

**Title: Admission Procedure**

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June 3, 2015; June 21, 2018

**Effective Date:**  
September 1, 2018

**Approved By:**

Office of the Registrar

**Date of Approval:**  
September 1, 2018

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## 1. Purpose

The purpose of this Procedure is to ensure that the selection of Applicants for admission is equitable, fair and transparent and consistently applied. The Procedure is guided by the Ministry of Advanced Education and Skills Development (MAESD) Binding Policy Directive: Admission Criteria<sup>1</sup>.

## 2. Scope

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

This Admissions 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.

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<sup>1</sup> Ministry of Advanced Education and Skills Development (MAESD) Binding Policy Directive: Admission Criteria, November 18, 2004. Retrieved at <http://www.tcu.gov.on.ca/pepg/documents/AdmissionsPolicy.pdf>

- 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.

**Equal Consideration Date** – The date by which all qualified applications are considered equally for admission for all intakes within the application cycle. This provincially agreed-to date is February 1.

**Oversubscribed Program** – A program for which the number of eligible applications exceeds the number of qualified Applicants required to fill the program.

**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

**Online Student Centre** – provides applicants and students with a personalized portal where they can access all the information required to manage their campus life.

**Ontario College Credential Programs** – Ontario College Certificate, Diploma, Advanced Diploma, Bachelor's Degree and Graduate Certificate Programs.

### **Recognized Post-Secondary Institutions**

Sheridan recognizes the following types of institutions for the purposes of admission, evaluation of credit transfer and awarding block transfer credit:

- a) Member institutions of the Ontario Council on Admission and Transfer Credit (ONCAT).
- b) Canadian public post-secondary institutions.
- c) University Canada member institutions.
- d) Canadian degree granting institutions that are primarily faith based and approved as a private post-secondary institution in Canada (Career Colleges – see below).
- e) International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar and/or the International Centre through accreditation reference materials or the Ministries of Education of that country.

All other institutions are considered unrecognized. This would include, but is not limited to:

- a) Any educational institution or other organization that is not a post-secondary institution (e.g. secondary schools, professional organizations.)
- b) Career Colleges and private institutions that do not meet any of the criteria listed above.

Sheridan reserves the right to not recognize credentials from certain institutions.

## **4. Procedure Statement**

### **4.1 Sheridan Eligibility**

The Admissions Office receives and assesses official transcripts and determines the Applicant's eligibility for Sheridan programs. Applicants who meet Sheridan eligibility requirements are invited to continue in the admission process. Applicants whose transcripts indicate that they do not meet eligibility requirements are asked to provide more information. Mature Students are asked to complete an academic achievement test. Applicants may write an academic achievement test if their last academic experience was graduation from secondary school at least five years previously.

Note: Sheridan considers applications for admission from Home-Schooled applicants who satisfy the program specific academic achievement requirements listed below:

- Certificate or Diploma programs: home-schooled applicants will be invited to write academic achievement tests to determine their eligibility or they must submit appropriate documents for consideration. Such documents include: a curriculum outline, course descriptions, examinations and examination results. These documents are to be certified by the appropriate school board recognized by the Ministry of Education. For Degrees: Completion of six Grade 12 U/M courses, including program-specific subject prerequisites is required. The required courses may be completed via on-line learning, night school, day school, correspondence or any combination thereof, provided the school is recognized by the Ministry of Education and offers credits towards a recognized Secondary School Diploma.
- Applicants who have completed Home-Schooled studies from other Canadian provinces or in the United States will be considered provided the studies have been completed and a transcript is issued by a school that is recognized by an accrediting body acceptable to Sheridan College.

## **4.2 Program and Applicant Eligibility**

Program eligibility criteria are objective, measurable and relevant to the program. The Admissions Office complies with the Minister's Binding Policy Directive on Admission Criteria by:

- providing a central admissions publication that contains the College admission criteria and selection procedures on a program-by-program basis;
- providing admission processes that are objective and transparent and consistent with published criteria and selection procedure; and
- incorporating a sufficient notice period when changes are made to program-specific admission requirements or selection procedures

Changes to admission requirements are identified by the Office of the Registrar and/or through the Program Review Process. The admission requirement recommendations for review are discussed directly with the Dean and Associate Dean(s) of each area in advance and are supported by research conducted in either a review with other colleges of similar practices or in data provided by Sheridan's Institutional Research (IR) department. The recommendations are presented to the Academic Resource Council (ARC) for approval. In the case of degree programs, approval by the Postsecondary Education Quality Assurance Board (PEQAB) is required.

### **4.3 Admission to Postsecondary Programs**

Applicants may be admitted to Sheridan as full-time Students if they have an Ontario Secondary School Diploma (Grade 12) with senior-level credits achieved at C, U, M or O designation, or equivalent, including one English, Grade 12 (ENG4C or ENG4U) and additional required courses. Grade differentials are not used. Senior-level credits refer to credits earned at Grade 11 and 12 and OAC (when available).

Ontario high school Grade 12 marks (including first semester mid-term marks) are used in the admissions decision process. Grade 11 final marks will be used in the admissions process if an Applicant is enrolled in all required courses in the second semester of Grade 12. Many Offers of Admission are conditional pending the completion of all required courses and/or successful completion of a Secondary School Diploma (OSSD) one month prior to beginning the program; by August 1 for programs commencing in the Fall (September) term, December 1 for programs commencing in the Winter (January) term, or April 1 for programs commencing in the Spring (May) term. Sheridan reserves the right to withdraw Conditional Offers of Admission if the Applicant does not meet the outstanding requirement(s) before the first day of class.

Admission requirements to degree programs include U, M or OAC secondary school courses.

### **4.4 Provincial Equivalencies**

The GED (General Educational Development Certificate) and all Grade 12 diplomas from other Canadian provinces and territories are considered equivalent to the Ontario high school diploma with the exception of Quebec (Quebec equivalency is High School Leaving Certificate Secondary V).

### **4.5 Admission to Ontario College Graduate Certificate Programs**

Applicants who possess postsecondary academic experience are eligible to apply to Ontario College Graduate Certificate programs. These programs require a two- or three-year college diploma or a baccalaureate degree and/or demonstrated competence through related work and/or educational experience.

Many Offers of Admission are conditional pending the completion of all required courses and/or successful completion of the required college diploma or a baccalaureate degree one month prior to beginning the program; by August 1 for

programs commencing in the Fall (September) term, December 1 for programs commencing in the Winter (January) term or April 1 for programs commencing in the Spring (May) term. Sheridan reserves the right to withdraw Conditional Offers of Admission if the Applicant does not meet the outstanding requirement(s) before the first day of class.

Applicants to these programs who do not meet the academic requirement of a postsecondary diploma or degree, but have work experience in a related field, may be considered for admission by successfully demonstrating competence through a supplemental submission (e.g. résumé, portfolio). Please refer to the individual program pages on the Sheridan website for specific requirements.

#### **4.6 Applicant Selection**

The Admissions Office provides program-specific information to Applicants in their Online Student Centre and provides deadlines that must be met. Where selection criteria include applicant tests, assessments or other selection tools requiring mandatory college visits, alternative arrangements must be available for any Applicant who resides outside of normal commuting distance from the Sheridan campus at which the program is being offered (100 kilometers or greater). Once the Applicant selection requirements have been published, they will not be changed until the next application cycle. Exception to this will be made only if a less stringent selection criteria is approved. In such cases, all applicants will be notified of the change.

The applicant selection criteria may vary from year to year depending on the local needs and the number of qualified applicants.

All Applicants must meet specific program requirements as outlined in the current program calendar central admissions publication and/or the website. All program-specific program requirements must be met during the application process prior to admission decisions. If an applicant does not provide proof they are registered in the program-specific requirements their application will not be able to be processed.

#### **4.7 Admission Decisions**

##### Suspended Application/Rescinding an Offer

In circumstances where Sheridan has serious concerns about the exhibited behaviour of a prospective student or applicant who has either applied or received an offer, the Registrar shall convene a case conference in order to assess and inform next steps. Members would include: Student Rights and Responsibilities Office, Office of Campus Safety, Security and Emergency Management, Office of

the Registrar and others, depending on the situation, i.e.: General Counsel, Accessible Learning, etc. Applicants will be notified of the reasons of the Suspended Application or Rescinded Offer in writing by the Registrar.

The applicant has 5 business days after the decision of the Suspended Application or Rescinded Offer letter to provide the Registrar with comments in writing about the suspected breach and/or additional documentation/evidence related to the suspected breach. The Registrar will convene a case conference to assess the applicant's letter of appeal and determine next steps.

In cases where the behaviour has not met the threshold for the suspension of the application or the rescinding of an offer, they (applicant/offer) may be required to meet with the Student Rights and Responsibilities Office, once actively enrolled, to review the Student of Code of Conduct to ensure expectations of conduct are understood.

#### **4.8 Residents of Ontario and Other Provinces or Territories in Canada**

- a) The Applicant submits the application, supporting document (credential assessments) and application fee to [ontariocolleges.ca](http://ontariocolleges.ca) (Ontario College Application Service.)
- b) All applications received by February 1 will be given equal consideration for all intakes. Applications received after February 1 will be processed and ranked on a first-come, first-served basis as long as spaces are available in the program.
- c) The Admissions Office assesses Applicants according to college and program eligibility criteria.
- d) The Admissions Office issues the first round of Offers of Admission for applications received by the Equal Consideration Date.
- e) Offers of admission will continue to be issued until the program has been filled.
- f) Admission decisions are communicated to Applicants in writing, are distributed by mail and are available through the Online Student Centre.
- g) Admission to many Sheridan programs is limited. As a result, not all qualified Applicants are admitted. Applicants receive one of the following decisions (see Offer of Admission definitions):
  - i. Admitted
  - ii. Waitlisted
  - iii. Refused Admit
- h) Applicants must accept their offer of admission by the deadline date noted on their offer or at [ontariocolleges.ca](http://ontariocolleges.ca). Offers of admission may be expired and applicants may lose their seats in the program if offers are accepted later than the noted deadline.



#### **4.9 Direct Entry and Articulation Agreements**

- a) The applicant applies through [ontariocolleges.ca](http://ontariocolleges.ca) to the program of choice at a level other than the first level of the program.
- b) The Academic Faculty and Admissions Office review the Applicant's transcript to determine eligibility.
- c) The Admissions Office issues an admission decision
- d) The Sheridan transcript will reflect the courses used to determine eligibility for direct entry or through the articulation agreement.

#### **4.10 Indigenous Applicant Admission Process**

Sheridan will identify designated seats for Indigenous Applicants. To qualify for consideration under this process the Indigenous Applicant must:

- a) Self-identify as an Indigenous Applicant on the Application for Admission at [ontariocolleges.ca](http://ontariocolleges.ca) and/or with the Centre for Indigenous Learning and Support
- b) Meet the definition of an Indigenous Applicant with documentation which will be submitted to the Admissions Office
- c) Meet the minimum admission requirements as indicated in the general admission requirements for Sheridan as well as any program level admission requirements or supplemental assignments

By declaring Indigenous identity, students will be linked with Sheridan staff who will provide support during the application, admission and transition process.

If the number of Indigenous applicants exceeds the number of designated seats, the applicants will be ranked on a competitive basis within the Indigenous Applicant pool.

#### **4.11 International Applicants**

- a) International Applicants may apply online directly to Sheridan's International Centre at <http://www.sheridancollege.ca/International%20Centre.aspx> or they may apply to [ontariocolleges.ca](http://ontariocolleges.ca)
- b) Original documents or scanned copies of the original document are to be submitted in addition to notarized translations.
- c) Applicants accept their offers of admission through the Sheridan International Centre.

- d) International Applicants must meet the legal requirements to study in Canada in order to register in any Sheridan course or program as verified by the Dean, International Services.
- e) International Applicants may be admitted to oversubscribed programs in the following circumstances:
  - i. Where the College has established a special program, allocated seats, or identified a special section within a program, specifically for International Students.
  - ii. Where the Dean and Registrar approve a seat or seats within a program specifically for an International Student or Students (i.e. a seat or seats in addition to the approved maximum registration figure for the program) by the commencement of the admission cycle for International Students.

#### **4.12 Applicants whose first language is other than English**

There are established English language entry levels for all Sheridan programs. All Applicants to Sheridan must demonstrate competency in English. Domestic and International Applicants with international documentation and transcripts who wish to waive the standardized testing English requirements (e.g. Test of English as a Foreign Language (TOEFL), International English Language Testing System – Academic Level (IELTS), Pearson Test of English Academic (PTE A), Cambridge English First (FCE), Cambridge English Advanced (CAE), Cambridge English Proficiency (CPE), English for Academic Purposes (Sheridan EAP), English Proficiency Assessment (Sheridan EPA), must present evidence of a minimum of three years of full- time study in an English language SECONDARY school and/or school system (i.e. the primary language of instruction and evaluation is English), regardless of the primary language used in that country.

Successful completion of at least two years of study in a recognized college in English is sufficient to demonstrate competency in English.

Successful completion of at least one year of study in a recognized university or successful completion of a one-year Post Graduate certificate at a recognized college in English is sufficient to demonstrate competency in English.

Sheridan reserves the right to require proof of proficiency in English from any Applicant, or Applicants, from individual schools, school systems, regions or countries. Applicants may be required to complete English testing to demonstrate proficiency. English testing is valid for the length of time as outlined on the test results document that is issued to the applicant.

#### **4.13 Transcript and Documentation**

Official Transcripts are required in order to process applications for domestic Applicants and will not be returned to the Applicant or Student once submitted to the OTR. If a request is made in writing to Admissions upon application, documents may be returned on request to the original document holder where possible. A transcript is considered official when the document has the school signature and/or seal on it and is sealed in the original envelope as issued by the institution. Opened or photocopied transcripts are not considered official and will not be accepted.

Upon request, the Applicant may be required to submit institutionally issued course outlines for the courses appearing on their transcripts. Transcripts must be submitted using one of the following methods:

- a) Official transcripts submitted to [ontariocolleges.ca](http://ontariocolleges.ca) at the time of Admissions application (preferred method)
- b) Official transcripts sent directly from incoming institution to the Admissions Office at Sheridan
- c) Official transcripts submitted in person to one of the following offices:
  - Trafalgar Campus: Admissions Office B101
  - Davis Campus: Welcome Desk
  - Hazel McCallion Campus: Welcome Desk

#### **4.14 Applicants with international credentials**

Domestic Applicants with international credentials are responsible for having their documents assessed by World Education Services Canada (WES), or International Credential Assessment Service of Canada (ICAS) Credential evaluation fees will apply. An exception to this is International Baccalaureate (IB) Diploma Courses: Standard Level or Higher Level (designated by SL or HL on transcript) courses and Advanced Placement (AP) program courses in the USA and Canada administered by the College Board. For Advanced Standing eligibility, see Credit Transfer Procedure.

Most programs require a course-by-course or comprehensive evaluation which gives Sheridan a full assessment of the academic work completed, including grades.

All Sheridan programs require a comprehensive or course-by-course assessment, which includes evidence of subject matter, grades and completion dates, in order to determine eligibility for Advanced Standing.

For more information, and a complete list of Sheridan programs and the credential evaluation that is recommended or required, please see:

<https://www.sheridancollege.ca/admissions/how-to-apply/credential-evaluation>.

#### **4.15 Admission with Advanced Standing**

Students may apply to receive advanced standing for specific Sheridan course(s) based on the successful completion of similar courses at other recognized post-secondary institutions subject to meeting applicable Sheridan policies.

Regardless of the semester entry level, Applicants must apply through [ontariocolleges.ca](https://ontariocolleges.ca). In addition to transcripts, course outlines must be submitted with the application for advanced standing.

Please refer to Sheridan College's Credit Transfer Policy.

#### **4.16 Prior Learning Assessment and Recognition (PLAR)**

A Student or Applicant may apply for PLAR when mastery of the learning outcomes of a Sheridan course can be clearly demonstrated through the institution's established PLAR challenge processes, such as a portfolio assessment, competency test and/or challenge exam.

In some instances, where formal educational documentation is not available, a Student or Applicant may choose to apply for PLAR as a way of gaining recognition for formal learning.

Please refer to Sheridan College's practice on Prior Learning Assessment and Recognition policy.

#### **4.17 Accommodations for Applicants with a Disability**

Applicants who are requesting individual accommodation due to disability are directed to visit [Accessible Learning](#) for further information.

Sheridan's Admission Policy is intended to meet the following principles:

- Admission Processes strive to be accessible and inclusive for applicants with disabilities

#### **4.18 Readmission to first term**

Students repeating the first term of any program:

- a) Must comply with any academic requirements and/or non-academic sanctions that are identified by Sheridan
- b) Must apply through [ontariocolleges.ca](http://ontariocolleges.ca). International students must apply to Sheridan's International Centre.
- c) Must meet the current admission requirements for the program
- d) Will be subject to the order of priority of admission applicable to the program

#### **4.19 Consideration as a Mature Student**

Mature Students do not possess a secondary school diploma or equivalent and are 19 years of age before the start date of the program. Mature Students who apply to Sheridan's certificate and diploma programs must demonstrate their ability to work at the postsecondary level in one of two ways:

1. By successfully completing equivalency testing in English and/or mathematics and/or other required courses.
2. By completing a program of academic upgrading at a level appropriate to the program of choice. Mature Students must demonstrate proficiency in meeting specific program prerequisites

Test results are valid for one calendar year following the date of the test.

#### **4.20 Admission Appeal Procedures**

Applicants who are refused admission to a Sheridan program can obtain a specific reason for the refused admission and may request a review of the admission decision. Please see Admission Appeal Procedure.

#### **4.21 Deferred Offers of Admission**

We understand that extenuating circumstances may arise that prevent Applicants from enrolling for the term specified on their application. In such cases, a deferral of admission may be extended. Applicants must complete an application if they are currently accepted or registered to begin their first semester and wish to defer to a future term. Completed forms must be submitted to the Admissions Office at their campus.

##### **Deferral Process**

- All deferrals are at the discretion of the Registrar
- Sheridan defers offers of admission only under extenuating circumstances supported by appropriate documentation.
- Applicants may only defer an offer for the program to which they were admitted.

- Deferrals may be granted for no more than one academic year.
- The request will be reviewed and the Applicant will receive notification of the decision from the Registrar.
- For all programs, space is limited. The request to defer admission does not guarantee a seat in the program.
- Applicants whose deferrals have been approved will receive a new Offer of Admission for the appropriate term. Applicants must contact the Admissions office to accept the offer within three weeks of the date on the offer letter.

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

[Admission Policy](#)

[Admission Appeal Procedure](#)

[Prior Learning Assessment and Recognition \(PLAR\) Policy](#)

[Prior Learning Assessment and Recognition \(PLAR\) Procedure](#)

[Credit Transfer Policy](#)

[Credit Transfer Procedure](#)

[Privacy Policy](#)

[Accessibility Policy](#)

[Academic Integrity Policy](#)

[Academic Integrity Procedure](#)

[Student Code of Conduct](#)

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

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