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## **POLICY**

Aurora College will provide admission to the College through a fair and equitable consideration of all applicants.

## **PRINCIPLES**

1. Admission requirements and selection criteria support the standards and quality of Aurora College programs.
2. Standard admission requirements and selection criteria support equitable access among all applicants to Aurora College.
3. Applicants to Aurora College have the right to know the admission requirements and selection criteria of the program of their choice.
4. Aurora College recognizes that applicants have diverse learning backgrounds.
5. Aurora College fully supports the recognition of demonstrated prior learning resulting from work, academic, and life experiences, and applicants with such experiences are encouraged to apply for recognition of their prior learning (see policy *C.03 Prior Learning Assessment and Recognition*).

## **SCOPE**

This policy applies to individuals applying for admission to Aurora College or to continue their studies in a program at Aurora College.

### **1 APPLICATION – PROSPECTIVE STUDENTS**

- 1.1 Prospective Aurora College students must complete the Aurora College Application for Admission and attach documentation as required by the program. Prospective students may submit their application and documentation online or by mail or in person at one of the campus admissions offices.
- 1.2 Applications will be date stamped upon receipt.
- 1.3 The Registrar's Office will acknowledge the receipt of an application within five working days of its receipt.

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## 2 ADMISSION

2.1 All applications will be given equal consideration for admission to the College. If the number of qualified applicants exceeds the number of seats, admission will be based on the date the application was received.

**Note:** Some programs may target or give priority to a specific group of people. If this is the case, applications from members of the priority group will be considered before all others.

2.2 Applicants must be in good financial standing with the College.

2.3 Applicants must be seventeen (17) years of age or older. (See policy *C.10 Admission of Underage Students*)

2.4 Admission will be based on:

- i. Presentation of appropriate admission requirements; and
- ii. Availability of spaces in the programs.

2.5 Program admission requirements, including special admission requirements, will be identified in the Aurora College academic calendar, as well as in each program outline.

- i. Aurora College shall establish the academic requirements for admission of students to its programs.
- ii. Admission requirements are normally established to meet the minimum pre-requisite requirements of the program curriculum.
- iii. Program admission requirements will normally be published one year prior to implementation.
- iv. Programs may propose changes to program admission requirements, following the procedures identified in *Policy C.43 Program and Course Changes*.

2.6 Applicants must meet both the academic and non-academic requirements for the program, which may include the completion of a criminal record check<sup>1</sup>, current immunizations or a health check as stated in the program outline.

2.7 Applicants who do not meet the academic requirements may be eligible for admission with mature student status after completing the Aurora College Placement Package<sup>2</sup>; they must meet the non-academic requirements. In some cases, applicants admitted with mature student status may be required to meet the academic requirements before they can graduate from the program.

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<sup>1</sup> Applicants who have been convicted of a criminal offence may be ineligible for practicums, field placements, etc. and thus unable to fulfill the completion and graduation requirements of some programs.

<sup>2</sup> Placement packages only assess math and English.

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- 2.8 An applicant who does not possess the necessary supporting academic documents will be required to complete the Aurora College Placement Package to establish whether the applicant meets the academic level required for admission.
  - 2.9 The College may consider admission based upon the successful completion of an admission test in lieu of regular admission requirements.
  - 2.10 Tests of General Educational Development (GED) are not considered equivalent to academic requirements for the purposes of admission to Aurora College Certificate, Diploma and Degree programs.
  - 2.11 Applicants who meet all other selection criteria for a specific program may be granted conditional admission based on their mid-term marks for courses or programs which the applicants are currently taking and which meet the admission requirements.
  - 2.12 An agency or organization may recommend candidates for a third party contract credit program. These applicants are then subject to Aurora College general admission criteria as well as specific program admission criteria.
  - 2.13 Students may take courses part-time without enrolling in a program; however, a student who plans to be eligible for program certification must complete an Application for Admission prior to completing 40 percent of the course work.
  - 2.14 All applicants will be notified of their admission status.
  - 2.15 Aurora College reserves the right to refuse admission to any person who does not meet the program admission requirements.
  - 2.16 Applicants who do not meet admission requirements for their chosen program may be offered guidance in choosing a suitable program.
  - 2.17 Applicants who are accepted and do not attend, students who completely withdraw from a program, or students who leave the College for one term or more for other than an approved leave of absence, must reapply for admission. Current admission criteria will normally apply.
  - 2.18 Students who have been dismissed from a program must sit out one complete academic year (July 1 – June 30) before they will be admitted to any Aurora College program (*Aurora College Bylaw #3, Student Loss of Privileges, Penalties, Sanctions, and Appeals*, subsection 5.9).
  - 2.19 Section 2.18 notwithstanding, students who have been dismissed from a program for unsatisfactory academic performance may be admitted to Adult Literacy and Basic

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Education, or Occupations and College Access Program, or University and College Access Program without sitting out one complete academic year.

### **3 SELECTION**

- 3.1 Applications from qualified applicants will be considered in order of date of receipt unless a specific group has been given priority.
- 3.2 A priority wait list of qualified applicants will be established by the Registrar's Office once a program is fully subscribed. Selection of qualified applicants from the priority wait list will be in order of the date the application is received or based on program priorities.
- 3.3 Applications received after the closing date will only be considered if there are seats available.
- 3.4 The Registrar's Office will notify applicants who have been fully accepted or conditionally accepted.
- 3.5 The Registrar's Office will notify applicants who are not accepted and tell them if they have been added to a wait list.
- 3.6 Applicants must confirm their acceptance by the deadline stated in their notice of acceptance.

### **4 CONTINUATION**

- 4.1 Full-time students who plan to return in the fall to continue in the same program must complete and submit a Program Continuation Form by the deadline established by the Registrar.
- 4.2 Continuation in a program is based on satisfactory academic performance.
- 4.3 Students who have outstanding accounts with the College will not be permitted to register to continue in a program until their accounts have been paid in full or a student payment plan has been approved by the Director of Finance / CFO (*Aurora College Bylaw #3, Student Loss of Privileges, Penalties, Sanctions, and Appeals*, subsection 9.1).
- 4.4 The Director of Finance / CFO has delegated the authority to approve student payment plans to the Vice President, Student Affairs.

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**SUPPORTING PROCEDURES, FORMS, AND RULES**

The Vice President, Student Affairs (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

**RELATED POLICIES**

*C.03 Prior Learning Assessment and Recognition*

*C.10 Admission of Underage Students*

*C.43 Program and Course Changes*

*C.44 Registration*

*J.02 Fees*

*J.04 Student Financial Credit*

**RELATED AURORA COLLEGE BYLAWS**

*Bylaw #1 Student Conduct*

*Bylaw #2 Academic Standards*

*Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals*

**FACT SHEET**

**DATES:**

1989-02	Policy <i>C.12 Applications and Admissions</i> issued.
1998-06	Policy revised. Policy and Planning Motion #40-1998. Board of Governors Motion #107-1998. Implemented June 1998.
2010-10	Policy revised and renamed – <i>Program Application, Admission and Continuation</i> . Board of Governors Motion #BG53-2010 Implemented November 1, 2010.
2019-12-04	Policy revised. Approved by Administrator, Aurora College REF.#Admin-22-2019. Implemented December 4, 2019.