

## AC101 Admission

<b>Policy Title:</b>	Admission
<b>Policy Number:</b>	AC101
<b>Owner:</b>	Sr. Vice President Academic
<b>Approved by:</b>	College Executive Team
<b>Effective Date:</b>	September 2024
<b>Reference:</b>	Progression Recognition, Graduation and Convocation Grading and Student Achievement
<b>Links to Other Policy:</b>	PLAR and transfer Credit MCU Admissions Policy <a href="#">Postsecondary Education Quality Assessment Board (peqab.ca)</a>

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

## BACKGROUND

### **Purpose:**

The Admission Policy of St. Lawrence College has been established to conform to the intentions and directions of the Ministry of Colleges and Universities, set out in the Minister's Binding Policy directive admission criteria, effective April 1, 2003. The criteria are outlined in section II (l) of O. Reg. 34/03 under the *Ontario Colleges of Applied Arts & Technology Act 2002*. These procedures are maintained by the Registrar.

## POLICY STATEMENTS

### **1. General Admission Policy**

The admission policy of St. Lawrence College requires the following:

- (a) The acceptance of all who are qualified within established program limits;
- (b) The use of a ranking procedure where the number of qualified applicants exceeds that limit,
- (c) A clear statement to all unsuccessful applicants as to why they were not admitted.

(d) Changes to admission requirements require Academic Council endorsement and College Executive Team approval, and,

Further, changes in admission requirements which are of greater stringency become effective only in the academic year after their publication on the College web site.

## 2. Admission Requirement

To be eligible to apply for admission to college programs, an applicant must meet the following requirements:

- 1) Must be the holder of an Ontario Secondary School Diploma or its equivalent; or
- 2) Must be 19 years of age or older on or before the commencement of the program in which the applicant intends to enrol (mature student);
- 3) Does not meet the criteria set out in clauses (1) or (2) but is the holder of an admission requirement established by the Board of Governors for a specific program of instruction.

In practice this means that the holder of an Ontario Secondary School Diploma is eligible for admission regardless of age.

English and math assessments are available for applicants without Grade 12 English and grade 11 Math as required.

In addition, many programs have program specific admission requirements. These may include specific secondary school courses, portfolios, etc. As requirements vary from program to program, an applicant should refer to the specific admission requirements for each program located on the College web site.

## 3. Admission Priorities

Admission of qualified applicants will be in accordance with provincial policy and College priorities as established by the Board of Governors.

- (a) Subject to the above, equal consideration will be given to all complete and qualified applications received by February 1 for all programs.
- (b) Applications received or completed after the equal consideration date shall be considered if spaces are available in the program.
- (c) Where further differentiation among qualified candidates for a particular program is necessary, it will be based on the College's assessment of each candidate's relative probability of success in the program. The assessment and subsequent order of acceptance will be based on one or more of the following as approved by Academic Council;

- (a) Demonstrated academic achievement in a majority of designated prerequisite subject areas.
- (b) Academic achievement generally.

Applicants will be admitted in the following order of preference:

1. Permanent Ontario residents
2. Permanent residents from other Canadian provinces and territories
3. Applicants from other countries

#### **4. Facilitated Admission for Indigenous Students**

This pathway for Indigenous applicants will consider applications to highly competitive programs placing less weight on academic performance. Applicants in this category must meet the minimum entrance requirements for the program they are applying to, however, they are not required to meet the competitive average for the admission year.

Up to 5 percent of admission spaces will be offered to Indigenous applicants through this admission pathway.

For more information, including the application process please visit the St. Lawrence College website.

#### **5. Admission to Study on a Part-Time Basis**

Applicants who wish to study part-time are still required to meet the respective program's specific admission requirements as outlined on the webpage. Please note that all programs may not be available for study on a part-time basis.

Admission to part-time studies may be used as a pathway to a credential for applicants who do not meet the College's or the program's minimum admission requirements. Mature applicants may be permitted to take up to two courses per semester upon approval and pending course availability. Following successful completion of three courses students will be recognized as a registered student in the respective program and may study part-time or full-time subject to course availability.

#### **6. English Language Proficiency Policy**

For applicants whose previous education has been conducted in another language, demonstrated proficiency in English is required. This can be done by undertaking and submitting the results of a recognized English language proficiency assessment. . Please note that scores for the standardized English language tests are only valid for a 24-month period from the date of testingPlease see the College's website for a current list of English language proficiency assessments and required results for admission to St. Lawrence College programs.

## 7. **Re-admission**

A student at St. Lawrence College who interrupts their studies or has not graduated within 200% of the normal program duration (See Graduation and Convocation policy) or whom the College has withdrawn is subject to the current admission requirements for the program in question and the order of priority of admission applicable to the program.

Note: In circumstances where previous college academic progress or conduct has been unacceptable, a further admissions review may be required. In such a review, an applicant must be able to demonstrate evidence of the ability to perform at an acceptable standard in the program in question.

See Appendix B of Progression Policy for program specific re-admission policies where applicable.

8. **Admission Appeal** Applicants denied admission to the College can receive the specific reason for the denial by submitting a request (form) in writing to the Associate Registrar.

## 9. **Advanced Standing/Recognizing Relevant Learning**

It is recognized that competence may be acquired in a variety of ways including formal programming and through practical experience. St. Lawrence is committed to recognizing relevant learning regardless of how it is accomplished. Requirements of many programs can be achieved through Transfer of Credit, Exemptions and/or PLAR subject to the Residency Requirement.

## 10. **Residency Requirement**

Students must complete at least twenty-five (25) percent of the credits required in a program of study registered as a student at St. Lawrence College. Some programs may have other residency restrictions related to accreditation, licensing or credentials. Program details can be found at <http://www.stlawrencecollege.ca/programs-and-courses/>

## 11. **Transfer of Credit (External)**

Course credits from publicly funded colleges and universities in Ontario may be eligible for transfer towards a program of study at St. Lawrence College. All other institutions will be considered on a case-by-case basis unless an articulation agreement exists. For transfer credits to college degree programs the credits must be from institutions acceptable to the Postsecondary Education Quality Assessment Board (PEQAB).

## 12. Transfer of Credit (Internal)

The College recognizes that courses delivered within the College in different programs may lead to the same learning outcomes. With the College assigning an equivalency status to courses, this allows students to receive a transfer of credit (internal) for identical or equivalent College courses when entering another program of study. Courses in the College will be deemed equivalent to other courses on the basis that they require the student to achieve the same or equivalent course learning outcomes.

Normally, internal transfer credits will be awarded to a student, registered in a program, who has successfully completed an identical or equivalent course (or courses) in the College within the past five (5) years. In cases of identical course codes, grades provided for courses will be automatically forwarded to the student's current program of study. Grades brought forward will be included in the term and cumulative Grade Point Averages.

Students must make an application for internal transfer credits within the first 10 school days of the start of the academic semester.

## 13. Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition is a process of evaluating the college level learning, knowledge and skills of adults acquired through life experience such as self-directed study, paid employment, voluntary work, professional development, travel and other learning experiences. For this learning to be credited, it must be described or demonstrated; assessed as to its nature, extent, and depth; and deemed equivalent and current when compared to course or program learning outcomes.

PLAR is to be distinguished from the transfer of academic credits by focusing on the evaluation of experiential learning rather than on the determination of equivalency of formal educational courses and/or programs.

It is possible to achieve a maximum of 75% of a college certificate, diploma and advanced diploma programs or 50% of college degree programs through the PLAR process. The number of credits you earn depends upon the nature and extent of your learning and program type. Therefore, a minimum of 25% of the total courses for certificate, diploma and advanced diploma programs and 50% for degree programs must be achieved under St. Lawrence College faculty's direct supervision. Please be aware that some programs have other residency restrictions related to licensing and credentials.

To be eligible for PLAR, candidates must be 19 years of age or older, or have an Ontario Secondary School Diploma or equivalent. Students who have failed a course previously or have been unsuccessful in a PLAR challenge will not be permitted a PLAR challenge in the same course for a period of one year (12 months).

Candidates have the right to appeal the PLAR assessment. For specific information on the appeals process please refer to the Academic Appeals Policy (Policy AC204).

#### 14. Changing Programs – Level One

Any student who wishes to transfer from one St. Lawrence College postsecondary program into level/semester 1 of another St. Lawrence College program must submit a new application to Ontario Colleges ([www.ontariocolleges.ca](http://www.ontariocolleges.ca)) or update their current application (if applicable).

##### **Entry Into Advanced Levels of a Program**

Students wishing to transfer into a program beyond level/semester 1 and who have completed a successful full-time semester at St. Lawrence College must complete a St. Lawrence College Application for Full-Time Advanced Level Entry form.

This includes intercampus transfer applications.

The normal admission requirements and order of priority apply to admission into a new program.

#### **MONITORING**

Registrar's Office

#### **NEXT POLICY REVISION DATE**

September 2029