

Regulatory Affairs

Ontario College Graduate Certificate
Program Online Campus

Program Code: **PRGAF**

Please note: This is a sample Supplemental Admission Requirements Information Sheet for reference purposes only. A full copy of the Supplemental Admission Requirements Sheet will only be made available to applicants to **Regulatory Affairs**.

If you require this information in an accessible format, please contact: registrar@sheridancollege.ca

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Program Eligibility

Postsecondary Diploma, Advanced Diploma or Degree or equivalent in a Health-related or Science-related field with a minimum overall GPA of 65%. Admission to this program is a competitive process and preference will be given to students who hold a baccalaureate degree in a health or science field.

Selection Process for Applicants

Candidates to the program are selected on the basis of academic achievement and the evaluation of a Letter of Intent, which includes volunteer/work experience that demonstrates their interest in the industry.

Applicants selected for the program will be notified through their Sheridan email account. Decisions will not be released over the phone. Fee, registration and timetable information will follow.

Academic Integrity

By submitting your Admission Requirements, you are agreeing to comply with Sheridan's Academic Integrity Policy. The Academic Integrity Policy states:

Sheridan College is committed to upholding the highest standards of academic integrity. The International Centre for Academic Integrity (ICAI) defines academic integrity as “a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action”.

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. Those applicants will be ineligible for admission to any Sheridan program or course for a period of not less than 5 years, after which admission to the College will be reviewed on a case-by-case basis.

For programs where a supplemental submission is required as part of the admission process, this work should represent an applicant's own ideas, writing, projects and creations. Where others have contributed, or non-original ideas have been included, applicants will give proper recognition and reference. Applicants are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT) for written or visual components of supplemental submissions.

Additional Admission Requirements

To proceed with your application, you must submit a **Letter of Intent** online via your Sheridan Application Portal. It's in your best interest to submit your documentation as soon as possible.

LETTER OF INTENT

The Letter of Intent should be a well-written, persuasive, and grammatically correct PDF document (maximum 750 words). It must argue why you believe you are a good candidate for the Regulatory Affairs program and how the program will serve your future goals. It should include:

- The Regulatory Affairs Industry(ies) you are most interested in.
- How you expect this program will help you in achieving your career goals.
- Specific skills or knowledge you hope to gain from this Regulatory Affairs program.
- Your employment/educational/extra-curricular/volunteer experiences in research settings OR how your previous background has prepared you for this program.

The total length for the entire submission should NOT exceed 750 words. Please do not attach explanatory notes to your work, as these notes will be included in your total word count. Font and formatting can deviate from the standard 12pt/double-spaced if it is required for presentation reasons. **This should be submitted as a single PDF. A cover page is not necessary.**

Additional Information

- **Laptop program**

Regulatory Affairs students are required to have a Sheridan approved laptop to participate in the program. Laptop specifications will be announced in early summer 2024. At that time, please check the Sheridan website at:

[Program Laptop Requirements for Regulatory Affairs](#)

- This program includes Virtual Reality (VR) Technology and a headset is required. o Students will be required to attend two Virtual Reality (VR) training sessions to learn the VR technology prior to the first day of classes. The first session is a one-hour virtual training session on how to use Engage, the VR learning platform. The second is a two-hour in-person session where students will be able to use a VR headset which they take home. Details to follow.
- **Check your Sheridan email account frequently.** Many of the communications you receive from Sheridan come to you exclusively via your Sheridan email account.
- Successful applicants will be invited to attend Orientation just prior to the start of the program. Specific dates and times will be shared closer to the program start. Approximate timeframes are:

Start Date	Academic Term
Tuesday, September 3, 2024	Fall Term
TBA	Winter Term
TBA	Spring Term

Details will be sent to your Sheridan email account.