PROCEDURE TITLE: NC800 Admissions

RELATED POLICY: NC800 Admissions & Pathways - Postsecondary

A. Definitions

Alternate Offer: Offer of admission into a program where the applicant has not originally applied. Alternate offers are issued to:
- Assist with achieving admission requirements to their original program choice
- Provide a bridging opportunity to their original or related program choice
- Provide a program that offers similar employment opportunities.

Competitive/Oversubscribed Program: Oversubscribed programs are those where the number of eligible applicants is expected to exceed the number required to fill the program. These may also be referred to as limited enrolment programs.

Conditional Offer: Offer of admission into a program where one or more condition exists. This could include proof of education, test results and/or subjective components.

Confirmation Due Date/Deadline: This is the due date by which a confirmation of acceptance must be received.

Equal Consideration Dates: Date by which all qualified applications are considered equally, based on program specific criteria. After this date, applications are processed on a first come, first served basis until capacities are reached. These dates can be found online on the Niagara College Admissions website.

Mature Student: Status of an applicant who does not have an Ontario Secondary School Diploma (OSSD) or equivalent and has reached the age of 19 years on or before the commencement of the program of instruction in which they intend to enroll. Mature Student testing is available for applicants who meet the above criteria. Mature Student test results from other accredited postsecondary institutions may be reviewed on an individual basis. Effective 2007, Niagara’s Mature Student test results do not expire. Note: Not all eligibility requirements are met with mature student testing. Refer to Program Specific Criteria found on the College’s website.

Open Program: A program where the number of qualified applicants does not exceed the number required to fill the program.
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Postsecondary Programs: Ontario College Certificate, Diploma, Advanced Diploma, Degrees, and Graduate Certificate programs.

B. Procedure Purpose

This procedure provides the steps through which applicants are evaluated for the purpose of Admission to a postsecondary program at Niagara College. Applications are evaluated based on published Admission requirements.

C. Procedure Statements

1. Program Specific Criteria
   Admission requirements must be objective, measurable, and relevant to the program. The program specific criteria are described in the College’s Program Guide and on the website. Where the College determines that a program requires applicant tests or interviews, alternate arrangements can be made for an applicant who resides greater than 40 kms from the nearest Niagara College campus. Additional test fees are required where tests are proctored at another location.

2. Admission Decisions, Selection and Ranking for Competitive/Oversubscribed Programs
   A program is considered competitive when the number of qualified applicants exceeds the number required to fill the program. Applications, as well as proof of all admission requirements, must be received by the Enrolment Services Office according to the deadlines published on the college website.

   Applications received on or before the application deadline will be equally considered, based on published admission requirements and residency priority. With the exception of Graduate Certificates, program selection is based on the average of final grades in required courses and, where required, pre-admission test scores, audition or portfolio evaluations. The best final grade (meeting admission requirements) available at the time of evaluation is considered. Mid-term grades are not considered for competitive programs however, where the required grade 12 course is in progress, grade 11 final grades will be used for ranking. Graduate Certificate and Advanced Standing/Pathways program selection is based on full transcript or program GPA and, where required, pre-admission test scores, audition, or portfolio evaluations.
3. Facilitated Admissions
To support Niagara College’s access mandate, and in recognition of barriers faced by our Indigenous applicants, Niagara has a specific admissions process for Indigenous applicants to competitive programs. Applicants in this category must meet the minimum entrance requirements of the program they are applying to; however, they will have alternative benchmarks used in meeting the competitive grade point average of admitted students in the admission year. More information is available the College’s website.

4. Admission Decisions for Open Programs
Applications are evaluated based on published admission requirements. When the applicant provides proof of meeting the requirements, an offer of admission can be issued, provided space is available in the program. Where a required course is in progress at the time of evaluation, a decision will be rendered upon receipt of course enrolment. Offers of admission granted where one or more admission requirements are in progress, will be conditional upon successful completion of the requirement.

5. Admission Decisions
Admission decisions encompass the following statuses:
- Accepted
- Cancelled
- Confirmed
- Denied
- Pending
- Waiting List
Admission decisions are communicated to students by email and/or hard copy notification.

6. Confirmation Due Date/Deadline
This is the due date by which a confirmation of acceptance must be received. Offers of Admission have an expiry date known as the Confirmation Deadline. When the confirmation of acceptance is not received by the deadline, the offer will expire, be revoked and the applicant will be placed to the bottom of the program wait list where applicable.

7. Conditional Offers of Admission (Accepted status)
Offers of admission granted where one or more admission requirements are in progress will be conditional upon successful completion of all requirements. The condition(s) of an offer of
admission are published on the MyNC student portal. Instructions regarding accessing the details of the condition(s), including deadlines, is communicated to students by email and/or hard copy notification. Outstanding conditions to an offer of admission will block registration to the program. A conditional offer of acceptance will be revoked if proof of completion of all requirements is not received by the Admissions Office by the deadline.

8. **Post-Admission / Pre-Registration Requirements**
Some programs have pre-registration requirements, including but not limited to, immunization records, and criminal record checks. Pre-registration requirements and deadline dates are published on the MyNC student portal. Instructions regarding accessing the details of the requirement(s), including deadlines, is communicated to students by email and/or hard copy notification. Failure to provide the requirement(s) by the deadline will block registration to the program and may lead to the offer of acceptance to be revoked.

9. **English Proficiency**
The minimum admission requirement of an OSSD assumes that the language of instruction is English, and that the student is fluent in English. If the language of instruction is other than English, language proficiency testing may be required. Specific requirements for English proficiency vary by credential and/or program. Minimum language proficiency requirements can be found on the college Admissions website.

10. **Out-of-Province Applicants**
Applicants whose secondary school studies were completed outside of Ontario must submit evidence of equivalent standing. If required, the applicant is responsible for having their documents assessed by a recognized document assessment service. Details can be found on the college Admissions website.

11. **Denials of Admission**
Candidates may be denied admission when the program and/or wait list is filled, or when proof of all admission requirements has not been submitted by the required due date. Applicants wishing to make a formal appeal can follow the Appeal of Admissions Decisions policy & procedure found on the college website.
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12. Referrals
   Applicants or prospects who do not meet the admission requirements will be provided with the options available to achieve the required courses. Referral may include Academic Upgrading or Mature Student Testing.

13. Re-Admission
   A student who interrupts their studies or who has been withdrawn by the College, must apply for re-admission and is subject to:
      a) the current admission requirements for the program of choice; and
      b) the order of priority admissions applicable to the program.

      Students with two (2) unsuccessful attempts of academic progression will require a documented Learning Contract and approval from the Associate Registrar or Associate Dean for re-admission. Failure to adhere to the Learning Contract may result in college exit.

14. Deferral of Admission
   A request to defer admission to a future term will be considered on an individual basis. A request to defer admission must be made in writing to the Admissions Office. The applicant is responsible for providing documentation to support their request. If the deferred start date falls within a new application year, the applicant is required to re-apply and will be responsible for the application fee.

15. Alternate Offer
   Where applicable, applicants who are waitlisted or denied admission may be offered an alternate program choice. Applicants will receive details and deadlines regarding the alternate offer. Applicants may receive an alternate offer to more than one (1) program.

D. Forms

None
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### E. Document History

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<tr>
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