

**CANADORE COLLEGE**  
**OPERATIONAL POLICY MANUAL**

**TITLE:** Admission to Canadore College Programs

**EFFECTIVE DATE:** February 10, 2014

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**1. SCOPE**

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy governs admission to all full-time and part-time programs offered by Canadore College.

**2. PURPOSE**

2.1 The purpose of this policy is to establish a clear, consistent and equitable approach to governing admission to academic programs offered by Canadore College.

**3. PRINCIPLES**

3.1 The College is committed to the implementation of an applicant-centered admissions process that ensures that all applicants are treated equitably and as fairly as possible.

3.2 The College is committed to providing an admission process that is objective and transparent.

3.3 The College may tailor its admission requirements to further the academic success of students.

**4. POLICY**

4.1 The Admissions Policy has been established to conform to the intentions and directions of the Ministry of Training, Colleges and Universities set out in the Minister's Binding Policy Directive Admissions Criteria, and relevant government legislation including the Ontario Human Rights Code and the Freedom of Information and Protection of Privacy Act (R.S.O 1990). The admission criteria are outlined in Section 11 (1) and (2) of O. Reg. 34/03, under the Ontario Colleges of Applied Arts and Technology Act, 2002.

4.2 The Admissions Policy requires:

- a) The acceptance of all applicants who are qualified within established program enrolment limits;
- b) The use of the established ranking procedure where the number of qualified applicants exceeds the enrolment limit; and
- c) A clear statement to all unsuccessful applicants as to why they were not admitted.

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**A-3 Admissions Policy**

Initial Date of Issue: November 5, 2009  
Reviewed / Approved: February 10, 2014

Procedure #PA-3 (pending)

- 4.3 The selection process for applicants involves:
- a) determination of College Eligibility;
  - b) determination of Program Eligibility;
  - c) applicant selection; and
  - d) adherence to the Ministry of Training, Colleges and Universities directions set out in the Minister's Binding Policy Directive Admissions Criteria.

4.4 Re-admission

- 4.4.1 The College recognizes that circumstances may cause a disruption in the progress of a student toward the completion of his/her program of study and that the student may find it necessary to withdraw from his/her program of study or from the College. The student is encouraged, when circumstances which caused the disruption in academic progress have been corrected, to contact the Admissions Office to apply for re-admission to the program and/or College in order to complete his/her program of study.
- 4.4.2 Students who have been withdrawn for academic reasons or have been administratively withdrawn from the College must apply for re-admission.
- 4.4.3 Students who interrupt their studies or who have been withdrawn by the College and are applying for re-admission are subject to:
- a) the current admission requirements of the program in question; and
  - b) the order of priority of admissions applicable to the program.
- 4.4.4 Students involuntarily withdrawn for non-academic reasons from the College will be considered for re-admission on an individual basis by the Vice President, Student Services, Enrolment Management, Recruiting and Marketing.

**5. ROLES AND RESPONSIBILITIES**

5.1 President

The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

5.2 Vice President Academic

The Vice President Academic is responsible for the effective implementation of this policy and is to resolve any disputes related to academics arising over policy interpretation.

5.3 Vice President, Student Services, Enrolment Management, Recruiting and Marketing

The Vice President Student Services, Enrolment Management, Recruiting & Marketing is responsible for the effective implementation of this policy and is to resolve any disputes related to services arising over policy interpretation.

5.4 Registrar

The Registrar is responsible for the enforcement of compliance with this policy.

**6. EVALUATION**

This policy shall be reviewed every three years.