

TYPE:	Administrative
TITLE:	Domestic Admissions
NO.:	ADMIN-208
RESPONSIBILITY:	Executive Director/Registrar
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	June 2018
REVISED DATE(S):	
REVIEW DATE:	June 2021

1. Introduction

Durham College offers a diverse mix of high-quality, relevant programs for career-focused students. Admission standards are a clear signal to prospective students about the preparation needed to succeed in college, and the admission process must be carried out in an objective and transparent manner.

Procedures and processes under this policy must adhere to, and comply with, the overall framework established by the Ministry of Advanced Education and Skills Development (MAESD) Binding Policy Directive – Admissions Criteria, and the Postsecondary Education Quality Assessment Board (PEQAB), Handbook for Ontario Colleges – degree level standards.

2. Purpose

This policy and procedure provides a framework by which all prospective domestic students shall be considered for full- or part-time admission into a post-secondary program at Durham College.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Student Recruitment and Admission Services shall adhere to the MAESD Binding Policy Directive – Admissions Criteria or the Postsecondary Education Quality Assessment Board (PEQAB), Handbook for Ontario Colleges – degree level standards, as appropriate for the processing of domestic applications.
- 4.2. All domestic applicants have the right to fair and equitable assessment for admission.

- 4.3. Admission requirements shall be established on a program-specific basis, by the academic school at the time of program approval. A program may require applicants to meet additional or alternative admission criteria. Admission requirements can only be revised 18 months prior to the start of an academic year.
- 4.4. It is the responsibility of the domestic applicant to be aware of the program admission requirements.
- 4.5. A domestic applicant may be issued a conditional offer of admission to a program, provided that the applicant has indicated her or his intent to complete an outstanding admission requirement within a stipulated timeframe, prior to the start of the academic term to which they have applied. Failure to do so will result in the revoking of the conditional offer and/or the removal of the student from their program.
- 4.6. Meeting minimum admission requirements does not guarantee admission into a course or program.
- 4.7. For highly competitive programs, priority of admission shall be determined by applicant qualification and residency.
- 4.8. Domestic applicants not admitted to the program of their choice may be given an alternative offer of admission.
- 4.9. Students seeking readmission to Durham College shall be subject to current program admission requirements and may be subject to additional conditions.
- 4.10. Durham College retains the right to refuse readmission to students who have been suspended or dismissed from the institution, for either academic or behavioural reasons.
- 4.11. It is the responsibility of the applicant to ensure that application information and all supporting documentation is truthful, complete and correct. Durham College reserves the right to verify the authenticity of any documentation provided as part of an application. If it is proven, or if Durham College has reasonable grounds to conclude that false information has been provided, the application will be denied.
- 4.12. Domestic applicants not admitted shall be granted the opportunity for an admissions review.
- 4.13. The review of an admissions decision shall be communicated in writing and within prescribed deadlines as defined by the office of Strategic Enrolment Services.

5. Procedure

5.1. Selection process

In adherence with the MAESD Binding Policy Directive – Admissions Criteria or the Postsecondary Education Quality Assessment Board (PEQAB), Handbook for Ontario Colleges – degree level standards, the Student Recruitment and Admission Services office will consider all domestic applicants to Durham College in an equitable, consistent and transparent manner.

The selection process for all domestic applicants involves the:

- Determination of college eligibility;
- Determination of program eligibility; and
- Selection of program-eligible applicants from among those who applied to highly competitive or oversubscribed programs.

5.1.1. College eligibility – certificate, diploma, or advanced diploma programs

To be considered for admission to the college in a certificate, diploma, or advanced diploma program, a domestic applicant must be one of the following:

- Holder of an Ontario Secondary School Diploma (OSSD) or equivalent;
- Nineteen years of age or older (mature student status), on or before the start of the program, and not the holder of an OSSD. For purposes of program eligibility, a mature applicant is still required to complete the prerequisite subject credit(s);
- Holder of a General Educational Development Certificate (GED).

5.1.2. College eligibility – degree programs

To be considered for admission to the college in a degree program a domestic applicant must be one of the following:

- Holder of an Ontario Secondary School Diploma (OSSD) with six university or university/college courses at the Grade 12 level;
- Nineteen years of age or older (mature student status), on or before the start of the program, and not the holder of an OSSD. For purposes of program eligibility, a mature applicant is still required to complete the prerequisite subject credit(s) and may be required to complete an entrance examination.

5.1.3. Program eligibility

- a) It is recognized that in order to benefit from the program of instruction, certain knowledge, aptitudes and skills are required. Program eligibility criteria are established on a program-specific basis by the academic departments, in consultation with deputy registrar and are approved by the vice-president, Academic.
- b) Program eligibility criteria must be relevant to the program and capable of objective demonstration or measurement.
- c) Program eligibility criteria for certificates, diplomas or advanced diplomas cannot exclusively require secondary school university ('U'-level) designation.
- d) If questionnaires are used for applicant selection, they must include the following notification to comply with the Freedom of Information and Protection of Privacy Act:

In accordance with the Freedom of Information and Protection of Privacy Act, your personal information is collected, retained and reported to the Ministry of Advanced Education and Skills Development under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. MAESD collects student-level enrolment-related data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government post-secondary funding, policies and programs, including planning, evaluation and monitoring activities. Your personal information may also be used or disclosed for administrative, information technology, law enforcement, statistical or research purposes of the College or ministries and agencies of the Ontario and federal governments. Further details are available at our Privacy page (<http://www.durhamcollege.ca/about-us/legal-privacy>) or by contacting the Freedom of Information and Protection of Privacy Coordinator, President's Office, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000 ext. 3292

- e) Random selection will not be used as an applicant selection technique.
- f) Where selection criteria include aptitude tests, interviews, campus orientation or other selection tools requiring mandatory college visits, alternative arrangements will be made available for domestic applicants who reside outside of normal commuting distance from the college.

- g) Durham College will endeavour to minimize an applicant's travel and testing costs, as well as the time required for and duplication related to college pre-admission testing and interviews.
- h) In adherence with MAESD's Binding Policy Directive – Admissions Criteria, the practice of weighting between university ('U' level), university/college ('M' level), and college ('C' level) courses will not be allowed when making admissions decisions for certificate, diploma, advanced diploma programs. Durham College will apply equal weighting to the secondary school course designations for these programs.

5.1.4. Applicant selection – residency

Eligible applicants will be accepted into highly competitive programs according to the following order of preference:

- Permanent resident of Ontario;
- Permanent resident of other provinces or territories in Canada; and
- Other applicants.

5.2. Publication

- 5.2.1. The college will maintain a central admissions publication, which is a compilation of the admission requirements and selection procedures for each program of instruction, waiting list information and an admissions decision review procedure.
- 5.2.2. The publication will be made available to the public in both print and electronic format. The Durham College website and particularly the program pages will be deemed to contain the most current information as changes will be made as required throughout the admissions cycle.
- 5.2.3. In cases where admission requirements for a post-secondary program of instruction at the college are changed in the direction of greater stringency, applicants are to be given a minimum of 18 months notice before the change is implemented.
- 5.2.4. Durham College strives to ensure the accuracy of the information in its publication. Academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. The college website should be consulted for the most current information.

5.3. Domestic application process

- 5.3.1. A domestic applicant wishing to apply to a first-year, first-semester post-secondary program initiates the process by submitting an application through ontariocolleges.ca.
- 5.3.2. A domestic applicant wishing to reapply to a first-year, first-semester post-secondary program must repeat all components of the admission process for that program, including submitting an application through ontariocolleges.ca.
- 5.3.3. All domestic applications for Durham College received by ontariocolleges.ca are sent electronically within published deadlines. Each applicant receives acknowledgement both in writing and by e-mail that their application(s) have been received by the College.
- 5.3.4. All domestic applications received on or before February 1 for Fall intakes, October 1 for Winter intakes and January 1 for Spring intakes will be given equal consideration. Applications received after these dates will be processed on a first-come, first-served basis and consideration will be based on seat availability at the time of application.
- 5.3.5. After the equal consideration date has passed, all domestic applications to undersubscribed programs are assessed according to college and program eligibility criteria.
- 5.3.6. After the equal consideration date has passed, all domestic applications to highly competitive (oversubscribed) programs are ranked, based upon the pre-determined selection criteria for the program. This may include academic grades and/or other assessment materials. The highest ranked applicants are either issued an offer of admission offer or placed on a waiting list.
- 5.3.7. Once all applications have been assessed, the first release of admission offers takes place. Qualified domestic applicants will receive either a full offer of admission or a conditional offer of admission in writing and by e-mail.
- 5.3.8. Once a domestic applicant receives an offer of admission, they will either accept or decline the offer through ontariocolleges.ca. If the applicant accepts the offer, they will move to the next phase of the admissions process – deposit payment. If they decline the offer, the admissions department will release an offer of admission to the next available applicant.
- 5.3.9. The above process continues throughout the application cycle, with offers of admission being issued as long as seats in programs remain available.

- 5.3.10. Documents submitted by domestic applicants to the Student Recruitment and Admission Services office will be considered as property of the college and will not be returned to the applicant.
- 5.3.11. The supporting documents of successful and registered domestic applicants (students) will become a part of the permanent student record.
- 5.3.12. The supporting documents of unsuccessful and/or unregistered domestic applicants will be destroyed at the end of the application cycle.
- 5.3.13. Unsuccessful and/or unregistered domestic applicants wishing to apply to a program in a future application cycle will be required to complete the full admissions process, including the submission of supporting documents.

5.4. Admissions appeals

- 5.4.1. It is the intent of Durham College to treat all domestic applicants in a fair, transparent and equitable fashion. As such, a domestic applicant may appeal an admissions decision. The following steps will be followed in an admissions appeal:
 - The applicant must first contact the admissions officer, requesting an explanation of the admissions decision, within five (5) days of the date that the applicant was advised of the decision.
 - The admissions officer will provide the applicant with a written explanation of the admissions decision within five (5) days of the date that the applicant asked for further explanation.
 - If the applicant is not satisfied with the explanation provided, they can submit a written request to appeal the admission decision to the deputy registrar, within five (5) days of the date that the explanation was provided by admissions officer.
 - The deputy registrar, or their designate, will review the admissions decision and all corresponding communications regarding the applicant file and communicate a decision, in writing, within five (5) days of the receiving the appeal request.
 - If the applicant is not satisfied with the appeal decision, they have the right to submit a written request for a final review to the executive director/registrar, Strategic Enrolment Services. This must be completed within five (5) days of the date the original admissions decision was made.

- The executive director/registrar, will conduct a final review of the applicant file and will communicate a decision, in writing, within five (5) business days of the date the appeal decision was communicated. All decisions are considered final at this stage.

5.5. Waiting lists

- 5.5.1. Waiting lists will be established for all programs where there are sufficient applications to support this activity. The number of spaces allotted for a wait list will be determined based upon data from previous application cycles.
- 5.5.2. Upon request, the Student Recruitment and Admission Services office will inform domestic applicants of their relative position on the waiting list. If the applicant inquires, they will be provided with a sense as to the likelihood of being offered a seat in the program, but with no guarantee that an offer will be made.
- 5.5.3. Waiting lists will be maintained until the fifth day of the program start. Domestic applicants remaining on the waiting list must reapply to the program the following year or next start date and repeat all components of the admissions process.

6. Roles and responsibilities

- 6.1. It is the responsibility of the executive director/registrar, in collaboration with the vice-president, Student Affairs, and the vice-president, Academic, to ensure this procedure is fully implemented.
- 6.2. It is the responsibility of the domestic applicant to ensure that any application is submitted according to published timelines and that all information related to the application is true and accurate.
- 6.3. It is the responsibility of the domestic applicant to submit an appeal of an admissions decision within the timelines established in this procedure.
- 6.4. The deputy registrar is responsible for ensuring any first-level admissions appeals are reviewed and responded to within the prescribed timelines.
- 6.5. It is the responsibility of the executive director/registrar to ensure that all second-level admissions appeals are reviewed and responded to within the prescribed timelines.

7. Accessibility for Ontarians with Disabilities Act considerations

- Alternate forms of written communications will be provided to domestic applicants upon request.
- Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

- Failure to admit students according to Ministry directives may have a negative impact on the funding provided to the institution by the provincial government.
- Failure to administer the admissions process fairly and equitably may result in complaints and appeals and could have a negative impact on the reputation and of the college and the human rights of the domestic applicant.

9. Communications plan

- A message will be posted on ICE alerting faculty and staff of changes to this policy and procedure.
- A message will be posted on MyCampus alerting students of this policy and procedure.
- Applicants are advised upon receipt of the application to be aware of the details regarding the domestic policy and procedure and their responsibilities regarding this information.

10. Related forms, legislation or external resources

- MAESD Minister's Binding Policy Directive – Admissions Criteria
- Postsecondary Education Quality Assessment Board, Handbook for Ontario Colleges