

## AC101: Admission

<b>Policy Title:</b>	Admission
<b>Policy Number:</b>	AC101
<b>Owner:</b>	Sr. Vice President Academic and Student Success
<b>Approved by:</b>	Senior Leadership Team
<b>Effective Date:</b>	September 2025
<b>Reference:</b>	
<b>Links to Other Policy:</b>	Progression Recognition, Graduation and Convocation Grading and Student Achievement PLAR and transfer Credit MCU Admissions Policy <a href="http://Postsecondary Education Quality Assessment Board (peqab.ca)"><u>Postsecondary Education Quality Assessment Board (peqab.ca)</u></a>
<b>Process/resources</b>	Link to PT application – SLC web

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 (I) 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 Senior Leadership Team approval, and,
- (e) 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

- A) 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) Canadian Adult Education Credential (CAEC), and Academic and Career Entrance (ACE) Ontario College certificates.
  - 3) Must be 19 years of age or older on or before the commencement of the program in which the applicant intends to enroll (mature student).
  - 4) 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.
  - 5) In practice this means that the holder of an Ontario Secondary School Diploma is eligible for admission regardless of age.

\*Note: If applicants are home-schooled, they should apply in the same manner and be prepared to submit appropriate documents for evaluation. Such documents may include curriculum outlines, course descriptions, examinations and examination results. These documents can be certified by the appropriate school board. As an alternative, home-schooled applicants may be invited to write tests to determine their eligibility.

- B) English and math assessments are available for applicants without Grade 12 English and Grade 11 Math as required.
- C) In addition, many programs have program specific admission requirements that must be met to be accepted. 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.
- D) Applicants who wish to study part-time and meet the respective program's specific admission requirements as outlined on the webpage are eligible to

apply. Please note that all programs may not be available for study on a part-time basis.

- E) Admission to part-time studies may also be available 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

### **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;
  - i. Demonstrated academic achievement in a majority of designated prerequisite subject areas.
  - ii. 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. English Language Proficiency**

The College has established English language entry levels for all its programs. Applicants for whom English is not a first language must provide proof of English language proficiency as an admission requirement for their selected program. This can be done by undertaking and submitting the results of a recognized English language proficiency assessment or equivalent English language courses. Please note that scores for the standardized English language tests are only valid for a 24-month period from the date of testing. Please see the College's website for a current list of English language proficiency assessments and required results for admission to St. Lawrence College programs.

**6. Re-admission**

Typically, 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. (Some exceptions may apply i.e. BScN)

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.

**7. 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 Registrar's Office.

**8. 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.

## **9. 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/>

## **10. 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). Transfer credits will be assessed as part of the application process if all previous education is disclosed in the application submission. Additional applications for external transfer credits can also be requested as per the posted Transfer Credit process noted on SLC website.

## **11. 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 at 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.

Course credit remains part of the permanent academic record, however, normally, internal transfer credits will be automatically 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 to ensure compliance with external or accrediting bodies. Some exceptions apply. 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.

## **12. Prior Learning Assessment and Recognition (PLAR)**

Prior Learning Assessment and Recognition is a process of evaluating the 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. Prior Learning Assessments and Recognition assessments are available for most SLC courses and may include, but are not limited to, a portfolio, skills demonstration, curriculum specific testing.

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 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 to take 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).

### **13. Changing Programs – Level One**

Any student who wishes to transfer from one St. Lawrence College postsecondary program into full time studies at 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). Applications for part-time studies can be accessed on the St. Lawrence College website.

#### **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 available on the St. Lawrence College website.

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 2030