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<b>Title:</b>	<b>Admission Standards Policy and Procedures</b>
<b>Type:</b>	Academic
<b>Policy #:</b>	AC100-01
<b>Responsibility:</b>	
<b>Approved by:</b>	Board of Governors, December 2005
<b>Effective date:</b>	
<b>Revised:</b>	
<b>Review date:</b>	

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## 1. Introduction

As a college, Centennial is committed to ascertaining and understanding the academic skills of all applicants, prior to admission, in an effort to promote access and student success. Access: Global assessment practices 'level the playing field' amongst applicants from many different backgrounds and circumstances, allowing people from various age groups, educational backgrounds, cultures, etc. to have equal access to post-secondary education.

However, admission is not the only consideration. Success: Access must be balanced with some reasonable indication that applicants have a chance for successful completion of their program of study. Admission standards established for applicants reflect the academic skill level the applicant needs in order to successfully undertake a full-time college course load in the desired discipline. Without the identified level of readiness, we believe that an applicant will have a poor chance at success in as early as the first semester of the program.

Before choosing a program, applicants can learn more about their career and education choices by talking to one of our professional counsellors. The service is free and confidential and can help them identify their career goals and the training they need.

Applicants may use the service by calling or by visiting the counselling web site at <http://www.cencol.on.ca/counselling>

Applicants can also find out more about what they will study by talking to the program coordinator (academic advisor). The coordinator can explain the knowledge and prerequisites applicants should bring to the program, what subjects they will study, and the kinds of assignments they can expect to complete. Coordinators or departmental chairs are listed in the full-time program database under their respective programs, or applicants may call the Registrar's Office at (416) 289-5300 or 1-800-268-4419 for more information.

### **NOTE:**

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In accordance with Schedule 1 of Personal Information Protection and Electronic Documents Act, the College must:

- Identify the purposes for which personal information is collected at or before the time of collection;
- Inform applicant before or at the time of the identified purpose for collecting the information.
- The knowledge and consent of the applicant are required for the collection, use, or disclosure of personal information.
- If the information is to be used for a new purpose, the applicant must be informed and the College must obtain permission from the applicant.
- For more information, please see: [http://www.privcom.gc.ca/legislation/index\\_e.asp](http://www.privcom.gc.ca/legislation/index_e.asp)

## 2. Board of Admissions and Admission Review Panel: Fulltime Studies

All applications are assessed by a **Board of Admissions** which is empowered to accept, defer, or reject the admission of any applicant to a program.

It is the policy of Centennial College to provide a method of reviewing a refusal to admit a prospective student to any full-time program conducted by the College. This policy does not include part-time courses or programs which register on a first-come, first-served basis.

In the normal course of operations, a decision to accept or reject an application for admission to the College shall be sent to the applicant in writing, whether or not a previous verbal decision has been given.

In the case of a rejection, a brief written explanation of the reason(s) for rejection will be included.

The Registrar's Office will provide further explanation of the reason for rejection if so requested by the applicant.

If the applicant is not satisfied with the explanation or requests a review of the admission decision, the following procedure will apply:

- The applicant must apply in writing to the Registrar for a review of the non-acceptance decision within 30 days of the date of the written decision.
- The Registrar acknowledges the application in writing and appoints **an Admission Review Panel** consisting of the Registrar, the Chair of the program in question and, where applicable, the program co-ordinator.
- The Registrar fixes a date for a meeting of the Panel and notifies the applicant and the Panel members within 15 days of the receipt of the applicant's written request.
- The applicant may make presentation to the Panel, either orally or in writing (with reasons), or both; no counsel or other agent may attend or represent the applicant.
- The Panel makes its decision, in writing and with reasons, and notifies the applicant.

- The decision of the Panel is final and binding. Should the Review Panel find in favour of the applicant, and the pertinent program no longer have seats available, alternatives will be investigated.
- Under no circumstance will a student already admitted to Centennial College be disadvantaged, on behalf of another, by the findings of the Review Panel.

### **3. Admission Status**

Admission to a program of study at Centennial College means admission to that program/semester/course only. Admission to one program is not a guarantee of subsequent admission to another program of study.

### **4. Probationary Admission**

In some instances, where applicants fail to meet certain admission criteria for a program of study, they may be permitted to register with a probationary admission to a diploma or certificate program.

All probationary students will be asked to withdraw from the program should they fail to meet the probationary requirements.

Students on Academic Suspension, or Probationary or Conditional Academic Standing may apply to transfer to another program at the College. If accepted to the new program, they will maintain their academic standing unless they are on suspension in which case they will be placed on probationary academic standing.

### **5. 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 Ontario College Application Service (OCAS) form.

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 the Registrar's Office.

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- If the information is to be used for a new purpose, the applicant must be informed and the College must obtain permission from the applicant.
- For more information, please see: [http://www.privcom.gc.ca/legislation/index\\_e.asp](http://www.privcom.gc.ca/legislation/index_e.asp)

## 6. Admission Requirements

For admission to our post-secondary programs, applicants must have the minimum college admission requirements (system eligibility requirements), plus specified program prerequisites (program eligibility requirements).

Put in order, the minimum admission requirements in accordance with the Ministry admission criteria<sup>1</sup> are:

- An Ontario Secondary School Diploma (OSSD) or,
- The equivalent to an OSSD (if applicants studied in another province or country) as determined by Centennial College; or,
- A mature student status (19 years minimum); or
- Any lesser minimum admission requirement established by the College on a program-specific basis.

Some programs have special requirements for admission: for example, specified marks in certain subjects, meeting prerequisites. Applicants are asked to check individual program admission requirements for complete details.

- “Program eligibility requirements do not include secondary school university preparation courses, or Ontario Academic Courses, with two exceptions below.
- Collaborative college-university postsecondary programs of instruction governed by joint agreements are not subject to the restrictions on the use of secondary school university preparation or Ontario Academic Courses, where those requirements are specifically stated in the agreement.
- Non-integrated programs that provide a diploma exit must continue to be accessible to applicants without university preparation or Ontario Academic Courses.
- College applied degree programs are not subject to the restrictions on use of secondary school university preparation or Ontario Academic Course<sup>2</sup>.

### 6.1 Residency Priority

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<sup>1</sup> Ministry of Training, Colleges and University, College of Applied Arts and Technology Policy Framework, Admissions Criteria, April 1, 2003, CAAT website at: <http://caat.edu.gov.on.ca>

<sup>2</sup> Ministry of Training, Colleges and University, College of Applied Arts and Technology Policy Framework, Admissions Criteria, April 1, 2003, p: 6.

If the postsecondary program of instruction is oversubscribed<sup>3</sup> after the application of the program eligibility requirements, the college may introduce the residency priority selection criteria, according to the following order of preference:

- Ontario
- Other provinces and territories
- Other applicants

#### 6.2 Postsecondary Program of Instruction - Specific Selection criteria

If the postsecondary 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.

**NOTE:** “In the case where admission requirements for a postsecondary program of instruction [...] are changed in the direction of greater stringency (i.e., added requirements), applicants are to be given a minimum of one year’s notice before the change is implemented [...]”<sup>4</sup>.

### 7. Ontario Secondary School Diploma (OSSD) Equivalent

Centennial recognizes the following as equivalent to the Ontario Secondary School Diploma (OSSD):

#### 7.1 Canada

- a) Alberta, British Columbia, Manitoba, Saskatchewan, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island -- Grade 12
- b) Quebec -- Quebec High School Leaving Certificate (Secondary/ Secondaire V)

#### 7.2 International

- a) See link

### 8. Mature Student Status

If applicants don’t have an OSSD, they may be eligible for admission as a mature-status student.

To qualify, applicants must:

- be at least 19 years old on or before the start of the program;

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<sup>3</sup> Oversubscribed program: a program of instruction for which the number of eligible applicants exceeds the number of applicants required to fill the program.

<sup>4</sup> Ministry of Training, Colleges and University, College of Applied Arts and Technology Policy Framework, Admissions Criteria, April 1, 2003, p: 6.

- provide proof of age;
- complete any required tests or questionnaires satisfactorily;
- satisfy program prerequisites.

**NOTE:** International students applying from outside Canada as mature students should complete any required test or Prior Learning Assessment and recognition satisfactorily.

## 9. Credit Exemption

For any advanced placement into a semester other than the first semester (Semester 1), candidates must apply using the Ontario College Application Service (OCAS) form.

The college's decision to give applicants advanced placement will be based on evaluation of prior post-secondary education or prior learning.

There are four ways to obtain Centennial College credit for prior learning:

- Previous education at Centennial College –Equivalence- (E)
- Substitution of one required course by another – Substitution (SUB)
- Transfer credit (TCR)
- Prior learning assessment & recognition (PLAR)

## 10. Articulation And University Transfer Agreements

Some students may benefit from "articulation agreements" Centennial has made with local secondary schools. In these arrangements, students who have taken certain courses or packages of courses at the secondary school level may receive advanced standing.

To find out whether their school has these arrangements in place, applicants should talk to their school guidance counsellor or individual program areas for more information or contact Centennial's Registrar's Office.

Similar articulation agreements exist with certain universities, institutes, and associations. Students may apply Centennial's diploma towards a university degree, and earn credit for college education. Centennial College has a number of articulation/university agreements with Canadian and international universities as well as institutes and professional associations

Centennial's partnerships allow its graduates to apply their diploma towards further study. Below are links listing the university and the degree-awarded. Search by either college program or by university name is possible. **By program, By university.** (Create an e-link)

## 11. Accommodations

If applicants have a documented disability such as a learning disability, medical or mental health condition, physical, visual, hearing or mobility impairment which requires testing accommodations, they are asked to call (416) 289-5000, ext. 3384. The staff at the Centre for Students with Disabilities will be pleased to help and make arrangements.

## 12. Completing The Application Form

For postsecondary programs, candidates will apply through the Ontario College Application Service (OCAS).

Applicants attending a secondary school or an adult learning centre are requested to visit their guidance office to obtain an application and guidebook.

If applicants are not attending school, they may pick up an application at any Centennial College campus or use our info request online form to have one sent to them.

Applicants who are international students who are not attending high school in Ontario, are requested to call the Registrar's Office or fill out our information request form to have an application and information package mailed to them, or they can apply to any Ontario college electronically through the OCAS Web site [www.ontariocolleges.ca](http://www.ontariocolleges.ca).

### 12.1 Procedures: create an e-link

Steps to Completing the Application:

On the OCAS form, applicants may apply for admission to a maximum of five programs, but no more than three programs at any one college.

Applicants will make their choice by entering the four-letter college code and the four-digit program code. These codes are listed with each program in the programs listings, as well as in the OCAS Applicant Guidebook.

#### sample program selection

college code	program code
1. CENT	1201
2. CENT	8112
3. CENT	2417
4. (other college)	(XXXX)
5. (other college)	(XXXX)

On the application form, applicants should indicate if they have previously applied for admission or attended Centennial. This will help the admissions process.

Finally, applicants should send the completed form, together with the \$65 application fee (payable by cheque or credit card) and the academic transcripts and other required documents to:

Ontario College Application Service:

P.O. Box 810  
370 Speedvale Ave.  
West Guelph, Ontario  
Canada N1H 6M4  
Phone: 519-763-4725  
[www.ontariocolleges.ca](http://www.ontariocolleges.ca)

For programs starting in September, candidates should mail their application after January 1, but before February 1, to receive equal consideration with other qualified

individuals. Applications received after Feb.1 are considered on a first-come, first-served basis, if space is available in a program. OCAS will continue to process all applications received after March 1 and will forward them to Centennial College for consideration.

For programs starting in January, we will begin considering applications on August 1. Candidates who applied as of the previous January 1 will be considered on a first-come, first-served basis.

Important Dates can be found at  
<http://www.centennialcollege.ca/news/events/events.html>

### **13. Offers of Admission and Notice of Acceptance**

After reviewing applications, the Registrar's Office will send offers of admission to successful applicants. Although applicants may have applied to several colleges, they may accept only one offer of admission. Procedures for confirming applicants' acceptance from Centennial will be provided in the offer-of-admission letter.

Once receiving applicants' confirmation, the Registrar's Office will contact them with further instructions on completing Centennial's admission procedures, including how to pay tuition. A fee statement is sent out to applicants mid-June.

For late applicants, offers of admission and fee statements are sent together beginning mid-June.

Offers of admission are final only after applicants have fulfilled all conditions of admission. Offers may be rescinded if conditions are not satisfied.

**NOTE:** Due to the high demand for some programs, meeting the minimum admission requirements does not guarantee admission.

### **14. Program Cancellation**

Should Centennial 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.

Where a transfer to another College would be more practicable for both the students and the College, Centennial College will assist students to become enrolled in the same program offered by another college located within a reasonable distance.

### **15. International Applicants**

Centennial College has a long international tradition. We have been reaching out to international students for most of our history. As a publicly-funded college, we meet strict educational standards set by the Ontario Government, Ministry of Training, Colleges and Universities.

International students are a valued part of the Centennial community, and we make a special effort to meet their needs. The college has its own international education office to assist applicants with information and advice -- both before they apply and after they become Centennial students. Services include:

- information and guidance about applying
- orientation to life in Canada
- orientation to Centennial College
- information on employment regulations
- liaison and assistance with Immigration Canada
- liaison and assistance with other services at Centennial and in the community.

For more information or assistance, candidates should contact:

Centennial College  
International Education Office  
P.O. Box 631, Station A, Scarborough,  
Toronto, Ontario, Canada  
M1K 5E9  
Phone: 416-289-5393  
Fax: 416-289-5352  
Email: [international@centennialcollege.ca](mailto:international@centennialcollege.ca)

### 15.1 Admission Requirements

Applicants must fulfill the following admission requirements in order to qualify as international students at Centennial College:

- Applicants must have academic standing equivalent to the Ontario Secondary School Diploma (OSSD). Refer to OSSD Equivalents for more details.
- Applicants must meet the special course requirements of individual programs as listed in the program outline.

For programs other than English as a Second Language, ESL or English for Academic Purposes, EAP, if English is not the first language, applicants must achieve a score of 550 (paper-based), or 213 (computer-based), or higher on the Test of English as a Foreign Language (TOEFL). The College also accepts a score of 6.5 on the International English Language Test Service (IELTS) conducted through the British Council.

Applicants with no English scores will be placed in our EAP program English for Academic Purposes for one or two semesters if other college entry criteria are met. This will prepare them to enter the career program of their choice.

After being accepted by Centennial College and having paid their tuition deposit, applicants will need authorization from the Government of Canada to study in Canada. Applicants may obtain this form from the Immigration Canada web site.

#### **NOTE:**

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- For more information, please see: [http://www.privcom.gc.ca/legislation/index\\_e.asp](http://www.privcom.gc.ca/legislation/index_e.asp)

## 15.2 Completing the Application Form

Applicants may fill out an application form on-line. International Education Application Forms - Online - Printable. As soon as they finish filling out the form, it will be transferred electronically to the College. In future correspondence, applicants should indicate that they filed their application electronically. But before applying for admission to Centennial College, the following steps should be followed:

Before proceeding, applicants should make sure that they have:

- a copy of the full-time calendar or access to [www.centennialcollege.ca](http://www.centennialcollege.ca)
- a high school and other transcripts
- a transcript of marks from TOEFL or IELTS, if available
- a copy of the application form.

Select three programs which interest applicants by referring to the calendar.

Check the admission requirements of the selected programs.

Review the restricted programs list to make sure the programs are offered to international students. Apprenticeship programs are not open to international students.

Applicants are invited to apply early! Allow approximately four to six months for admission and immigration processing.

Complete and sign the application form in the calendar or electronically.

Attach required documents and transcripts with original test results.

Send the application electronically, or by mail or courier to:

**International Education Office**  
Centennial College  
PO Box 631, Station A, Scarborough  
Toronto, ON  
Canada M1K 5E9

Phone: 416-289-5393  
Fax: 416-289-5352  
E-mail: international@centennialcollege.ca

### 15.3 Offers of Admission and Notice of Acceptance

Qualified applicants will receive a letter of acceptance in the mail. Subsequently, they will sign the acceptance-acknowledgement form and return it to the college before the stated deadline, along with a fee deposit.

While waiting for their letter of acceptance, applicants should submit an application for their Study Permit (see Study Permit Section for more details). Applicants must contact the nearest Canadian embassy and request a student application kit. All applicants should prepare their application as soon as possible, since the process usually takes four to six months.

Applicants are asked to pay their tuition fees before the stated deadline. If they are not granted a Study Permit, they will receive a full refund. If applicants are unable to receive a Study Permit before the stated deadline, they should write or phone the International Department at Centennial College and ask to move their application ahead to the next semester.

Applicants should travel to Canada to begin their studies at least a week before the scheduled first date for classes in order to secure their accommodations and get acquainted with the city and the College faculty.

### 15.4 Study Permit

After being accepted to a Centennial program and having paid their tuition, applicants will need to obtain a Study Permit from the Canadian Government in order to study in Canada. A Study Permit gives applicants the legal right to remain in Canada to take on academic, professional, or vocational training at an approved educational institution.

#### **Procedures: create an e-link**

Applicants should complete an application for a Study Permit (form IMM-1208) at the nearest Canadian government office in the country where they live. When applying for a Study Permit, applicants will need the following documents:

- proof of acceptance by Centennial College
- proof of financial support
- evidence of good character, and if applicable, a letter from sponsor
- certificate of medical clearance
- a valid passport

Study Permits are generally issued for the full length of the applicant's program. When required, international students may renew their authorization for the remainder of their program in Canada if they have ongoing student status and good financial standing.

The renewal cost is \$125. When arriving in Canada, immigration officers will issue a Study Permit when applicants present the approval letter they received at the Canadian government office abroad.

Individuals currently studying in Canada on a Study Permit at another educational institution may need to transfer their Study Permit to Centennial College. They should check with the International Education Office for more details. The process usually takes four to six weeks.

Individuals with additional questions about immigration requirements should visit Immigration Canada's web site.

## 16. Continuing Education Courses

To register for certain courses or programs, applicants must meet specific, identified prerequisites or requirements.

It is the applicants' responsibility to ensure that they have the necessary prerequisites prior to registration. Students without the necessary course requirements may be asked to withdraw, with the risk of academic and/or financial penalty.

For most courses, the Ontario government requires that applicants must be either 19 years old, or have earned an Ontario Secondary School Diploma (OSSD) or equivalent.

Applicants may register for any course listed in the Continuing Education calendar. For most courses, applicants must register before the first scheduled class

For courses with four or more sessions, applicants may register up to the start of the second scheduled class, or until the course has reached its maximum enrolment. Applicants must meet the necessary course/program requirements and pay the necessary fees.

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### 16.1 Registration for Continuing Education Courses

Applicants select their course(s) from Centennial College's Continuing Education calendar. After choosing their course(s), applicants may register with the Registrar's Office.

Applicants should attend classes – they may check registration status, timetable and grades on Campus Pipeline at <http://cp.centennialcollege.ca> or the Registrar's Office. Timetables and grades are NOT mailed out.

### 16.2 Credit Exemption

There are four ways to obtain Centennial College credit for prior learning:

- Previous education at Centennial College –Equivalence- (E)
- Substitution of one required course by another – Substitution- (SUB)
- Transfer credit (TCR)
- Prior learning assessment & recognition (PLAR)

Create an electronic link with the college CREDIT for PRIOR LEARNING and Grading Policy

### 16.3 Continuing Education Course Cancellation

Before the start of a course, staff review course enrolment to ensure that there are sufficient registrants to effectively deliver the course. Classes must sometimes be cancelled due to low enrolment. On these occasions, every effort will be made to notify students.

Applicants should ensure Centennial has correct contact information (current phone number, email and home address can be updated on Campus Pipeline or at the Registrar's office).

Should applicants register for a course which is subsequently cancelled, they may transfer to another section of that course (if space permits), or to another course, or opt for a full fees refund.

Centennial College makes every effort to offer courses as described in this calendar. However, the college reserves the right to cancel or change courses, fees, professors, locations and hours of instruction without prior notice.

## 17. Apprenticeship Programs

Apprenticeship is a system of learning by doing. It consists of on-the-job training with an employer and related class studies in college. Apprenticeships vary from two to five years, depending on the trade.

Centennial College offer traditional apprenticeship training and Modified Apprenticeship Programs (MAPs), with special features for qualified applicants. For more details on these programs, candidates should visit the following Web Sites:

- Traditional Apprenticeships-Descriptions
- MAP Apprenticeships
- Product Specific Apprenticeships
- School of Transportation's Web site
- Child & Youth Worker program
- Developmental services program

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### 17.1 Procedures for Modified Apprenticeship Programs

The following procedures are laid out to assist applicants in obtaining a seat in a Modified Apprenticeship Program at Centennial College.

In order to begin the process of being admitted to a Modified Apprenticeship Program (MAP), APPLICANTS MUST APPLY EITHER BY:

- Completing an OCAS (Ontario Central Application Service) application form and including the MAP program as one of your choices; or
- Completing an Application for Special programs available at Centennial's Registrar's Offices -- or visit our web-site and apply on line at: [http://www.centennialcollege.ca/transportation/maps\\_form.html](http://www.centennialcollege.ca/transportation/maps_form.html)
- Once applicants are assigned a student number, they may book their appointment by calling the assessment center at 416-289-5305.

Some applicants must write an ENGLISH assessment test. (approx. 1 hour). Test requirements will be waived if applicants have Grade 12 advanced University or

College English with a final grade of 65% or above. Applicants should send their High School transcript with their application.

Applicants are permitted to rewrite the test if the scores are very close to the required levels. Applicants who have scores that are far away from the goals are required to successfully complete upgrading before rewriting

**NOTE:** If applicant is ONLY applying to a Modified Apprenticeship Program, it is best to complete an Application for Special Programs, since there is no charge for this method of applying.

a) The Apprenticeship Training Agreement

After passing the assessment test, applicants will need to find an employer, someone who will hire them, and let them work out their Apprenticeship hours.

If successful in making these arrangements with an employer, applicants will need to finalize the arrangement with the Ministry. In order to do this, applicants will need to contact the Ministry of Education and Training Office<sup>5</sup> (in the area of the employer) to obtain an agreement. An OSSD or equivalent is needed to obtain this document. (Contact the Ministry re: Equivalency Testing at 1-800-573-7022). Once the applicants have obtained a training agreement it must be submitted to the Registrar's Office at Centennial, as this is an admission requirement.

**NOTE:** Truck Coach Applicants who secure a contract would be guaranteed a seat in the program on a first-come first-served basis, but those who are unsuccessful in finding an employer may obtain a training agreement through the college.

For questions about specific Modified Apprenticeship Programs, please call the Coordinator of the program.

## 17.2 Procedures for Traditional Apprenticeship Programs

Traditional Apprenticeship Programs are provided for apprentices who are already employed in industry and who are registered as apprentices with the Ministry of Training, Colleges and Universities. An apprenticeship takes from three to five years to complete, which includes periodic sessions of in-school training. It is the apprentice's responsibility to find an employer.

Applicants cannot apply directly to the college for admission to a Traditional Apprenticeship Program. They must first be currently employed as an apprentice. Centennial College is a training facility used by the Ministry for the in-school portion of the apprenticeship requirement. The apprentice will be advised by the Ministry when to come to the College for the training.

For general information about apprenticeship, applicants should contact

The Ministry of Training, Colleges and Universities,  
Apprenticeships and Adjustments Branch

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<sup>5</sup> Ministry Office Contact Numbers Are: EAST – 905-837-7721, WEST –905-279-7333, CENTRAL –416-326-5800

416.326.5800  
625 Church Street, Toronto, Ontario, M4Y 2E8

Or call one of two area offices: Metro East: 905.837.7721 or Metro West:  
905.279.7333

a) In-School Training – There are three modes of apprenticeship delivery.

- **Block Release Programs:** Depending on the trade, there are one, two, or three sessions of full time instruction for an eight week period
- **Day Release Programs:** Students are scheduled to attend school for 36 weeks, one day a week.
- **Night School Apprenticeship Programs:** Some programs are delivered in the evenings. Students are scheduled to attend school for 40 weeks, two nights a week, for a total of six hours a week from 6:30 to 9:30pm.

If applicants have any questions about the process outlined above, please call 416-289-5000, ext. 7222.

## 18. Registration For Post-Diploma Programs

Centennial College offers several post-diploma certificate programs. Applicants to the following programs must be college or university graduates, or mature students who have three to five years of related experience.

### CREATE A LINK WITH THE POS-DIPLOMA PROGRAMS LIST

## 19. Submitted Documents

Because of the large volume of applications, Centennial College is unable to store, retrieve, or return documents that were submitted in any previous academic year. Applicants/students may be required to re-submit documents should they decide to re-apply at a future date outside of the academic year cycle of their original application.

## 20. Academic Appeals

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. The Academic Appeal Application form is available from any Registrar's Office. Refer to: Dispute Resolution Policy and Procedures, Section VII-Student Academic Evaluation Appeals.

## 21. Cross References to Other Existing Policies or Regulations

- Ministry of Training, Colleges and University, College of Applied Arts and Technology Policy Framework, Admissions Criteria, April 1, 2003
- Personal Information Protection and Electronic Documents Act, 2000, c. 5, Ministry of Justice, Department of Justice Canada, <http://laws.justice.gc.ca/en/P-8.6/index.html>

- Admission Policy and Procedures, 2004-2005 Full-Time Program Calendar, Seneca College, <http://www.senecac.on.ca/fulltime/stuserv/adpol-01.html>
- Full-Time Programs Guide, How to Apply, George Brown Toronto City College, <http://www.gbrownc.on.ca/Marketing/FTCal/apply.html>
- Full-Time Program Application Process, Centennial College, <http://www.centennialcollege.ca/register/ft/appproc.html>
- You Can Apply Yourself, Centennial College, <http://www.centennialcollege.ca/register/reg.html>
- Continuing Education Academic Matters, “Student Handbook”, Centennial College
- Full-Time Studies 2004-2005, “Student Guidebook”, Centennial College