



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b> ADMISSIONS	<b>Area of Responsibility:</b> VICE PRESIDENT, ACADEMIC
<b>Policy Section:</b> ACADEMIC	
<b>Effective Date:</b> 2006 03 02	<b>Policy No:</b> 1.2.1
<b>Supersedes:</b> 2006 01 16	<b>Page:</b> 1 of 2

### **1.2 Admissions**

#### **1.2.1 Admissions**

##### **Policy**

Admission requirements for programs are established when the programs are created.

For programs approved by the Credentials Validation Service (CVS), the following guiding principles should be used to determine academic entrance requirements:

1. requirements must be consistent with Credentials Validation Services Policy Respecting Admission to Programs of Instruction (see Section 11 (1) of O. Reg. 34/03 under the Ontario Colleges of Applied Arts and Technology Act 2002) and Guidelines from the Committee of Registrars of Ontario regarding admission;
2. requirements must be consistent with the College's Mission Statement, Values, and Strategic Goals;
3. requirements must reflect the academic requirements necessary for an initially successful academic experience;
4. requirements must accommodate applications from mature students and students applying with credentials equivalent to an Ontario Secondary School Diploma (OSSD); Ontario Secondary School Graduation Diploma (OSSGD); or a Secondary School Honours Graduation Diploma (SSHGD);
5. academic entrance requirements for CVS-approved programs must be reviewed in conjunction with each program's quality assurance process;
6. students who have been out of the College one semester or more must re-apply for admission to the Ontario College Admissions Service (OCAS);
7. students who receive a first dismissal from a program must apply for readmission through the Office of the Registrar for the term desired and must include a rationale with the application;

(i.e. death in the family, illness, etc.), which will be reviewed and approved by the chair in consultation with the faculty;

8. students who are re-admitted in accordance with requirement 7 above, will be placed on probation and must achieve a semester GPA of 2.0 by the next evaluation period. If a student fails to meet such requirements, the student will be dismissed (second dismissal) and will not be eligible for re-admission into that program under any conditions for a period of two years from the start of the semester from which the student was dismissed. During this time, the student may re-apply to another program;
9. a student who has been dismissed three times from any post-secondary program will not be eligible to enroll in another post-secondary program for a period of two years from the start of the semester from which the student was dismissed;
10. for students whose dismissal pre-dates this policy, implementation of their re-admission will be at the discretion of the chair.

It is the role of the Admissions Office to ensure that admission requirements adhere to Ministry policies, local college system policies, St. Clair College policies and province-wide agreements.

The Admissions Office coordinates all activity related to the selection process in accordance with these policies and agreements, and makes the final admissions decision on each application, ensuring that the admission requirements have been met. In addition, it is the responsibility of the Admissions Office to relay all admission decisions to the student in writing.