

**THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY
AND ADVANCED LEARNING**

TITLE: Admission Procedure

Date of Approval:
May 15 2013 (Board of Governors)
March 28 2013 (Senate)

Mandatory Review Date:
April 2015

Approved By:
 Board of Governors
 President's Council
 Senate (or Senate
 Academic Policy
 Committee)

Responsible Office:
Office of the Registrar

Responsible Executive:
**Vice-President, Student
 Affairs and Enrolment
 Management**

1. Selection Procedure

1.1 College Eligibility

The Admissions Office receives transcript information and determines whether the Applicant meets college eligibility requirements. Those who meet the college eligibility requirements are invited to continue in the admission process. Applicants whose transcripts indicate that they do not meet eligibility requirements are asked to provide more information. Mature Students will be asked to complete an academic achievement test.

Note: Home-schooled Applicants will be invited to write academic achievement tests to determine their eligibility or they must submit appropriate documents for evaluation. Such documents include: a curriculum outline, course descriptions, examinations and examination results. These documents are to be certified by the appropriate school board.

1.2 Admission Requirement Review: Program and Applicant Eligibility

Program eligibility criteria must be objective, measurable and relevant to the program. The Office of the Registrar annually reviews admission requirements and processes in order to comply with the Minister's Binding Policy Directive on Admission Criteria by:

- providing a central admissions publication that contains the College admission criteria and selection procedures on a program-by-program basis;
- providing admission processes that are objective and transparent and consistent with published criteria and selection procedure; and
- Incorporating a sufficient notice period when changes are made to program-specific admission requirements or selection procedures.

The admission requirement recommendations for review are discussed directly with the Dean, and Associate Dean(s) of each area in advance and are supported by research conducted in either a review

with other colleges of similar practices or in data provided by Sheridan's Institutional Research (IR) department. The recommendations are presented to the Sheridan Senate for approval.

1.3 Admission to Postsecondary Programs

Applicants may be admitted to Sheridan as full-time Students if they have an Ontario Secondary School Diploma (Grade 12) with senior-level credits achieved at C, U, M or O designation, or equivalent, including one English, Grade 12 (ENG4C or ENG4U) and additional required courses by the first day of class. Under the former Ontario secondary school curriculum, this diploma must be at the general or advanced level. Sheridan will continue to admit Applicants with transcripts under the former Ontario secondary school curriculum and rank their academic marks accordingly. Applicants whose transcripts reflect credits under the new Ontario secondary school curriculum will be assessed and ranked together. Grade differentials are not used. Senior-level credits refer to credits earned at Grade 11 and 12 and OAC (when available).

Ontario high school Grade 12 marks (including first semester mid-term marks) are used in the admissions decision process. Grade 11 final marks will be used in the admissions process if an Applicant is enrolled in all required courses in the second semester of Grade 12. Many Offers of Admission are conditional pending the completion of all required courses by August 1.

Admission requirements to degree programs include U, M or OAC secondary school courses.

1.4 Provincial Equivalencies

The GED (General Educational Development Certificate) and all Grade 12 diplomas from other Canadian provinces and territories are considered equivalent to the Ontario high school diploma with the exception of Quebec (Quebec equivalency is High School Leaving Certificate Secondary V).

1.5 Admission to Ontario College Graduate Certificate Programs

Applicants who possess postsecondary academic experience are eligible to apply to Ontario College Graduate Certificate programs. These programs require a two- or three-year college diploma or a college degree or a university degree and/or demonstrated competence through related work and/or educational experience. Applicants to these programs, who do not meet the academic requirement of a postsecondary diploma or degree, but have work experience in a related field, may be considered for admission by successfully demonstrating competence through a supplemental submission (e.g. résumé, portfolio). Please refer to the individual program pages on the Sheridan website for specific requirements.

2. Applicant Selection

The Admissions Office provides program-specific information to Applicants in their Student accounts, and provides deadlines that must be met. Where selection criteria include applicant tests, assessments or other selection tools requiring mandatory college visits, alternative arrangements must be available for any Applicant who resides outside of normal commuting distance from the Sheridan campus at which the program is being offered (100 kilometers or greater). Once the Applicant selection requirements have been published, they will not be changed until the next application cycle.

All Applicants must meet specific program requirements as outlined in the current program calendar.

3. Residents of Ontario and Other Provinces or Territories in Canada

- The Applicant submits the application, supporting document (credential assessments) and application fee to ontariocolleges.ca (Ontario College Application Service).
- All applications received by February 1 will be given equal consideration for all intakes. Applications received after February 1 will be processed on a first-come, first-served basis as long as spaces are available in the program. Applications for Students wishing to enter the January and May terms are processed year round.
- The Admissions Office assesses Applicants according to college and program eligibility criteria.
- The Admissions Office issues the first round of Offers of Admission for applications received by the Equal Consideration Deadline.
- Offers of Admission will continue to be issued until the program has been filled.
- Admission decisions are communicated to Applicants in writing, are distributed by mail and are available through *myStudent Centre*. Admission to many Sheridan programs is limited. As a result, not all qualified Applicants are admitted. Applicants receive one of the following decisions:
 - a) Admitted: see Offers of Admission in the Admission Policy
 - b) Wait list: A waiting list of eligible Applicants, based on known confirmation rates, is maintained for each program. Applicants are selected from that list until the program is full or up to the 5th day of the semester, whichever comes first. The Registrar's Office will inform Applicants, upon request, of their relative position on the waiting list.
 - c) Refused Admit: Applicants who are not admitted to a Sheridan program receive correspondence from the Office of the Registrar detailing the reasons for non-admittance
- Applicants must accept their offer of admission by the deadline date noted at ontariocolleges.ca

4. Direct Entry and Articulation Agreements

- The applicant applies through ontariocolleges.ca to the program of choice at a level other than the first level of the program.
- The Academic Faculty and Admissions Office review the Applicant's transcript to determine eligibility.
- The Admissions Office issues an admission decision
- The Sheridan transcript will reflect the courses used to determine eligibility for direct entry or through the articulation agreement.

5. International Applicants

- International Applicants may apply online directly to Sheridan's International Centre at <http://www.sheridancollege.ca/International%20Centre.aspx> or they may apply to ontariocolleges.ca
- Original documents should be sent in addition to notarized translations. Applicants accept their offers of admission through the International Centre.
- English Proficiency requirement: All international Applicants whose first language is not English must provide a successful TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score.
- International Applicants must have a valid student visa to register in any Sheridan course or program as verified by the Director, International Services.

- International Applicants may be admitted to oversubscribed program in the following circumstances:
 - a) where the College has established a special program, allocated seats, or identified a special section within a program, specifically for International Students.
 - b) where the Dean and Registrar approve a seat or seats within a program specifically for an International Student or Students (i.e. a seat or seats in addition to the approved maximum registration figure for the program) by the commencement of the admission cycle for International Students.

6. Applicants with first language other than English

There are established English language entry levels for all Sheridan programs. All Applicants to Sheridan must demonstrate competency in English. Domestic and International Applicants with international documentation and transcripts who wish to waive the standardized testing English requirements (e.g. TOEFL, IELTS), must present evidence of a minimum of three years of full-time study in an English language SECONDARY school and/or school system (i.e. the primary language of instruction and evaluation is English), regardless of the primary language used in that country.

Successful completion of at least two years of study in a recognized college¹ in English is sufficient to demonstrate competency in English.

Successful completion of at least one year of study in a recognized university¹ or successful completion of a one-year Post Graduate certificate at a recognized college in English is sufficient to demonstrate competency in English.

Sheridan reserves the right to require proof of proficiency in English from any Applicant, or Applicants, from individual schools, school systems, regions or countries. Applicants may be required to complete English testing to demonstrate proficiency. For details, please refer to the assessment and minimum score chart on Sheridan's website at <http://www.sheridancollege.ca/Admissions/Apply/Full-time%20Students%20-%20How%20to%20Apply/Admission%20to%20Sheridan.aspx##english>

7. Applicants with international credentials

As part of the application process at ontariocolleges.ca Applicants with international credentials are responsible for having their documents assessed by www.icascanada.ca/ocas/ or www.wes.org/ca/educators/evaluation.asp. Upon application ontariocolleges.ca will advise of next steps via email. Credential evaluation fees will apply.

¹ Public or private institution that has been given authority to grant degrees, diploma and other credentials by a private or public act of the province/territorial legislature or through government-mandated quality assurance mechanism. The Canadian Information Centre for International Credentials *Definitions used in the Directory of Universities, Colleges and Schools in Canada*, revised November 27, 2006

Retrieved from <http://www.cicic.ca/en/page.aspx?sortcode=2.16.24>

7.1 Some programs require a course-by-course evaluation. A course-by-course or comprehensive evaluation gives Sheridan a full assessment of the academic work completed, including grades.

All Sheridan programs require a comprehensive or course-by-course assessment, which includes evidence of subject matter, grades and completion dates, in order to determine eligibility for Advanced Standing.

For more information, and a complete list of Sheridan programs and the credential evaluation that is recommended or required, please see: credentialevaluation.sheridancollege.ca

8. Admission with Advanced Standing

Students may apply to receive advanced standing for specific Sheridan course(s) based on the successful completion of similar courses at other recognized post-secondary institutions subject to meeting applicable Sheridan policies.

Candidates must have achieved a minimum of a C grade in the course that is being considered for advanced standing, or the minimum pass for the course for promotion within the program, whichever is higher. Courses considered for advanced standing must have been completed within five years prior to the request except with the permission of the Dean or designate of the respective Faculty.

Regardless of the semester entry level, Applicants must apply through ontariocolleges.ca. Appropriate transcripts and course outlines must be submitted with the application.

Please refer to Sheridan College's Advanced Standing Policy at:
<https://policy.sheridanc.on.ca/dotNet/documents/?docid=508&mode=view>

9. Prior Learning Assessment and Recognition (PLAR)

A Student or Applicant may apply for PLAR when mastery of the learning outcomes of a Sheridan course can be clearly demonstrated through the institution's established PLAR challenge processes, such as a portfolio assessment, competency test and/or challenge exam.

In some instances, where formal educational documentation is not available, a Student or Applicant may choose to apply for PLAR as a way of gaining recognition for formal learning.

Please refer to Sheridan College's practice on Prior Learning Assessment and Recognition policy.
<https://policy.sheridanc.on.ca/dotNet/documents/?docid=35&mode=view>
(to be replaced by new policy when posted on web)

10. Accessibility for Applicants

Applicants with a disability who require accommodations, are directed to visit our **Accessible Learning Services** website at accessiblelearningservices.sheridancollege.ca

11. Readmission

Students* repeating the first term of any program:

- a) must apply through ontariocolleges.ca
- b) must meet the current admission requirements for the program
- c) will be subject to the order of priority of admission applicable to the program

12. Consideration as a Mature Student

Mature Students do not possess a secondary school diploma or equivalent and are 19 years of age before the start date of the program. Mature Students who apply to Sheridan's certificate and diploma programs must demonstrate their ability to work at the postsecondary level in one of two ways:

- By successfully completing equivalency testing in English and/or mathematics and/or other required courses.

or

- By completing a program of academic upgrading at a level appropriate to the program of choice. Mature Students must demonstrate proficiency in meeting specific program prerequisites.

13. Admission Appeal Procedures

Applicants who are refused admission to a fulltime Sheridan program can obtain a specific reason for the admission refusal and may request a review of the admission decision.

Specific Steps for Resolving an Admission Appeal

This section outlines the procedure for resolving complaints about an admission decision. For each step, there is a brief description of specific tasks to follow. Although there are five steps in this process, the majority of complaints should be resolved in Step 1.

Step 1 – Informal Request for Information

An Applicant who is advised in writing by Sheridan that his/her application has been rejected may contact the Admissions Office to request an explanation of this decision, including specific reasons. All requests received by other Sheridan departments and/or Faculties are to be forwarded to the Admissions Office. When an Applicant is not satisfied with the explanation provided, he/she is informed that a review of the admission decision by an appeal panel may be requested.

Step 2 – Formal Request for Admission Appeal

An Applicant must submit a request in writing to the Registrar within ten (10) working days of the date of the original admission decision. For purposes of this policy, Applicants are deemed to have received the decision ten (10) days after the date of mailing by Sheridan to the address contained in the Applicant's application form. The letter must state clearly the reasons why the appeal is being requested, the facts that the Applicant considers to be relevant to the Admission Appeal, as well as any previous attempts to address the situation. Applicants must also submit **A Formal Request for an Admission Appeal Form**

and receipt of payment of a \$50 (non-refundable) administration fee. An application form is available in the Admissions Office, at all campuses, or online at myotr.sheridancollege.ca Payment can be made at the Office of the Registrar.

To request an Admission Appeal based on the portfolio score, the Applicant must meet the academic requirements of the program. Eligible Applicants are selected for programs on the assessment of their previous academic achievement and the results of the portfolio assessment. The original portfolio must be sent with the letter, as it is possible it may be referenced along with the portfolio score and the academic marks in the appeal process. The appeal process has been developed to support equity and fairness to Applicants, and does not provide an opportunity for resubmission of new work. New submissions will not be considered or reviewed. The portfolio score may be affected in one of three ways: the score may remain the same, the score may increase or the score may decrease. It is possible that any change in score will not necessarily change the admission decision.

Step 3 – Response to Request for Admission Appeal

On receipt of the written request for an Admission Appeal, the Registrar will acknowledge the request and within ten (10) business days convene a review.

Step 4 – Admission Appeal

The Admission Appeal Panel will be chaired by the Registrar (or designate) and will include the Dean or Associate Dean, the program coordinator responsible for the program to which admission was denied, the Admissions Office staff responsible for the Applicant record, an academic representative from another Faculty, and a representative from Student Services. Written submissions from the Applicant must be in the Office of the Registrar at least three (3) business days prior to the meeting. Copies of these submissions will be available at the office to all parties at least two (2) business days prior to the meeting.

At the Appeal, the Sheridan panel will review the concerns as expressed in writing by the Applicant, and the response from those involved in the initial assessment of the Applicant's suitability to the program. The panel will consider the submissions from the Applicant and the Faculty and render a decision. The decision of the panel is final and binding.

Step 5 – Response to Applicant

Within five (5) business days after the hearing, the Registrar will communicate the decision in writing to the Applicant, with a copy to each member of the panel. If the panel finds in favour of the Applicant and, at that point, should the designated program no longer have places available, then alternatives will be investigated.

Step 6 - Admission Appeal Record

The Office of the Registrar will retain all documents used by the panel. The panel may make recommendations regarding changes in the admission policies and procedures of Sheridan, the Faculty/Program.