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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 full-time admission into a post-secondary program by the Office of the Registrar (RO) 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 domestic applications.
- 4.2. All [domestic 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 school at the time of program approval and are subject to change.
- 4.4. A program may require applicants to meet additional or alternative admission criteria.
- 4.5. Domestic applicants are responsible for being aware of program admission requirements.

- 4.6. Meeting minimum admission requirements does not guarantee admission into a program.
- 4.7. A domestic applicant may be issued a [conditional offer of admission](#) into a program.
- 4.8. For [highly competitive programs](#), priority of admission shall be determined by applicant qualification and residency.
- 4.9. Domestic applicants who are not admitted into the program of their choice may be offered the opportunity to apply for a different program.
- 4.10. Domestic applicants seeking re-admission to DC shall be subject to current program admission requirements.
- 4.11. 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.
- 4.12. Domestic applicants must ensure that application information and all supporting documentation is truthful, complete and correct. DC reserves the right to verify the authenticity of any documentation provided as part of a domestic student application.
- 4.13. Domestic 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.
- 4.14. Documents submitted by domestic applicants as part of the admission process are considered the property of DC and will not be returned.

5. Procedure

5.1. Selection Process and Minimum Requirements for Credentials

5.1.1. The selection process for all domestic applicants involves the:

- Determination of college eligibility;
- Determination of program eligibility; and
- Selection of program-eligible applicants from among those who applied to highly competitive programs.

5.2. College Eligibility - Minimum Credential Requirements

5.2.1. For admission to an Ontario certificate, diploma, or advanced diploma program, a domestic applicant must be:

- a holder of an Ontario Secondary School Diploma (OSSD) or equivalent; or

- nineteen years of age or older ([mature student status](#)), on or before the start of the program and not the holder of an OSSD.

5.2.2. For admission to a graduate certificate program, a domestic applicant must be:

- a holder of an OSSD or equivalent; and
- a holder of a college diploma, advanced diploma, degree or equivalent, as determined on a program-specific basis.

5.2.3. For admission to a degree program, a domestic applicant must:

- be a holder of an OSSD or equivalent or mature student status; and
- have 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 final grade of 60%.

5.2.4. 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.

5.3. Program Eligibility and Selection Criteria

5.3.1. Program eligibility criteria are established on a program-specific basis by academic schools, in consultation with the Executive Vice President, Academic and the RO.

5.3.2. DC applies equal weighting between university ('U' level), university/college ('M' level), and college ('C' level) courses for certificate, diploma, and advanced diploma programs.

5.3.3. Program eligibility criteria for certificates, diplomas, advanced diplomas and graduate certificates cannot exclusively require secondary school university level courses.

5.3.4. An applicant applying under mature student status is required to complete all of the prerequisite course credit(s) for program eligibility.

5.3.5. Random selection will not be used as an applicant selection technique.

5.3.6. Where selection criteria include aptitude tests, interviews, or a mandatory requirement to visit campus, alternative arrangements will be made available for domestic applicants, as appropriate.

- 5.3.7. Where possible, DC will endeavour to minimize an applicant's travel expenses and testing costs related to meeting college pre-admission requirements.
- 5.3.8. 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

5.4. Domestic Application Process

- 5.4.1. A domestic applicant applying or re-applying to a first-year, first-semester post-secondary program must do so through the Ontario Colleges Application Service (OCAS) website: ontariocolleges.ca. This includes domestic applicants who were declined admission to DC previously and/or accepted a previous offer of admission but did not register.
- 5.4.2. All domestic applications for DC that are received by OCAS will be sent electronically to the College within the [application cycle's](#) published deadlines. Every applicant will receive acknowledgement in writing that their application(s) have been received by DC.
- 5.4.3. 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.
- 5.4.4. Qualified domestic applicants may receive either a [full offer of admission](#) or a conditional offer of admission in writing, or be placed on a program waitlist based on seat availability. 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.
- 5.4.5. Once a domestic applicant receives an offer of admission, they will either accept or decline the offer through ontariocolleges.ca. Should an applicant decline their offer, Admission Services will release an offer of admission to the next available qualified applicant.
- 5.4.6. Offers of admission will continue to be issued as long as there are seats available in programs.

5.4.7. Supporting documents of domestic 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 domestic applicants will be destroyed at the end of the application cycle.

5.4.8. Where the College has reasonable grounds to conclude that false information has been provided on a domestic application for admission, the application will be denied.

5.5. Domestic Admission Appeals

5.5.1. Domestic applicants may appeal an admission decision by contacting Admission Services and requesting an explanation within five (5) business days of the date that the applicant was advised of the decision.

5.5.2. Admission Services will provide the domestic applicant with a written explanation of the admission decision within five (5) business days of the date that the applicant asked for an explanation.

5.5.3. If the applicant is not satisfied with the explanation provided, they can submit a written appeal of the admission decision to the Director, Admission Services, within five (5) business days of the date that the explanation was provided by the Admission Services office.

5.5.4. The Director, Admission Services or their designate will review the admission decision and all associated communications regarding the applicant's file, then provide a decision in writing within five (5) business days of receiving the appeal.

5.5.5. If the applicant is not satisfied with the appeal decision, they can submit a written request for a final review to the Deputy Registrar. This request must be sent within five (5) business days of the date the appeal decision was provided by the Director, Admission Services.

5.5.6. 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 of the date the appeal decision was communicated. All decisions by the Deputy Registrar or designate are final.

5.6. Wait Lists

5.6.1. Wait lists 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.

5.6.2. Upon request, Admission Services will inform domestic applicants of their relative position on a program's wait list.

5.6.3. Wait lists will be maintained until the fifth day of the program start. Domestic applicants not enrolled by that time must re-apply to the program and repeat the admissions process.

5.7. Publication of Admissions Information

5.7.1. DC maintains a central admissions publication, which is a compilation of the admission requirements and selection processes for every program of instruction, including wait list information and the admissions decision review process.

5.7.2. The central admissions publication will be made available to the public in both print (upon request) and electronic formats. Program pages on the DC website contain the most current program information.

5.7.3. Given that academic curriculum is continually reviewed and revised to ensure program quality and relevancy, DC reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time.

6. Roles and responsibilities

6.1. It is the responsibility of the Executive Vice President, Academic to ensure this procedure is fully implemented.

6.2. It is the responsibility of the domestic applicant to ensure that any application is submitted according to published timelines, that all information related to an application is true and accurate and to submit an appeal of an admissions decision within the timelines established in this procedure.

6.3. It is the responsibility of the Director, Admission Services to ensure initial admission appeals are reviewed and responded to within prescribed timelines.

6.4. It is the responsibility of the Deputy Registrar to ensure that all escalated admission appeals are reviewed and responded to within prescribed timelines.

7. Accessibility for Ontarians with Disabilities Act considerations

7.1. Alternate forms of written communications will be provided to domestic applicants upon request.

7.2. 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 Accessibility Plan (ADMIN-203).

8. Non-compliance implications

- 8.1. Failure to admit students according to Ministry directives may have a negative impact on the funding provided to the institution by the provincial government.
- 8.2. 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 and the human rights of the domestic applicant.

9. Related forms, legislation or external resources

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