

**TYPE:** Administrative  
**TITLE:** Domestic Admissions  
**NO.:** ADMIN-208  
**RESPONSIBILITY:** Associate Vice President, Enrolment and International Education  
**APPROVED BY:** Durham College Leadership Team  
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## **1. Introduction**

Durham College (DC) offers a diverse mix of high-quality, relevant programs for career focused students. Admission standards are a clear signal about the preparation needed to succeed in College, and the admission process assesses applicants against objective criteria which indicate the prospect of success in a program.

## **2. Purpose**

This policy and procedure provide a framework by which prospective domestic students shall be considered for admission into a post-secondary program at DC.

## **3. Definitions**

Refer to [Durham College's Standard Definitions](#).

## **4. Policy statements**

- 4.1. Admission Services will adhere to the Ministry of Colleges and Universities' (MCU) Binding Policy Directive – Admissions Criteria or the Postsecondary Education Quality Assessment Board (PEQAB) Manual for Public Organizations for the processing of applications.
- 4.2. All applicants have the right to equitable, consistent and fair assessment for admission.
- 4.3. Admission requirements will be established on a program-specific basis by the academic Faculties, in collaboration with the Office of the Registrar (RO), at the time of program approval and are subject to change.
- 4.4. Applicants are responsible for being aware of program admission requirements.
- 4.5. Meeting minimum admission requirements does not guarantee admission into a program.
- 4.6. An applicant may be issued a [conditional offer of admission](#) into a program.

- 4.7. For [highly competitive programs](#), priority of admission shall be determined by applicant qualification and residency.
- 4.8. Domestic applicants seeking re-admission to DC shall be subject to current program admission requirements.
- 4.9. DC retains the right to refuse re-admission to applicants who have been suspended or dismissed from the College, for either academic or non-academic reasons.
- 4.10. DC reserves the right to verify the authenticity of any documentation provided as part of a student application. Any document submitted as part of the application process that is found to be fraudulent will result in the applicant being permanently refused admission to DC.
- 4.11. Durham College only accepts official transcripts to ensure domestic applicants have met the admission requirements.
- 4.12. Applicants who are not admitted to DC will be granted the opportunity for an admission appeal. Appeal decisions will be communicated in writing, within prescribed timelines.
- 4.13. Documents submitted by applicants as part of the admission process are considered the property of DC and will not be returned.
- 4.14. Domestic applicants with credentials obtained through homeschooling must be assessed and certified by an accredited Ontario Board of Education for equivalency.
- 4.15. DC publishes information about admission requirements including selection procedures for each program. The program pages on the DC website contain the most current admission requirements.
- 4.16. Minimum Requirements for Credentials
- 4.16.1. The requirements listed are the minimum requirements for each credential type. Specific programs may have additional requirements.
- 4.16.2. An Ontario certificate, diploma, or advanced diploma program must have the following minimum requirements
- Ontario Secondary School Diploma (OSSD) or equivalent; or mature student status; and
  - Grade 12 English at the C or U level with a minimum grade of 50% or equivalent
- 4.16.3. A graduate certificate program, must have the following minimum requirements:

- college diploma, advanced diploma, degree or equivalent, as determined on a program-specific basis.
- Grade 12 English at the C or U level with a minimum grade of 50% or equivalent

4.16.4. A degree program must have the following minimum requirements:

- OSSD or equivalent; or mature student status; and
- Six Grade 12 courses at the U or M levels with a minimum average of 65%, including Grade 12 U English or equivalent with a minimum grade of 60% or equivalent

4.16.5. Changes to admission criteria resulting in more stringent requirements can only be made 12 months or more prior to the start of an academic year. Changes to admission criteria resulting in less stringent requirements may be implemented less than 12 months prior to the start of an academic year.

#### 4.17. Program Eligibility and Selection Criteria

- 4.17.1. Program eligibility criteria are established on a program-specific basis by academic Faculties, in consultation with the Vice President, Academic and Students and the RO.
- 4.17.2. DC applies equal weighting between university ('U' level), university/college ('M' level), and college ('C' level) courses for certificate, diploma, and advanced diploma programs.
- 4.17.3. Program eligibility criteria for certificates, diplomas, advanced diplomas and graduate certificates cannot exclusively require secondary school university level courses.
- 4.17.4. A domestic applicant applying under mature student status is required to complete all of the prerequisite course credit(s) for program eligibility.
- 4.17.5. Should the selection criteria for program admission include aptitude tests, interviews, or a mandatory requirement to visit the college, alternative arrangements will be made available for applicants.
- 4.17.6. Eligible applicants will be accepted into highly competitive programs in the following order:
  1. Permanent resident of Ontario
  2. Permanent resident of other provinces or territories in Canada
  3. Other applicants

## 5. Procedure

### 5.1. Domestic Application Process

- 5.1.1. A domestic applicant applying to a post-secondary program must do so through the Ontario Colleges Application Service (OCAS).
- 5.1.2. All domestic applications to DC are acknowledge by e-mail.
- 5.1.3. All domestic applications received on or before February 1 for Spring and Fall intakes, and October 1 for Winter intakes, will be given [equal consideration](#). Applications received after these dates will be processed on a first-come, first-served basis and consideration will be based on seat availability at the time of application.
- 5.1.4. Qualified applicants may receive either a [full offer of admission](#) or a conditional offer of admission, or be placed on a program waitlist based on seat availability.
- 5.1.5. Conditional offers may be issued to applicants who have indicated their intent to complete one or more outstanding admission requirements within a stipulated timeframe, and prior to the start of the academic term to which they have applied. Failure to do so will result in revocation of the conditional offer and/or the removal of the student from their program.
- 5.1.6. Applicants who are not admitted into the program of their choice may be offered admission into an alternate program.
- 5.1.7. Domestic applicants receiving an offer of admissions will either accept or decline the offer through OCAS.
- 5.1.8. Offers of admission will continue to be issued as long as program seats remain available.
- 5.1.9. Supporting documents of applicants who are successful in the admission process and register as students at DC will become a part of their permanent student record. Supporting documents of unsuccessful and/or unregistered applicants will be destroyed in accordance with DC's records retention policy and procedure.

### 5.2. Domestic Appeals Process

- 5.2.1. Domestic applicants may appeal an admission decision within five (5) business days of the date that decision was received by contacting Admissions Services.
- 5.2.2. A written explanation of the admission decision will be provided to applicants within five (5) business days by the Director, Admission Services or designate.

- 5.2.3. If the applicant is not satisfied with the explanation provided, they can submit a written appeal of the admissions decision to the Deputy Registrar within five (5) business days.
- 5.2.4. The Deputy Registrar or designate will conduct a final review of the applicant's file and will communicate a written decision within five (5) business days. All decisions by the Deputy Registrar or designate are final.

### 5.3. Waitlists

- 5.3.1. Waitlists are established for all programs where there are sufficient applications to support this activity. The number of spaces allotted for a wait list will be determined based on data from previous application cycles.
- 5.3.2. Waitlists will be maintained until the fifth day of the program start. Applicants not enrolled by that time must re-apply to the program and repeat the admissions process.

## 6. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

## 7. Non-compliance implications

Failure to administer the admissions process fairly and equitably may result in complaints and appeals and could have a negative impact on the reputation of the college, the human rights of the applicant, and may result in a negative financial impact on the institution.

## 8. Related forms, legislation or external resources

- MCU's Minister's Binding Policy Directive – Admissions Criteria
- PEQAB's Manual for Public Organizations