

TITLE: ADMISSION APPEAL PROCEDURE

**Date of Approval: May 15, 2013;
June 3, 2015; June 21, 2018**

**Mandatory Review
Date:**

September 1, 2021

Approved By:

**Office of the Registrar -
Admissions**

**Effective Date:
September 1, 2018**

1. Purpose

This document sets out Sheridan's Procedure on admission appeals for Sheridan Applicants.

2. Scope

This Procedure applies to all full-time and part-time Applicants to Ontario College Credential programs.

This Admissions Appeal Procedure applies to the following credentials: all Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates and Baccalaureate Degrees granted by Sheridan.

3. Definitions

Applicant – An individual applying to a program, including full-time and part-time course loads.

Applicant Types

- a) Residents of Ontario
 - i. Ontario residents who have been educated in Ontario.
 - ii. Ontario residents who have been educated in another province or territory in Canada.
 - iii. Ontario residents with International Credentials.
- b) Residents of other provinces or territories in Canada
 - i. Applicants whose studies have been completed outside the Province of Ontario.

- c) International/Other Applicants
 - i. Applicants who are neither Canadian citizens nor permanent residents.
- d) Applicants for part-time studies
 - i. In accordance with MAESD, part-time Students are defined as follows:
 - From an enrolment perspective, Students are considered part-time if they take less than 70% of the required credits AND 2/3 of the courses in their program.
 - From the Ontario Student Assistance Program (OSAP) perspective, Students are considered part-time if they are studying less than 60% of a full-time course load.
 - Students who are registered and have a confirmed permanent disability are considered to be studying part-time if they are studying less than 40% of a full-time course load
- e) Indigenous Applicant – An individual who is recognized as “one of the aboriginal peoples of Canada” within the meaning of section 35 of the Constitution Act, 1982, which further states that for the purposes of the Constitution, the “aboriginal peoples of Canada includes the First Nations, Inuit, and Métis peoples of Canada.”
- f) Mature Student – An Applicant who has reached the age of 19 on or before the start of the program and who does not have an Ontario Secondary School Diploma, or equivalent.

Prospective Student – An individual who has demonstrated interest in attending Sheridan but has not yet officially applied.

Admitted Student – An individual who has been issued an offer of admission.

Student – An individual who is admitted, enrolled or registered for study at Sheridan whether physically present at campus or online. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on a vacation or coop term) are considered to have a continuing student relationship and are included in the definition of Student.

Offers of Admission – Offered to Applicants who meet the admission requirements or are in the process of meeting them. The following Offers of Admission can be given to applicants who meet both the College and program specific eligibility:

- a) Firm Offers of Admission – Issued to Applicants who meet all requirements for admission.
- b) Conditional Offers of Admission – An offer of admission issued to an Applicant before the successful completion of one or more of the published admission requirements for the program. Terms of the condition(s) must be met prior to the

deadline stated by Sheridan. Sheridan reserves the right to withdraw Conditional Offers of Admission if the Applicant does not meet the outstanding requirement(s) by the deadline.

- c) Alternate Offers of Admission - Applicants who do not meet the admission requirements for a specific program will be assessed and advised individually and may be considered for other, related programs.
- d) Offers to Modified Programs – Certain programs offer modified curriculum for Students who do not meet the minimum admission requirements. Students in a modified program will be required to take extra course(s), normally in the first semester.
- e) Offers to Co-Op Programs – Certain programs offer a cooperative education component.
- f) Deferred Offers of Admission - Sheridan defers offers of admission only under extenuating circumstances supported by appropriate documentation. All deferrals are at the discretion of the Registrar. An Offer of Admission may be deferred only once.
- g) Waitlisted – A waiting list of eligible Applicants, based on known confirmation rates, is maintained for each program. Applicants are selected from that list until the program is full or up to the 5th day of the semester, whichever comes first. The Office of the Registrar will inform Applicants, upon request, of their relative position on the waiting list.
- h) Refused Admission – Issued to Applicants who do not meet all the requirements for admission.
- i) Rescinded Offers – A posted offer that has been removed by Sheridan Admissions, as a result of an Admissions error, or based on serious concern of exhibited behaviour
- j) Suspended Applications - An application that has been put on hold for consideration by Sheridan Admissions, based on serious concern of exhibited behaviour

4. Procedure Statement

Applicants who are refused admission to a Sheridan program can obtain a specific reason for the admission refusal and may request a review of the admission decision. For purposes of this Procedure, Applicants are deemed to have received the decision ten (10) days after the date of mailing by Sheridan to the address contained in the Applicant's application.

To request an Admission Appeal, the Applicant must meet the academic requirements of the program. All eligible Applicants are selected for programs on the assessment of their previous academic achievement. For programs with a portfolio of supplemental

submission, Applicants are selected for programs based on the results of the portfolio assessment, as well.

All informal and formal requests received by other Sheridan departments and/or Faculties are to be forwarded to the Admissions Office. Applicants may appeal more than one decision but for each formal appeal, a separate written request, Admission Appeal Form and payment of \$50 must be made.

The following outlines the steps for resolving complaints about an admission decision. For each step, there is a brief description of specific tasks to follow. The majority of complaints should be resolved in Step 1.

4.1 Informal Request

An Applicant who is advised in writing by Sheridan that their application has been rejected may contact the Admissions Office to request an explanation of this decision, including specific reasons. If an Applicant is not satisfied with the explanation provided, the Applicant is informed that a “formal” review of the admission appeal may be requested.

4.2 Formal Request for Admission Appeal

An Applicant must submit the following within ten (10) business days of the date of the original refusal admission decision.

- i. A request to the Registrar that states the reasons why the appeal is being requested, the facts that the Applicant considers to be relevant to the Admission Appeal, and any previous attempts to address the situation. It must include details of the grounds on which the appeal is being made, and copies of all relevant documents. See Grounds below. The format must be 12 pt. font, single-spaced, 600 words maximum (handwritten requests will not be accepted).
- ii. A completed Admission Appeal form available in the Admissions Office, at all campuses, or online at myotr.sheridancollege.ca.
- iii. Receipt of payment of a \$50 (non-refundable) administration fee. Payment can be made at the Office of the Registrar, at all campuses.
- iv. To request an Admission Appeal based on the portfolio or supplemental score, the original portfolio must be sent with the request, if applicable, as it is possible it may be referenced along with the portfolio score and the academic marks in the appeal process. The appeal does not provide an opportunity for resubmission of new work. New submissions will not be considered or reviewed.

Grounds of an Admission Appeal

An Applicant must establish that there are grounds for an appeal. Appeals filed without grounds or appropriate documentation will be dismissed.

Sheridan will not consider admissions appeals for the following reasons:

- The Applicant thinks Sheridan should take another look at the application for admission.
- Another Applicant with similar grades was given an offer of admission.
- The Applicant's sole reason to appeal is to express their desire to attend Sheridan.
- The Applicant received offers of admission to other colleges, and feels they should get a Sheridan offer of admission.
- The Applicant was "so close" to getting an offer of admission.

There are two grounds that may be considered when filing an Admissions Appeal:

Grounds	Explanation	Appropriate Documentation
Medical/Compassionate	An illness or medical condition which seriously impacted the application process or Critical event or circumstance beyond the control of, and unforeseen by, the Applicant which seriously impacted their application	Medical Form/Letter from Physician (must include: name, date medical attention was sought, the impact the illness/medical condition had on the application process, any restrictions/limitations, etc.) Documentation <u>may</u> include: <ul style="list-style-type: none">• Death Certificate/Notice• Relevant Travel Documents• Legal Documentation• Letter from Religious Leader
Admission Processing Error	A belief that an admission process was improperly applied or	Document any events or evidence that support the alleged error. If

	not followed or their submission was recorded or calculated incorrectly	appropriate, applicants shall provide transcripts and/or supporting documentation (such as supplemental score sheet).
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4.3 Response of request for Admission appeal

On receipt of the written request for an Admission Appeal, the Registrar will acknowledge the request and, within ten (10) business days, convene a review.

4.4 Formal Admission appeal panel

1. The Admission Appeal Panel will be chaired by the Registrar (or designate) and will include, as appropriate, the Dean or Associate Dean, the program coordinator and/or an academic representative responsible for the program to which admission was denied, the Admissions Office staff responsible for the Applicant record, an academic representative from another Faculty, and a representative from Student Services.
2. Written submissions from the Applicant must be in the Office of the Registrar at least three (3) business days prior to the meeting. Copies of these submissions will be available at the office to all parties at least two (2) business days prior to the meeting.
3. At the Appeal, the Sheridan panel will review the concerns as expressed in writing by the Applicant, and the response from those involved in the initial assessment of the Applicant's suitability to the program. Medical/compassionate documentation will be treated with discretion by the Registrar who will share with Accessible Learning and Centre for Equity and Inclusion as required. The panel will consider the submissions from the Applicant and the Faculty and render a decision. The Applicant is represented in the meeting by their letter and submitted supplementary admission requirements, if applicable. No counsel or other agent may attend or represent the Applicant.

4.5 Response to Applicant

Within five (5) business days after the hearing, the Registrar will communicate the decision in writing to the Applicant.

4.6 Admission appeal record

The Office of the Registrar will retain all documents used by the panel. In some cases, the submitted supplemental admission requirements will be returned to the Applicant. The panel may make recommendations regarding changes in the admission policies and procedures of Sheridan, the Faculty/Program.

4.7 Admission appeal outcomes

The decision of the panel is final and binding.

There are no further rights of appeal.

In the event that the appeal is based on an admissions supplemental score, such as a portfolio or written submission, the supplemental score may be affected in one of three ways: the score may remain the same, the score may increase or the score may decrease. It is possible that any change in score will not necessarily change the admission decision.

5. Related Documentation (Procedures/Additional Policies/Forms)

[Admission Procedure](#)

[Admission Policy](#)

[Privacy Policy](#)

[Accessibility Policy](#)

[Academic Integrity Policy](#)

[Academic Integrity Procedure](#)

[Student Code of Conduct](#)

[Student Code of Conduct - Adjudication Process and Appeals Procedure](#)

[Appeal form for Supplemental Programs](#)

[Appeal form for Grades only Programs](#)

[Minister's Binding Policy Directive – Admissions Criteria, Revised November 18, 2004](#)