

AC101: Admission

Policy Title:	Admission
Policy Number:	AC101
Owner:	Senior Vice-President, Academic
Approved by:	College Executive Team
Effective Date:	September 2020
Reference:	Progression Recognition, Graduation and Convocation
Links to Other Policy:	Grading and Student Achievement PLAR and transfer Credit MCY Admissions Policy

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.

Further, changes to admission requirements require Academic Council endorsement and College Executive Team approval, and,

- (d) 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 enroll (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 language assessment is recommended for applicants without Grade 12 English

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 College believes that the most valid single predictor of future academic performance is a candidate's past academic performance. 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.
- (c) Graduates of the St. Lawrence College Academic Career Entrance (ACE) Certificate program and applicants who have completed a full-time semester of the Arts and Science program, or the Pre-Health Sciences Pathway to Certificates and Diplomas, or Pre-Health Sciences Pathway to Advanced Diplomas and Degrees programs with a minimum GPA of 3.0 will be awarded an additional 10 % in their admission assessment when applying to any post-secondary diploma program at St. Lawrence College (program specific requirements still apply). Applicants awarded the additional 10% must successfully complete the two-semester program, and be granted the respective certificate, with a minimum GPA of 3.0 or their admissibility for the program will be re-evaluated without the additional 10%; the offer of admission may be revoked if the applicant is no longer competitive.
- (d) Grade 10 math in India will be considered equivalent to grade 11 C/U level math.

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 see www.stlawrencecollege.ca/Indigenous

5. Admission to Part-Time Studies in a Full-time Program

- a. Applicants who wish to study part-time in a full-time program are required to meet the College's and the respective program's admission requirements as outlined in 1. and 2. above. Not all programs are available for study on a part-time basis.
- b. Admission to Part-time studies as a pathway to a credential or Full-time Studies
Persons who are at least 19 years old and who do not meet the College's or the program's admission requirements will be permitted to take up to two courses per semester from the following programs:
 - General Arts and Science, One-year certificate program
 - Business Fundamentals, One-year certificate program

After successful completion of six courses with an overall minimum GPA of 1.51, including a minimum of 1 communication course and 1 math course with minimum grades of C-, students can apply to be recognized as registered students in the respective program and may study part-time or full-time subject to course availability.

6. English Language Proficiency Policy

All applicants must be fluent enough in English to understand instructors and the technical language used in their subject area. Therefore, for applicants whose first language is not English or 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 assessment for the program to which application is being made. Please note that scores for the standardized English language tests are only valid for a 24-month period from the date of testing. Conditional acceptance for admission to designated St. Lawrence College Programs to students for whom English is not a first language may be granted to eligible students. To be eligible for this conditional acceptance students will have satisfied all other admission requirements, and will be reasonably able to achieve language proficiency, within one calendar year. Please see the College's website for a current list of proficiency assessments recognized for admission to St. Lawrence College programs.

<https://www.stlawrencecollege.ca/how-to-apply/admissions/proof-of-english-proficiency/>

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 Procedure

Applicants denied admission to the College can receive the specific reason for the denial by submitting a request in writing to the Associate Registrar. The Associate Registrar, or appropriate designate, will investigate the circumstances and provide a detailed written summary of the reasons for the denial of admission within a reasonable time frame, in consultation with the relevant Dean or Associate Dean or designate, as required.

When the written explanation is not satisfactory to the applicant the following process is available:

- Submit a written request to the Registrar for review.
- The Registrar will convene and chair a meeting of the Admission Review Committee.
- The Committee will include the Dean or Associate Dean for the program to which admission was denied and others as required.
- The Registrar will notify the applicant requesting the review of the date, time and location of the meeting.
- The applicant may present arguments to support their request in writing or in person.
- Based on the results of the review, the Registrar will communicate a decision to the applicant, including pertinent supporting rationale.

Note: The decision of the Admission Review Committee is final and binding.

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).

Students must make an application for external transfer credits within the first 10 school days of the start of the academic semester and are responsible to acquire and supply all supporting documents. The following documentation must be provided with the Transfer Credit Request at the time of submission:

- Official transcripts.
- Course outlines – Course outlines containing the course code, year/semester they were taken and have learning outcomes attached.
- International credential evaluation (WES or ICAS) for courses from non-Canadian institutions.

The Application for Transfer Credit is expected to be submitted upon acceptance to the program.

- The deadline for application is the 10th day of classes after semester start. If the student applies by the 10-day deadline, and the credit is approved, the course being replaced will be removed from their transcript.
- If the student applies after the deadline, but before the academic penalty deadline (usually two-thirds of the way through the course), then a “W” grade will be applicable for the course being replaced.

- If the student applies after the academic penalty deadline (usually two-thirds of the way through the course), then an “F” grade would be applicable. The transfer credit can still be used to satisfy graduation requirements.

Credits transferred to a program at St. Lawrence College contribute to the requirements for graduation and appear on the academic record as “T”. “T” grades do not count towards a student’s GPA.

For an external course to be transferred, it must:

- Satisfy 80% of the learning outcomes of the St. Lawrence College course, which will be determined by a subject matter expert.
- Have been completed within the last five (5) years unless otherwise approved.
- Have a passing grade for college courses.

For General Education courses 80% similarity is not required.

All courses evaluated as equivalent will be granted in future on the basis of the other institution’s transcript and re-evaluated every five (5) years and/or with any significant program/course changes.

Applications for transfer credit into a College Degree Program will be assessed in accordance with PEQAB standards and guidelines. Applications for transfer credits to a college degree program will be assessed for the proportion of affinity with and/or applicability to the specialist content of the program and other curricular requirements. Transfer credits must be equivalent to a degree level credit.

For St. Lawrence College Degree Programs the minimum acceptable grade or level of achievement to qualify for transfer credit is a pass for core courses and non-core/breadth courses in college degree programs.

Performance designations other than letter or percentage (number) grades are not acceptable for transfer credit, unless the equivalent course is graded the same. Transfer credits will not be granted for high school courses unless the course is dual credit. Courses from a Ministry-approved program in good standing, offered by a registered private career college, are eligible to be submitted for transfer credit evaluation. Evaluations are made on an individual basis by each program of study. No partial credits will be granted for transfer credit requests and credits cannot be used towards more than one course in the same program once accepted as equivalent.

Note: The decision made on the submitted transfer credit request is not subject to an appeal.

Note: Students in the Laurentian collaborative programs, Bachelor of Science in Nursing and Bachelor of Business Administration follow Laurentian University's Transfer Credit Policy.

Note: Students in the Honours Bachelor of Behavioural Psychology (HBBP) program who have completed two Ontario College General Education courses (or the equivalent) and earned a minimum grade of 60% in each course will be awarded a credit equivalency of one introductory Liberal Studies Elective. Students may earn a maximum of two Liberal Studies Elective credits through the General Education-to-Liberal Studies transfer. Credits only satisfy the requirements of the Degree Breadth Policy at the introductory level in each of the designated fields of study and will not be given credit consideration towards core degree programs of study.

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.

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).

Following formal acceptance as a PLAR candidate, the candidate's prior learning is assessed by academic staff who have subject matter expertise in the area. If the learning is deemed equivalent to all course learning outcomes, credit with grade values are awarded if those courses would typically result in a grade value. Unsuccessful PLAR attempts are not recorded on the student's transcript.

Normally, College courses will be available for candidates to earn credit through PLAR. In some exceptional cases, such as capstone courses or courses that are subject to external standards, programs may designate a course as one that is not eligible for PLAR. Students can only challenge a co-op or work placement course with their prior related work experience. Work experience acquired concurrently with the co-op or work placement semester cannot be used to challenge the same.

PLAR candidates will be bound by the College's residency policy which states that, for any credential, a minimum of twenty-five percent (25%) of the hours of the program of study must be taken and successfully completed at the College. Candidates who receive credit for courses through PLAR must go through the regular admission process, in order to gain entrance into a College program.

Students who are enrolled in a course may not apply for PLAR credit for the same course. If they have already enrolled in the course, they may only challenge the course after withdrawing from that course.

Fees charged for the PLAR assessment will be based on Ministry guidelines. Fees are non-refundable and non-transferable.

Students who wish to challenge the General Education electives based on prior learning may challenge the theme areas. The Prior Learning Assessment Office and subject resource specialist will assess applications for credit and, where credit is recognized, assign it to the appropriate theme outlined below, and enter it on the student's transcript:

- Arts in Society
- Civic Life
- Social and Cultural Understanding
- Personal Understanding
- Science and Technology

Challenge procedures may include written, oral, or performance assessment, the development of products, or combinations of any of these. The type of challenge assessment is determined by the nature of the learning being evaluated.

Candidates have the right to appeal the PLAR assessment. For specific information on the appeals process please refer to the Academic Appeals Policy (Policy 832).

14. Previous Education at St. Lawrence College

Students who transfer from one St. Lawrence program to another program can be given credit in all courses common to both programs.

15. Internal Transfer Applications

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) or update their current application (if applicable).

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.

Transfers within program clusters (common first level/semester or common first year) are administered by the applicable Academic School (Kingston Campus) or Student Services Office (Brockville and Cornwall Campuses).

In all cases listed above, the normal admission requirements and order of priority apply to admission into the new program.

Intercampus Transfer Applications: Any student who wishes to transfer from one St. Lawrence College campus to another campus in the BScN program, must submit written rationale to the Registrar (registrar@sl.on.ca). Transfers will only occur if the receiving Campus has the resources to accommodate an additional student, i.e. classroom, laboratory and clinical placement. Applications for transfer are only for September of the following year. The deadline to apply for a transfer is May 1 of the preceding academic year.

The coordinators from each campus will inform the registrar of the number of seats available for the following September. The Registrar is responsible for the approval of the transfer as per the Registrar's office policies. The Registrar's office will then advise the Coordinator of the sending and receiving campus if the transfer is approved. The Coordinator of the sending campus will provide the receiving campus Coordinator with the student's academic file and inform Faculty of the student's transfer.

MONITORING

Registrar's Office

NEXT POLICY REVISION DATE

September 2025