

ADMISSION POLICY

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1. Purpose

To provide a consistent, equitable, and transparent process that facilitates the review and selection of applicants for admission to Hanson College ('the College'). The College assesses applications to ensure fairness, as well as to assess applicants against criteria, which indicate a strong likelihood of success in the chosen program. Admission policies have been developed in accordance with the regulations set out by the Ministry of Colleges and Universities (MCU) and in keeping with the principles of the Human Rights Code.

2. Definitions

Application Cycle: The Fall, Winter, and Spring terms in a given academic calendar year (Sept-Aug). For example, Fall 2023, Winter 2024, and Spring 2024 constitute the 2023-2024 Application Cycle.

Eligibility: The process by which an applicant is assessed as meeting – or not meeting – general admission requirements and program admission requirements.

English Proficiency: A person's ability to communicate in English (including listening, reading, writing, and comprehension).

Equal Consideration Date: The date by which applicants must submit their application to be considered as part of the first round of offers to a program.

International Student: A foreign national who is authorized under the Immigration and Refugee Act to enrol as a student in an educational institution in Canada.

Limited Enrolment Program: A program of instruction for which the number of eligible applicants exceeds the number of applicants required to fill the program.

Mature Student: A Canadian Citizen or Permanent Resident who does not possess an Ontario Secondary School Diploma or equivalent, but is 19 years of age or older, on or before the commencement of the program of instruction in which they intend to enrol.

Ontario Secondary School Diploma (OSSD): A provincially recognized credential earned on successful completion of secondary school requirements established by the Ministry of Education.

Resident of Ontario: A person who can establish legitimate residency in Ontario as a Canadian Citizen or Permanent Resident as defined by the Immigration and Refugee Protection Act (Canada) for a period of 12 consecutive months (excluding periods spent in a post-secondary institution) prior to registration in the year for which application is being made.

Resident of a Province or Territory in Canada: An applicant who is a Canadian Citizen or a Permanent Resident in a province or territory as defined by the Immigration and Refugee Protection Act (Canada) who can establish bona fide residency in a province or territory other than Ontario, in accordance with the Ontario residency definitions outlined above.

3. Application/Scope: This policy applies to all College applicants seeking admission to postsecondary programs.

4. Policy Statements

4.1 College Eligibility:

- 4.1.1 An Ontario Secondary School Diploma (OSSD) or equivalent.
- 4.1.2 Mature Student Status.
- 4.1.3 Other requirement(s) as outlined on a program-specific basis.
- 4.1.4 College Eligibility equivalencies are determined at the discretion of the Admissions Office.

4.2 Program Eligibility:

- 4.2.1 All program-level requirements are set out at the time of the program's creation. As such, program requirements are approved by the Credentials Validation Service (CVS), the MCU, and the College Board of Governors. The annual curriculum review process governs changes to these requirements.
- 4.2.2 Eligibility requirements may include, but are not limited to course prerequisites, portfolios, auditions, proof of professional licensure, entrance examinations, professional certifications, diploma/degree requirements, etc.
- 4.2.3 Program admission requirements must be relevant to the program, measurable, and objective.
- 4.2.4 Course prerequisite requirements cannot include secondary school university preparation courses or Ontario Academic Credit courses, except for college degrees or collaborative college-university postsecondary programs of instruction governed by joint agreements and where those requirements are specifically stated in the agreement.
- 4.2.5 Completion of program prerequisite courses via an Ontario Ministry of Education registered secondary school (or their equivalents) is required.
- 4.2.6 Program Eligibility equivalencies are determined at the discretion of the Admissions Office.

5. Applicant Selection

In cases where the number of qualified applicants exceeds the capacity of the program, applicant selection takes place according to the following principles:

- 5.1 Programs may set program-specific criteria (including, but not limited to results in course prerequisites, portfolios, auditions, entrance examinations, questionnaires, or other tools that can objectively demonstrate a candidate's suitability for admission to a specific program) and these criteria may be scored and used to rank candidates.
- 5.2 In cases where an eligibility requirement is deemed to have been met via an equivalent course in another system of education, the Admission Office assigns an appropriate grade/score conversion at its discretion.

- 5.3 All applications which have been received by the published Equal Consideration Date, (Including any additional required documentation requested by the College), are given equal consideration as part of the first round of offers.

6. Required Documents and Fees

- 6.1 There will be an application fee charged to the student, and it is the responsibility of the applicant to ensure that all required documentation is submitted to the College. All documents are to be resubmitted each Application Cycle, even if an applicant has applied to the College in the past, except for Hanson College results for past and present students, which the Admissions Office will access directly.
- 6.2 Documents submitted in languages other than English must be accompanied by a certified true translation. Both the official foreign document and the official translation are required.
- 6.3 The Admissions Office determines the validity of all submitted documentation at its discretion.
- 6.4 The application documents must include:
- 6.4.1 Valid Passport copy
 - 6.4.2 Secondary school transcripts (translated to English when necessary) showing that the student has passed grade 12 English and grade 11 or 12 mathematics.
 - 6.4.3 A secondary school diploma.
 - 6.4.4 For Post-Graduate Certificate Admission Requirements: graduate of a recognized two- or three-year post-secondary program (passing grades 50% and above).
 - 6.4.5 Evidence of English language proficiency.
 - 6.4.6 A valid study permit with a recommended minimum of two (2) months before the expiration date.

7. English Proficiency

Applicants can demonstrate English Proficiency by:

- 7.1 Providing results from an internationally recognized proficiency test completed within two years of the program start date, as specified in the College's English Proficiency Requirements Procedure.
- 7.2 Graduating from the Hanson Language School English for Academic Purposes (EAP) Program and receiving a Certificate of Accomplishment with a grade of 70% or higher will be considered as meeting the English Language Proficiency requirements for admission into postsecondary diploma programs.
- 7.3 Graduating from the Hanson Language School of English for Academic Purposes (EAP) Program and receiving a Certificate of Accomplishment with a grade of 80% or higher will be considered satisfying the English Language Proficiency requirements for admission into postsecondary graduate certificate programs.

8. Conditional Offers

In some cases, an offer letter will stipulate that conditions exist. Such conditions need to be satisfied to receive a final offer of admission. All terms of the conditional offer must be met prior to registration in the

program, or before any conditional deadlines stated in the offer letter itself. Failure to satisfy the conditional requirements will result in an offer of admission being revoked.

9. Waitlists

Realistic waitlists are established for Limited Enrolment Programs. Waitlists are maintained up to the end of the registration period. At the determination of the Admissions Office, waitlists are to be realistic relative to the likelihood of vacancies occurring after all offers of admission have been sent out. On request, applicants are informed of their relative position on the waitlist as soon as their relative position can be reasonably ascertained.

10. Readmission

Any student looking to return to the first semester of their program must reapply for that program using the Ontario College Application Service. Such applications will be subject to the selection procedures outlined in this policy. Students looking to rejoin their program in a semester other than semester 1 are bound by the terms outlined in the College's Readmission Procedure.

10.1 Denying Admission

The College reserves the right to deny admission based on a discretionary assessment. Such assessment can include, but not be limited to, the following: an applicant's lack of previous academic progress, their academic history, if their conduct has been unsatisfactory, or if they are otherwise not in good standing with the College. Applicants denied admission for the reasons listed above may request a review of their situation via the Admission Decisions Review Procedure. Applicants may be asked to submit documentation supporting their claims.

10.2 Admission Review

Applicants who are unsatisfied with their admission decision can request to have their file reviewed as per the Admission Decisions Review Procedure.

11. Responsibilities and Accountability

Dean, Academic Excellence and Compliance is responsible for:

- Ensuring the development, review, and availability of this Policy.

Registrar/Admissions are responsible for:

- Ensuring the secure transmission of application data.
- Administering admissions processes.
- Ensuring that College admission processes are objective and transparent.
- Informing applicants of the status of their application.
- Maintaining the admissions record.
- Maintaining waitlists.

Academic Administrators are responsible for:

- Setting admission requirements.
- Overseeing and approving Program Eligibility.
- Determining program offerings and availability of spaces.

12. Related Policies / Directives / Regulations

Advanced Standing and Promotion Policy

Transfer Credit and Advanced Standing Policy

The Ministers Binding Policy Directive - Admissions Criteria for Programs of Instruction

Statutes/Regulations:

Ontario Colleges of Applied Arts and Technology Act, 2002

Ontario Human Rights Code

Immigration and Refugee Protection Act (Canada)