
Title:	Admission Standards Policy
Type:	Academic
Policy #:	AC100-01
Responsibility:	Academic Policy and Procedures Committee
Approved by:	Board of Governors, December 2005
Revised:	February, 2012
Review date:	

1. Introduction

The mission of Centennial College is to educate students for career success and our vision is to transform lives and communities through learning. We are committed to clearly identifying the academic skills of all applicants, prior to admission, in an effort to promote access and student success. Access must be balanced with reasonable indication that applicants have a chance at successfully completing their program of study.

2. Scope

This policy covers all programs of instruction at the College. These include full-time funded postsecondary programs ranging from one year certificate, two year diploma, three year advanced diploma and four year College degree programs. It also includes apprenticeship programs and continuing education programs.

3. Policy Statement

- 3.1 Centennial College is committed to providing equitable and fair access to College programs.
- 3.2 Admission standards established for applicants shall reflect the necessary academic skill level for the program to which the applicant had applied.
- 3.3 The College shall adhere to the admission criteria set out by the Ministry of Training Colleges and University^j as well as our program specific requirements.
- 3.4 Centennial College abides by the requirements of the Freedom of Information and Protection of Individual Privacy Actⁱⁱ with regard to any information collected from students in the admission process.

4. Admission Requirements

Admission to college programs require that applicants have the minimum college admission requirements set by the Ministry of Training Colleges and Universities under system eligibility requirementsⁱⁱⁱ. In addition, applicants must satisfy specified program eligibility requirements available in the College calendar.

Some programs have special requirements for admission: for example, specified minimum marks in certain subjects or meeting our prerequisites.

An applicant who is a previous student of the College will be considered under the conditions for re-admission.

All applicants to Centennial College must meet the English language proficiency requirements as stated in the College Full-Time Calendar.

4.4 Mature Student Status

If applicants don't have an OSSD or the equivalent, they may be eligible for admission as mature-status students.

4.4.1 To qualify for certificate, diploma, advanced diploma programs, applicants must:

- a) be at least 19 years old on or before the start of the program
- b) provide proof of age
- c) complete any required tests or questionnaires satisfactorily
- d) satisfy program prerequisites

4.4.2 To qualify for degree programs, applicants must:

- a) be at least 21 years old on or before December 31 of the year of application
- b) provide proof of age
- c) be a Canadian citizen or permanent resident
- d) have not completed any postsecondary education
- e) not be eligible for admission as a secondary school graduate
- f) complete any required tests or questionnaires satisfactorily
- g) satisfy program prerequisites

4.5 International Applicants

To qualify as international students at Centennial College, applicants must:

- have academic standing equivalent to the Ontario Secondary School Diploma (OSSD)
- complete any required tests or questionnaires satisfactorily
- satisfy specialized requirements of individual programs
- demonstrate acceptable level of English language proficiency as stated in the Centennial College Full-Time Calendar

4.6 Residency Priority

If the post-secondary program of instruction is an oversubscribed^{iv} program after the application of the program eligibility requirements, the college may introduce the residency priority selection criteria set out by the Ministry^v.

If the post-secondary program of instruction continues to be oversubscribed after the application of the residency priority, the college may introduce program-specific selection criteria. Applicants should refer to their program information in the calendar for detailed information about specific selection criteria.

5. Offers of Admission and Notice of Acceptance

Offers of admission are final only after applicants have fulfilled all conditions of admission. Offers may be rescinded if conditions are not satisfied. Due to the high demand for some programs, meeting the minimum admission requirements does not guarantee admission.

6. Admission Status

Admission to a program of study at Centennial College means admission to that program/semester/course only and is also an admission to a specific intake. Admission to one program is not a guarantee of subsequent admission to another program of study. As well admission is to a specific intake (Fall, Winter and Summer) only and is not a guarantee of admission to another intake

7. Re-Admission

Applicants who previously attended Centennial College and wish to be re-admitted to the first semester (Semester 1) of their previous program, or into another program, must apply using the OCAS application form at

<http://www.ontariocolleges.ca/portal/page/portal/ONTCOL/Apply>

Those who seek re-admission into other than the first semester of their previous program may apply using the Application for Re-Admit or Transfer form. This form is available from Enrolment Services. The offer will be made only after all conditions have been fulfilled.

Normally students on Academic Suspension will not be allowed to transfer to another program until they have served the period of their suspension but exceptions can be made at the discretion of the Dean of the School they are transferring to.

8. Ontario Secondary School Diploma (OSSD) Equivalents

Centennial recognizes high school certificates and diplomas from other Canadian Provinces as equivalent to the Ontario Secondary School Diploma (OSSD).

9. Articulation and University Transfer Agreements

Centennial College is committed to providing seamless pathways for students from high school to college and to university if that is their goal. The College has a number of agreements with high schools, Colleges and Universities to allow for the smooth transition of students from one sector to another.

High School Students: Some students may benefit from dual credit and advance standing arrangements with high schools. Applicants should check with their high school to see if their school has that agreement with the College.

To take advantage of advance credit opportunities and prior learning assessments refer to the admissions procedures document under **credit exemption**.

10. Accommodation

Centennial College is committed to providing accommodation under the Accessibility for Ontarians with Disabilities Act^{vi}. The Centre for Students with Disabilities provides counseling, support advocacy and accommodations for students with disabilities.

Centennial is committed to meeting the needs of students with disabilities who may require adjustments or accommodations for their success. For more information please refer to the admission procedures document under **accommodations**.

11. Program Cancellation

Centennial College reserves the right to cancel or suspend a program. Should the college cancel or suspend a program, applicants will be advised in writing. At that time, Centennial College will give applicants the opportunity to seek admission into other available programs.

12. Submitted Documents

Centennial College stores documents that are provided during applications for a period of one year. Applicants/students must be prepared to re-submit documents should they decide to re-apply at a future date outside of the academic year cycle of their original application.

13. Academic Appeals

Applicants to the college and students have the right to appeal any action or decision which may affect the ultimate evaluation of their performance in a course or program. Academic appeals are limited to matters affecting evaluation or decisions on Admission, Readmission or Prior Learning Assessment & Recognition.

14. Cross References to Other Existing Policies, Appendices or Regulations

Admission – General Procedures
 Admission Procedures for International Students
 Admission Procedures for Apprenticeship Programs
 Admission Procedures for Continuing Education Programs
 Admission Procedures for Apprenticeship Programs

15. Related Documents

- Ministry of Training, Colleges and University, College of Applied Arts and Technology Policy Framework, Admissions Criteria, April 1, 2003
- Full-Time Program Application Process, Centennial College
<http://www.centennialcollege.ca/howtoapply>

16. Revisions

February, 2012

ⁱ Minister's Binding Policy Directive on Admissions Criteria

ⁱⁱ Freedom of Information and Protection of Individual Privacy Act http://www.privcom.gc.ca/legislation/index_e.asp

ⁱⁱⁱ Minister's Binding Policy Directive on Admissions Criteria – page 6 Section C under "System Eligibility Requirements"

^{iv} Oversubscribed program: a program of instruction for which the number of eligible applicants exceeds the number of applicants required to fill the program.

^v Minister's Binding Policy Directive on Admissions Criteria – page 7 Section E under I “Residency Priority”

^{vi} Accessibility for Ontarians with Disabilities Act at www.mcass.gov.on.ca/mcass/english/pillars/accessibilityOntario/