meet requirements is from within the College.	Cumulative GPA for the program of instruction into which they are applying for entry.
EXTL	Applicant's most recent academic history which would meet requirements is from another approved post-secondary institution.	Cumulative GPA for the program of instruction into which they are applying for entry.