

**TITLE: ADMISSION POLICY**

**Date of Approval: May 15, 2013;  
June 3, 2015; June 21, 2018**

**Effective Date:  
September 1, 2018**

**Mandatory Review  
Date:**

**September 1, 2021**

**Approved By:**

- Board of Governors
- Executive Committee
- Senate

## 1. Purpose

The purpose of this Policy is to ensure that the selection of Applicants (as defined below) for admission is equitable, fair and transparent and consistently applied. The Policy is guided by the Ministry of Advanced Education and Skills Development (MAESD) *Binding Policy Directive: Admission Criteria*

## 2. Scope

This Policy applies to all full-time and part-time Applicants to Ontario College Credential programs.

This Admission Policy applies to the following credentials: all Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates and Baccalaureate Degrees granted by Sheridan.

## 3. Definitions

**Applicant** – An individual applying to a program, including full-time and part-time course loads.

### Applicant Types

- a) Residents of Ontario
  - Ontario residents who have been educated in Ontario.
  - Ontario residents who have been educated in another province or territory in Canada.
  - Ontario residents with International Credentials.
- b) Residents of other provinces or territories in Canada

- Applicants whose studies have been completed outside the Province of Ontario.
- c) International/Other Applicants
- Applicants who are neither Canadian citizens nor permanent residents.
- d) Applicants for part-time studies.
- In accordance with MAESD, part-time Students are defined as follows:
    - i. From an enrolment perspective, Students are considered part-time if they take less than 70% of the required credits AND less than 2/3 of the courses in their program.
    - ii. From the Ontario Student Assistance Program (OSAP) perspective, Students are considered part-time if they are studying less than 60% of a full-time course load.
      - Students who are registered and have a confirmed permanent disability are considered to be studying part-time if they are studying less than 40% of a full-time course load
- e) Indigenous Applicant – An individual who is recognized as “one of the aboriginal peoples of Canada” within the meaning of section 35 of the Constitution Act, 1982, which further states that for the purposes of the Constitution, the “aboriginal peoples of Canada includes the First Nations, Inuit, and Métis peoples of Canada” .
- f) Mature Student – An Applicant who has reached the age of 19 on or before the start of the program and who does not have an Ontario Secondary School Diploma, or equivalent.

**Prospective Student** – An individual who has demonstrated interest in attending Sheridan but has not yet officially applied.

**Admitted Student** – An individual who has been issued an offer of admission.

**Student** – An individual who is admitted, enrolled or registered for study at Sheridan whether physically present at campus or online. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on a vacation or coop term) are considered to have a continuing student relationship and are included in the definition of Student.

**Equal Consideration Date** – The date by which all qualified applications are considered equally for admission for all intakes within the application cycle. This provincially agreed-to date is February 1.

**Oversubscribed Program** – a program for which the number of eligible applications exceeds the number of qualified Applicants required to fill the program.

**Offers of Admission** – Offered to Applicants who meet the admission requirements or are in the process of meeting them. The following Offers of Admission can be given to Applicants who meet both the College and program-specific eligibility:

- a) **Firm Offers of Admission** – Issued to Applicants who meet all requirements for admission.
- b) **Conditional Offers of Admission** – Issued to an Applicant before the successful completion of one or more of the published admission requirements for the program. Terms of the condition(s) must be met prior to the deadline stated by Sheridan. Sheridan reserves the right to withdraw Conditional Offers of Admission if the Applicant does not meet the outstanding requirement(s) by the deadline.
- c) **Alternate Offers of Admission** - Applicants who do not meet the admission requirements for a specific program will be assessed and advised individually and may be considered for other, related programs.
- d) **Offers to Modified Programs** – Certain programs offer modified curriculum for Students who do not meet the minimum admission requirements. Students in a modified program will be required to take extra course(s), normally in the first semester.
- e) **Offers to Co-Op Programs** – Certain programs offer a cooperative education component.
- f) **Deferred Offers of Admission** - Sheridan defers offers of admission only under extenuating circumstances supported by appropriate documentation. All deferrals are at the discretion of the Registrar. An offer of admission may be deferred only once.
- g) **Waitlisted** – 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 Office of the Registrar will inform Applicants, upon request, of their relative position on the waiting list.
- h) **Refused Admission** – Issued to Applicants who do not meet all the requirements for admission.
- i) **Rescinded Offers** – A posted offer that has been removed by Sheridan Admissions, as a result of an Admission error, or based on serious concern of exhibited behaviour
- j) **Suspended Applications** - An application that has been put on hold for consideration by Sheridan Admissions, based on serious concern of exhibited behaviour

**Ontario College Credential Programs** – Ontario College Certificate, Diploma, Advanced Diploma, Bachelor’s Degree and Graduate Certificate Programs.

### **Recognized Post-Secondary Institutions**

Sheridan recognizes the following types of institutions for the purposes of admission, evaluation of credit transfer and awarding block transfer credit:

- a) Member institutions of the Ontario Council on Admission and Transfer Credit (ONCAT)
- b) Canadian public post-secondary institutions
- c) University Canada member institutions
- d) Canadian degree granting institutions that are primarily faith based and approved as a private post-secondary institution in Canada (Career Colleges – see below).
- e) International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar and/or the International Centre through accreditation reference materials or the Ministries of Education of that country

All other institutions are considered unrecognized. This would include, but is not limited to:

- a) Any educational institution or other organization that is not a post-secondary institution (e.g. secondary schools, professional organizations)
- b) Career Colleges and private institutions that do not meet any of the criteria listed above.

Sheridan reserves the right to not recognize credentials from certain institutions.

**Articulation Agreement** – a formal agreement between one or more colleges and one or more educational institutions or boards of education that recognizes learning achievement, facilitates student progress, minimizes curriculum duplication, and eases the transition from one institution to the other.<sup>1</sup>

## **4. Policy Statement**

4.1 The admission practices at The Sheridan College Institute of Technology and Advanced Learning (“Sheridan”) have been developed to provide a framework from which all Applicants shall be considered for full-time or part-time admission into an Ontario College Credential and in accordance with Sheridan’s Strategic Enrolment and Academic Plans and the Minister’s Binding Policy.

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<sup>1</sup> [Ontario Ministry of Advanced Education and Skills Development \(MAESD\). Minister’s Binding Policy Directive – Admissions Criteria, revised November 18, 2004. Glossary](#)

4.2 Sheridan's Admission Policy is intended to meet the following principles:

- a) Admission processes are objective, transparent and Applicant-centred;
- b) Applicant selection processes are consistent, relevant and equitable, with the selection of Applicants carried out according to the relevant program eligibility criteria;
- c) Proactive admissions process for Indigenous Applicants that seeks to increase number of qualified Indigenous students gaining admission to all programs at Sheridan;
- d) Applicants who are unsuccessful have the right to appeal an admission decision, using available processes for resolving issues;
- e) Admission processes acknowledge that "individuals require certain knowledge, aptitudes and skills, appropriate to the program of instruction, in order to benefit from the program of instruction"<sup>2</sup>;
- f) Admission into programs of instruction provide innovative opportunities that foster development of the diverse goals and aptitudes of Applicants and strive to respond to the needs of the economy;
- g) Sheridan's commitment to student success offers applicants the use of advising and support services during the admission phase and throughout the program of study; and
- h) Admission processes are aligned with and support Sheridan's Academic Plan and Strategic Enrolment Management goals.

#### 4.3 Sheridan Eligibility

Sheridan accepts credentials from a recognized college or university that delivers academic curriculum for admission. Sheridan does not accept transcripts from private career colleges.

##### 4.3.1 Ontario College Advanced Diploma, Diploma, and Certificate Programs

To be considered for admission to **Ontario College Advanced Diploma, Diploma, and Certificate Programs**, an Applicant must have the minimum of one of the following in addition to any identified program prerequisites:

- a) Ontario Secondary School Diploma (OSSD) or equivalent plus Grade 12 English C or U level or equivalent;

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<sup>2</sup> [Ontario Ministry of Advanced Education and Skills Development \(MAESD\). Minister's Binding Policy Directive – Admissions Criteria, revised November 18, 2004. Selection Process](#)

- b) Applicants may write an academic achievement test if their last academic experience was graduation from secondary school at least five years previously;
- c) Mature Student status on or before the start of the program. Mature Students may be required to write an academic achievement test;
- d) An Academic Career Entrance (A.C.E.) certificate, formerly Basic Training for Skills Development (BTSD);
- e) General Educational Development (G.E.D.) certificate;
- f) Any lesser minimum admission requirements as established by the College on a program-specific basis;
- g) Criteria established by articulation agreements; and/or
- h) International credentials equivalent to the minimum credential entrance requirements as determined by the College.

#### 4.3.2 **Ontario College Bachelor's Degree or Collaborative College - University Degree Programs**

To be considered for admission to **Ontario College Bachelor's Degree or Collaborative College-University Degree Programs**, an Applicant must have the minimum of one of the following in addition to any identified program prerequisites:

- a) Ontario Secondary School Diploma (OSSD) or equivalent plus Grade 12 English ENG4U or equivalent including required courses, with a minimum program specific overall average. Some programs require a minimum grade in each course;
- b) Two semesters of postsecondary education including required courses with a minimum program specific overall average. Some programs require a minimum grade in each course;
- c) Criteria established by articulation agreements; and/or
- d) International credentials equivalent to the minimum credential entrance requirements as determined by the College.

#### 4.3.3 **Ontario College Graduate Certificate Programs**

To be considered for admission to **Ontario College Graduate Certificate Programs**, an Applicant must have the minimum of one of the following in addition to any identified program prerequisites:

- a) Postsecondary diploma or degree
- b) International credentials equivalent to the minimum credential entrance requirements as determined by the College; and/or

- c) Demonstrated competence through related work; and/or education experience

#### 4.4 Program Eligibility and Admission Requirements

Specific program eligibility criteria are established for each program by the academic departments in consultation with the Registrar and Associate Registrar, Admissions and Recruitment, with support from Institutional Research, and are approved by the Dean or designate, Local Academic Council (LAC) and Academic Resource Committee (ARC). In the case of degree programs, approval by the Postsecondary Education Quality Assessment Board (PEQAB) is required.

Applicant selection criteria will be objective, measurable and relevant to the program. The Applicant selection criteria may vary from year to year depending on the local needs and number of qualified Applicants. Random selection will not be used as an Applicant selection technique.

Secondary school university preparation courses (or equivalent) are required for admittance to the following:

- a) Collaborative College-University degree programs
- b) The College Bachelor's Degrees

#### 4.5 Applicant Selection

4.5.1 The Applicant selection process is governed by the Minister's Binding Policy Directive on Admission.

In accordance with the Minister's Binding Policy, Applicants will be accepted into oversubscribed programs according to the following order of preference:

1. Residents of Ontario
2. Residents of other provinces or territories in Canada
3. International/Other Applicants.

#### 4.5.2 Indigenous Admissions

Each year an identified number of seats in Sheridan programs will be reserved for Indigenous Applicants. Designated seats will be filled by Indigenous Applicants on a competitive basis. In order to be considered for such designated

seats in programs, Indigenous Applicants must apply **by the February 1 equal consideration deadline or before the program is closed or waitlisted.**

#### 4.6 Admission Decisions

Admission decisions for Sheridan programs are made in accordance with the following three criteria:

- a) Applicants to some programs are admitted based on academic criteria alone. Applicants to these programs are selected on the average of their six highest senior-level credits, including required courses or equivalent. Sheridan uses a limit of one secondary school cooperative education mark as part of the Applicant's six highest senior-level credits or equivalent.
- b) Applicants to some oversubscribed programs are admitted based on a ranked combination of both academic criteria and supplemental assignments (e.g. portfolios, résumés, questionnaires and pre-admission tests). Supplemental assignments are scored through a selection process by program/Faculty. These scored assignments are used in conjunction with the Applicant's academic performance when selecting candidates for admission. The percentage assigned to each criteria may vary from year to year.
- c) Sheridan reserves the right to rescind offers of admission or suspend applications or impose any sanctions and/or conditions due to any behaviour, breach, errors, or omissions that could be considered contrary to Sheridan policies. Sheridan standards include the following:
  - i. Upholding standards of conduct that form the basis of good citizenship;
  - ii. Creating an academic community that is safe and respectful;
  - iii. Promoting an environment of integrity that values honesty, trust, fairness, respect, responsibility, and courage;
  - iv. Ensuring conduct does not have the potential to disrupt the Sheridan community or the educational environment;
  - v. Maintaining that Sheridan students have the right to live their lives, study, learn and work without unreasonable interference, disruption, or upset caused by the actions of another person;
  - vi. Treating all members of the Sheridan community in a manner which is honest, respectful, and free from discrimination or harassment



consistent with the Ontario Human Rights Code and any applicable Canadian law; and

- vii. Encouraging all members of Sheridan to treat other members of the Sheridan community in a way that they would reasonably expect to be treated.

The Office of the Registrar is responsible for the assessment of academic criteria of domestic Applicants and the International Centre is responsible for the assessment of academic criteria of international Applicants. The Faculty is responsible for the evaluation of supplemental assignments. In some circumstances, a collaborative approach is used to determine admission. Where an Applicant is denied admission based on the score received by one evaluator, a second evaluator is required to provide portfolio review.

#### 4.7 Academic Pathways

Pathways are different routes that individuals take to progress through the education system. The pathways system assists qualified students to move between or within postsecondary institutions or programs recognizing previous, relevant learning. At Sheridan, pathways relate to credit transfer and credit recognition, involving prior learning, high school courses, preparatory programs, apprenticeship, certificates, diplomas, advanced diplomas, undergraduate and graduate degrees, and established articulation agreements.

Sheridan provides enhanced mobility and pathway opportunities for Applicants seeking postsecondary education. Many Sheridan graduates of certificate and diploma programs have an opportunity to leverage their credentials to continue into a degree pathway or other academic opportunity. This does not always require a formal signed agreement between institutions.

#### 4.8 Articulation Agreements

Sheridan recognizes that articulation agreements exist between:

- a) Sheridan and secondary schools. Articulation agreements between colleges and secondary schools will not, in and of themselves, result in preferential admission for applicants;
- b) Programs within Sheridan. There are established transfers of academic credits that may grant admission to Applicants, contingent on space in the program (in the semester that they are applying for), and if they meet the academic requirements for the program of choice, in accordance with the articulation agreement; and

- c) Sheridan and other postsecondary institutions. There are established transfers of academic credits. For more information please refer to the Sheridan website or calendar at <https://www.sheridancollege.ca/admissions/pathways-and-transfers/credit-transfer>

#### 4.9 Admission with Advanced Standing, Credit Transfer and Block Transfer

Sheridan recognizes that some Applicants will have earned postsecondary credits at other recognized postsecondary institutions and may wish to apply these credits toward receiving a Sheridan credential. Advanced standing refers to the transferring of credit earned at another recognized postsecondary institution toward a Sheridan credential.

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

Regardless of the semester entry level, Applicants must apply through [ontariocolleges.ca](http://ontariocolleges.ca). International Applicants must apply through Sheridan's website. In addition to transcripts, course outlines must be submitted with the application for advanced standing.

Please refer to Sheridan's Credit Transfer Policy.

#### 4.10 Prior Learning Assessment and Recognition (PLAR)

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

#### 4.11 Readmission to first term

Any Student\* applying to or repeating the first term of the program, must apply through [ontariocolleges.ca](http://ontariocolleges.ca)

\*International students must apply to Sheridan's International Centre.

Sheridan reserves the right to refuse readmission if the Applicant's previous academic history or conduct has been unsatisfactory. Students must comply with

any academic requirements and/or non-academic sanctions that are identified by Sheridan. This includes denying readmission to Applicants during any period of time that they have been suspended from Sheridan. This also includes Applicants applying to a related program with a common first semester curriculum.

Students seeking Readmission to a term other than the first term are to be referred to the Academic Standing Policy.

#### 4.12 Sheridan Accessibility Policy and Applicants with Disabilities

The Sheridan Accessibility Policy outlines Sheridan's commitment to the reasonable provision of goods, services and facilities to all persons, including persons with disabilities. This commitment extends to carrying out Sheridan's responsibilities to meet the accessibility needs of applicants with disabilities in a timely manner, as outlined in this Policy. Please contact the Centre for Equity and Inclusion at Sheridan if you require further information or to request this policy in an accessible format or with communication support.

Please note, applicants who are requesting individual accommodation due to disability, are directed to visit Accessible Learning (see Section 4.14 Admissions Procedure – Accommodations for Applicants with Disabilities).

#### 4.13 Principles for Admission Appeals

- a) Applicants to programs have the right to fair and equitable assessment for admission to Sheridan;
- b) Admission decisions are made in accordance with the selection process and admission decision section set out above;
- c) Sheridan has established a procedure for Applicants who are unsuccessful and who want to obtain specific reasons for refused admission; and
- d) It is the Applicant's responsibility to demonstrate through clear evidence that appropriate grounds for appeal exist and that their appeal should be considered. See Admission Appeals Procedure for Grounds for Appeal for further details.

#### 4.14 Sanctions

##### **Falsification of Documents**

Applicants who are found to have falsified transcripts, cheated on admission tests or submitted fraudulent documents or in any other way attempted to circumvent the admissions process in a manner inconsistent with the principles of academic integrity, will not be granted admission to the College. The Applicant will be ineligible for admission to any Sheridan program or course for a period of not less than 5 years. Admission to the College will be reviewed on a case-by-case basis.

#### 4.15 Responsible Office

**The Office of the Registrar** will interpret and apply the policy and has responsibility to draft and/or approve any associated procedures.

**Responsible Executives:** Vice President, Student Services and Information Technology

**Contact:** Associate Registrar Admissions and Recruitment Trafalgar, 905-845-9430 ext. 2084

### 5. Related Documentation (Procedures/Additional Policies/Forms)

[Admission Procedure](#)

[Admission Appeal Procedure](#)

[Prior Learning Assessment and Recognition \(PLAR\) Policy](#)

[Prior Learning Assessment and Recognition \(PLAR\) Procedure](#)

[Credit Transfer Policy](#)

[Credit Transfer Procedure](#)

[Privacy Policy](#)

[Accessibility Policy](#)

[Academic Integrity Policy](#)

[Academic Integrity Procedure](#)

[Student Code of Conduct](#)

[Student Code of Conduct - Adjudication Process and Appeals Procedure](#)

[Minister's Binding Policy Directive – Admissions Criteria, Revised November 18, 2004](#)