A. Background and Definitions

The admission eligibility requirements for each program are listed in detail in the College’s Program Guide and on the College’s website. It is the responsibility of each applicant to complete these requirements as they pertain to the individual program admission process.

Niagara College is committed to ensuring that students should not have to repeat learned and documented academic achievement. Students may be granted Transfer Credits or Advanced Standing into a program of instruction based on assessment of their previous academic learning and credentials.

Transfer arrangements are based on a commitment that barriers to mobility between institutions should be minimized while ensuring that the integrity of educational programs and credentials is maintained.

Advanced Standing refers to academic credit awarded to a learner upon admission to a program of instruction which enables direct entry to a second or higher academic achievement level of the program. Advanced standing may require bridging courses or additional courses to be completed.

Articulation Agreements: Agreements negotiated and signed between other educational institutions and Niagara College in which the program being articulated has high affinity to the Niagara College program. Registration processes may be unique to the program and/or articulation agreement.

Competitive/Oversubscribed Programs: 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.

Learning Contract: A Learning Contract is a student-staff completed document that outlines the actions and responsibilities of the student. The primary purpose of the Learning Contract is to define and establish expectations for academic success.

Mature Student: Status of an applicant who does not have an Ontario Secondary School Diploma or equivalent and has reached the age of 19 years on or before the commencement of
POLICY GROUP: NC800 – Student Records, Rights and Responsibilities

POLICY TITLE: Admissions & Pathways – Postsecondary

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.

Note: Not all eligibility requirements are met with Mature Student testing. Refer to Program Specific Criteria found on the College’s website.

Prior Learning Assessment and Recognition (PLAR) is the process utilizing a variety of tools to assist adult learners to reflect on, identify, articulate, and demonstrate learning acquired through study, work, and other life experiences and which is not recognized through formal transfer of credit mechanisms. PLAR allows the evaluation of past learning against established academic standards to award credit by a credentialing body. In Ontario Colleges, the PLAR system currently evaluates prior learning and relates it to existing courses through portfolio assessment and/or challenge evaluation for the purpose of granting college credit.

Residency Requirement: A minimum of 25% of all courses in a program of instruction must be completed through Niagara College in order for a student to graduate from the program. Under exceptional circumstances, this requirement may be waived by the Vice President, Academic.

Ontario College Application Service (OCAS): The centralized application-to-college service. International students may be required to apply through International Admissions.

Registration Period: The period of time when timetable selection is occurring, typically up to and including the 5th day of classes for a given term.

Transfer Credit is the acceptance of course credit(s) earned at another accredited institution as equivalent to course credit(s) at Niagara College, based on an assessment of the individual courses.

B. Purpose

The admissions requirements at Niagara College are developed to ensure that all applicants are considered in an equitable and consistent manner, and where there are oversubscribed programs, to evaluate those applicants with a higher likelihood of success. This policy conforms
to the principles of the Ontario Human Rights Code and the regulations of the Ontario Ministry of Colleges and Universities.

C. Policy Statements

1. Minimum Admission Requirements

Admission requirements are established for each postsecondary program by the academic divisions in consultation with the Centre for Academic Excellence and Enrolment Services.

Applicants who meet minimum admission requirements are not guaranteed admission to Niagara College programs. Where the printed Program Guide is not consistent with the College’s website, the website/electronic version will be used for the purpose of eligibility requirements.

| Certificate and Diploma Programs | • Ontario Secondary School Diploma or equivalent, OR  
|                                | • Ontario High School Equivalency Certificate (GED), OR  
|                                | • Mature Student Status  
|                                | • Or specific credential based on program. |

| Graduate Certificate Programs   | • College Diploma or Degree or University Degree, in a discipline as determined by the College |

| Bachelor Degree Programs        | • Ontario Secondary School Diploma or equivalent  
|                                | • Grade 12 English at the (U) or (M) level  
|                                | • An overall average of 65%, six Grade 12 (U) or (M) courses |

2. English Proficiency

The minimum admission requirements of an Ontario Secondary School Diploma (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.

3. **Home-Schooled Applicants**
   If applicants are home-schooled, they must submit appropriate documentation for evaluation. Such documents should include curriculum outlines, course descriptions, examinations, and examination results. These documents are to be certified by the appropriate school board. As an alternative, home-schooled applicants may be invited to write tests or complete assessments to determine their eligibility for Admission.

4. **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.

5. **Program Specific Criteria**
   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.

6. **Residency Requirement**
   A minimum of 25% of all courses in a program of instruction must be completed through Niagara College in order for a student to graduate from the program. Under exceptional circumstances, this requirement may be waived by the Vice President, Academic.

7. **Competitive/Oversubscribed Programs – Priority of Admission**
   Eligible applicants will be ranked for offering or placement on a wait list based on ranking as determined by Program Selection Criteria grouped by:
   a) Permanent residents of Ontario
   b) Permanent residents of other provinces and territories in Canada
   c) Applicants from other countries
   Niagara College has a facilitated selection process for Indigenous applicants to oversubscribed programs.
8. **Admission Decisions**
   Admission decisions encompass the following statuses:
   a) Accepted
   b) Cancelled
   c) Confirmed
   d) Denied
   e) Pending
   f) Waiting List
   Admission decisions are communicated to students by email and/or hard copy notification.

9. **Wait Lists**
   Wait lists are to be established for oversubscribed programs and maintained up to the end of the Registration Period. A wait list must be realistic in relation to the experience of the College and the likelihood of vacancies occurring after admission offers have been sent out by the College. Applicants will, upon request, be informed of their relative position on the wait list.

10. **Students with Disabilities**
    The College will provide appropriate accommodations to individuals who identify themselves as requiring accommodations as a result of a documented disability. An accommodation is considered appropriate if it results in equal opportunity and participation in the selection process and meets the student’s disability-related needs.

11. **Appeal of Admission Decision**
    Admissions decisions are subject to appeal within ten (10) business days of receipt of the College’s decision. Details on this process can be found in the Appeal of Admissions Decisions Procedure.

12. **Prior Learning Assessment and Recognition (PLAR)**
    Niagara College endeavors to provide an accessible and comprehensive process for assessing prior learning by utilizing qualified assessors in the relevant subject areas. The PLAR process utilized at Niagara College is based on Canadian Association of Prior Learning Assessment (CAPLA) standards. Further information is available on the College website.
13. Transfer Credit

Niagara College takes an outcomes-based approach to assessing transfer credit eligibility, and there are no set limitations on how recently a course was completed in order to be evaluated. Academic subject matter experts evaluate learning outcomes and decide where changes in technology or legislation require demonstration of more recent outcome achievement. Transfer Credits are within the limitations of the College’s program residency requirements.

14. Advanced Standing

Advanced Standing requests do not guarantee Admission into a program and are not available for Graduate Certificate programs. Advanced Standing approvals are within the limitations of the College’s program residency requirements. Further information is available on the College website.

15. 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.

D. Related Documents

Policy:         NC800 Academic Integrity

Procedure:     NC800 Admissions
               NC800 Appeal of Admissions Decisions
               NC800 Prior Learning Assessment & Recognition (PLAR)
               NC800 Student Accommodations
               NC800 Transfer Credit & Advanced Standing
### POLICY GROUP:
**NC800 – Student Records, Rights and Responsibilities**

### POLICY TITLE:
**Admissions & Pathways – Postsecondary**

#### E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16, 2005</td>
<td>New/last review</td>
</tr>
<tr>
<td>February 22, 2022</td>
<td>Separation of policy &amp; procedure</td>
</tr>
<tr>
<td></td>
<td>Addition of reference to facilitated admissions, home-schooling, admission decision status</td>
</tr>
<tr>
<td></td>
<td>General updates</td>
</tr>
</tbody>
</table>