

ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

Decision
Recommendation
Discussion
Information

DATE: 28 April 2020

FROM: Undergraduate Studies Committee

SUBJECT: Academic Calendar Migration Project – Admissions Policies

COMMITTEE MANDATE:

- In accordance with Part I, Section i of the Undergraduate Studies Committee (USC) Terms of Reference, USC will “review and recommend to Academic Council changes to undergraduate academic...policy”
- Under the Policy Framework, changes to academic items which are editorial in nature are presented to the deliberative body and Academic Council for information.

MOTION FOR CONSIDERATION:

That pursuant to the recommendation of the Undergraduate Studies Committee, Academic Council hereby approves the following polices and procedures, as presented.

- Undergraduate Advanced Standing and Transfer Credit Procedures*
- Special Considerations Procedures*
- Undergraduate and Professional Admissions Policy*
- Undergraduate and Professional Admissions Procedures*

BACKGROUND/CONTEXT/RATIONALE:

The Undergraduate Academic Calendar migration to the Policy Library project is on-going. Several academic policies and procedures have been migrated from the Academic Calendar to the Policy Library over the course of the last year, and approved via the former CPRC, current USC, and Academic Council. While some policy documents have been migrated with minor edits to fit the Policy Framework, other documents have been substantively revised to reflect current practice, as part of the review.

The following academic policies and procedures are coming forward to Academic Council for approval:

- Undergraduate Advanced Standing and Transfer Credit Procedures
- Special Considerations Procedures
- Undergraduate and Professional Admissions Policy
- Undergraduate and Professional Admissions Procedures

In conjunction with the Policy Office, it was determined that changes to the following Policy Instruments are editorial in nature, and these items are being presented for information:

- Undergraduate Advanced Standing and Transfer Credit Policy
- Special Considerations Policy

With the removal of these items from the Academic Calendar, there is a need to include content for students to provide them with general guidance and direct them to the appropriate policy and/or procedure. The Office of the Registrar has provided the updated sections of the Academic Calendar for information:

- Revised Calendar Copy

CONSULTATION:

In conjunction with the Policy Office, the following consultation and approval path was determined for items with substantive changes:

- Online Consultation: January 20-31, 2020
- Administrative Leadership Team: February 11, 2020
- Deliberative Body: USC February 2020 for discussion; March 2020 for recommendation
- Approval Authority: Academic Council

NEXT STEPS:

- Pending the approval and review of these items by Academic Council, the new Policy Instruments will be added to the Policy Library and the Undergraduate Academic Calendar text will be updated as presented, effective Fall 2020

SUPPORTING REFERENCE MATERIALS:

For Approval:

- **Undergraduate Advanced Standing and Transfer Credit Procedures**
 - Draft Procedures & Summary of Substantive Changes
- **Special Considerations Procedures**
 - Draft Procedures & Summary of Substantive Changes
- **Undergraduate and Professional Admissions Policy & Procedures**
 - Draft Policy & Procedures & Summary of Substantive Changes

For Information:

- **Undergraduate Advanced Standing and Transfer Credit Policy**
 - Draft Policy
- **Special Considerations Policy**
 - Draft Policy
- **Revised Academic Calendar Copy**



Classification	
Parent Policy	
Framework Category	
Approving Authority	
Policy Owner	
Approval Date	
Review Date	
Supersedes	

UNDERGRADUATE ADVANCED STANDING AND TRANSFER CREDIT PROCEDURES

PURPOSE

1. The purpose of this Procedure is to outline the rules and regulations which relate to the granting of transfer credit to undergraduate applicants and students.

SCOPE AND AUTHORITY

2. This Policy applies to both applicants and students in undergraduate-level programs.
3. This Policy does not apply to graduate or professional-level applicants.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

PROCEDURES

5. Secondary School Students
 - 5.1. In order to be considered for advance standing, students must achieve minimum subject scores of 4 in the Advanced Placement examinations, 5 in the International Baccalaureate examinations, 3 in CAPE examinations and a grade of C or better in Advanced Level (A Level) courses; minimum subject scores may vary by subject.
 - 5.2. Credit and exemption will not be given for completion of high school Advanced Placement, International Baccalaureate, Caribbean Advanced Proficiency Examinations, or Advanced Level (A Level) courses unless an acceptable score is attained on the examination administered by the appropriate board. Students in the Faculty of Engineering and Applied Science and the Faculty of Energy Systems and Nuclear Science are not eligible for advanced standing for core or professional engineering courses.
6. Students transferring from other post-secondary institutions
 - 6.1. In order to be considered for advance standing, university transfer students must achieve a minimum grade of C- in the course(s) they wish to have transferred. Students transferring from a college diploma program (or equivalent) must achieve a minimum grade of B- to achieve advance standing.
 - 6.2. Students transferring from a college diploma program (or equivalent) are not eligible to receive ~~advance standing~~ transfer credit toward any core or professional

engineering courses in the Faculty of Engineering and Applied Science or the Faculty of Energy Systems and Nuclear Science.

7. Letters of Permission

- 7.1. In order to be eligible to take a course(s) on letter of permission at another post-secondary institution, students must be in clear academic standing (minimum cumulative grade point average of 2.0), have successfully completed nine Ontario Tech University credit hours prior to request and have the necessary prerequisite courses(s)
- 7.2. In addition to meeting the eligibility requirements, students must also abide by the following restrictions:
 - a) A maximum of 30 faculty-approved credit hours may be completed via Letter of Permission.
 - b) Challenge for credit courses will not be considered.
 - c) The host institution must offer university-level courses and be accredited by a recognized governing body.
 - d) The combination of transfer and letter of permission credits cannot exceed Ontario Tech University's the university's institutional residency requirement.
- ~~7.3.~~ At the discretion of the Dean, a faculty may impose additional requirements for students in their programs. The final decision regarding eligibility is that of the Dean of a faculty, in consultation with the faculty.

MONITORING AND REVIEW

8. These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

9. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

10. Alternate Pathways - Undergraduate
11. Undergraduate Advanced Standing and Transfer Credit Policy
12. Canadian Engineering Accreditation Board – 2018 Accreditation Criteria and Procedures (Pages 53-60)
- ~~12,13.~~ Definitions

12.1.13.1. Academic standing: A student's official status of enrolment at the university as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the university and/or their programs.

12.2.13.2. Core or professional engineering courses: courses which consist of Engineering Science and Engineering Design content as defined by Engineers Canada.^[AW1]

12.3.13.3. Credit hour: The measure used to reflect the relative weight of a given course toward the fulfilment of degree requirements. Unless otherwise indicated, a course normally has a credit hour value of three.

12.4.13.4. Prerequisite: A course that must be successfully completed prior to commencing a second course for which it is required.

DRAFT



Classification	
Parent Policy	
Framework Category	
Approving Authority	
Policy Owner	
Approval Date	
Review Date	
Supersedes	

SPECIAL CONSIDERATIONS PROCEDURES - UNDERGRADUATE AND PROFESSIONAL ADMISSIONS

PURPOSE

1. The purpose of these Procedures is to outline the process by which applicants to undergraduate and professional programs can be considered.

SCOPE AND AUTHORITY

2. This Policy applies to applicants to undergraduate and professional-level programs.
3. This Policy does not apply to graduate-level applicants, please refer to the Graduate Academic Calendar.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

PROCEDURES

5. **Applying for consideration with a disability**
 - 5.1. In order to receive consideration, applicants must submit their application and all associated documentation to Student Accessibility Services by the deadlines published on the Ontario Tech website.
6. **Indigenous applicants**
 - 6.1. In order to be considered under the Indigenous Admissions Policy, applicants must self-identify as Indigenous (Status or Non-Status First Nation, Métis and/or Inuit) and complete the Indigenous Admissions Consideration Form by the deadlines published on the [Ontario Tech university's](#) website.
7. **Equity admissions**
 - 7.1. Applicants who consider themselves to be personally and academically disadvantaged for reasons that are beyond their control (e.g. disability, gender identity or visible minority membership) are encouraged to apply under the Equity Admissions Policy. In order to be considered, applicants must complete the Equity

Admissions Consideration Form by the deadlines published on the [Ontario Tech university's](#) website.

MONITORING AND REVIEW

8. These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

9. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

10. Special Considerations - Policy
11. Definitions
 - 11.1. **Disability** (Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11)
 - a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
 - b) a condition of mental impairment or a developmental disability,
 - c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
 - d) a mental disorder, or
 - e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”)
 - 11.2. **Indigenous**
 - a) A collective name for the original peoples of North America and their descendants (Government of Canada, 2019).
12. [Extenuating Circumstances Form](#)
13. [Extenuating Circumstances Request Health Form](#)
14. [Consent to Release Information Form](#)
15. [Consideration on the Basis of a Disability Form](#)

16. [Verification of Accommodations Form](#)
17. [Indigenous Admissions Consideration Form](#)
18. [How Indigenous admissions decisions are made](#)
19. [Equity Admissions Consideration Form](#)



Classification	
Framework Category	
Approving Authority	
Policy Owner	
Approval Date	
Review Date	
Supersedes	

UNDERGRADUATE AND PROFESSIONAL ADMISSIONS POLICY

PURPOSE

1. The purpose of this Policy is to outline the rules and regulations which relate to both undergraduate and professional admissions.

SCOPE AND AUTHORITY

2. This Policy applies to applicants to undergraduate and professional-level programs.
3. This Policy does not apply to graduate-level applicants, please refer to the Graduate Academic Calendar.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

5. Application deadlines
 - 5.1. Specific dates pertaining to the specific applicant type and the current year are provided at admissions.ontariotechu.ca. Applications submitted after published deadlines will be considered on an individual basis. With the exception of Ontario secondary school applicants, the university reserves the right to amend application deadlines without prior notice.
6. Assessment of eligibility
 - 6.1. The actual cut-off levels for admission ~~cannot will~~ be determined ~~until upon receipt of applications~~ and grades ~~are received~~. Preference will be given to the students presenting the strongest admissions averages. Students whose grades have been affected by exceptional circumstances should refer to the university website's Special Considerations policy. Ontario universities support the full disclosure of all marks achieved in all attempts at secondary and postsecondary school courses. The university will use the highest grade obtained in a course in the calculation of averages.
 - 6.2. Applicants seeking information on the applicability of their educational backgrounds may seek informal guidance from the Office of the Registrar if their circumstances are straightforward. Applicants who want a formal assessment of their credentials

prior to application should contact a credential evaluation service. Official determination of admissibility cannot be made until the point of application.

7. Admission requirements for post-degree programs

7.1. Applicants to the university's Bachelor of Education (consecutive) programs should refer to the following sections of the most recent Undergraduate Academic Calendar:

- a) [Education \(Consecutive\) – Primary/Junior](#)
- b) [Education \(Consecutive\) – Intermediate/Senior](#)

8. Admission requirements for undergraduate programs

8.1. Regardless of educational background, all applicants to undergraduate programs must have specific requisite subject knowledge for their intended program of study. The prerequisite subjects for each program and other program requirements are listed in the following section of the Undergraduate Academic Calendar: [Programs \(by degree\)](#). Current students and graduates of secondary schools (no post-secondary education) will be evaluated based on their secondary school courses. Students who have followed a secondary school curriculum other than those listed are encouraged to visit the [Undergraduate Admissions website](#) or contact the Office of the Registrar for further information. The specific average of standing required for admission varies from year-to-year. Students are selected by taking into consideration a wide range of criteria including school marks, distribution of subjects taken, relevance to academic programs and supplementary assessment mechanisms such as CASPer™. Possession of the minimum requirements does not guarantee acceptance. Preference will be given to the applicants with the best qualifications. Admission requirements are subject to change. Admission requirements, as stated in the Undergraduate Academic Calendar, are considered accurate as of the end of the previous admissions cycle. [Undergraduate admission is ultimately the prerogative of the Dean of a faculty; the Office of the Registrar acts as their designated authority.](#) Applicants seeking admission to the university for a different academic year should the [Undergraduate Admissions website](#) for specific admission requirements. The university reserves the right to accept or deny students based on overall performance through the variety of measures listed above.

9. Readmission of former Ontario Tech University students

9.1. Students previously admitted to the university who have not been in attendance for two consecutive semesters and have not received a deferral will be required to apply for readmission to the university. Applications for readmission are submitted directly to the Office of the Registrar and adhere to specific deadlines. For admission following suspension, applicants should refer to the [academic standing](#) section of the Undergraduate Academic Calendar.

10. English Language Proficiency

- 10.1.** All applicants are required to give evidence of their oral and written proficiency in English. Further details are outlined in the Undergraduate and Professional Admissions Procedures document.

11. Honesty in applications

- 11.1.** Students must fully declare their educational history when applying to the university. Students must also advise the Office of the Registrar should they attend another post-secondary institution while a student at ~~Ontario Tech University~~[the university](#). Failure to declare previous or concurrent post-secondary education, or the falsification of any documents related to such academic pursuits, may result in suspension or expulsion from the university, including possible revocation of degrees awarded.

12. Review of admission decisions

- 12.1.** Individuals may request a review of their admission decision by submitting a formal written request for review to the Office of the Registrar within ten days of the original decision. Reviews will only be considered on the grounds of procedural irregularity and the decision of the Registrar shall be final. There is a charge for the review of admission decisions, which is refundable if the original decision is overturned on review.

MONITORING AND REVIEW

- 13.** This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

- 14.** This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 15.** Undergraduate and Professional Admissions – Procedure

16. Definitions:

- 16.1. Academic standing:** A student's official status of enrolment at the university as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the university and/or their programs.

- 16.2. Academic year:** The period from September 1 to August 31.

- 16.3. CASPer™:** Computer-Based Assessment for Sampling Personal Characteristics: A selection tool run and developed by Altus Assessments Inc. It is used by academic programs to help assess applicants for non-academic attributes or people skills.

DRAFT



Classification	
Parent Policy	
Framework Category	
Approving Authority	
Policy Owner	
Approval Date	
Review Date	
Supersedes	

UNDERGRADUATE AND PROFESSIONAL ADMISSIONS PROCEDURES

PURPOSE

1. The purpose of these Procedures is to outline the rules and regulations which relate to both undergraduate and professional admissions.

SCOPE AND AUTHORITY

2. This Policy applies to applicants to undergraduate and professional-level programs.
3. This Policy does not apply to graduate-level applicants, please refer to the Graduate Academic Calendar.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

PROCEDURES

5. Application procedures
 - 5.1. All applicants apply to Ontario Tech University through the Ontario Universities' Application Centre (OUAC) at ouac.on.ca. Students attending an Ontario secondary school are normally informed of OUAC application procedures and deadlines through their schools in September. The following types of applicants apply through specialized electronic applications: non-degree track applicants, special visiting students, international applicants represented by an agent and international applicants applying to the university's English for Academic Purposes program. Additional application information is available on the [Undergraduate Admissions](#) website.
 - 5.2. Ontario secondary school applicants must present an Ontario Secondary School Diploma (OSSD) with a minimum of six 4U or 4M credits (or equivalent), including credits and courses to satisfy the academic prerequisites of specific programs and present a competitive admission average.
 - 5.3. Home-schooled applicants will be evaluated on the basis of examinations (through distance learning or alternative education centres) or a combination of SAT Subject Tests in prerequisite courses and a portfolio. Parent-generated transcripts will be accepted as a reflection of courses completed and marks attained, but these transcripts must be submitted in conjunction with standardized test scores. Applicants who have completed courses through distance learning or alternative

education centres should include marks from these courses at the time of application. If official transcripts like these indicate completion of specific prerequisite subjects then there is no need to submit SAT Subject Test scores or a portfolio. Alternatively, applicants may write four specific SAT Subject Tests and submit a personal/career portfolio. A minimum score is required to demonstrate sufficient background in each of the subject tests. The portfolio should detail personal and community participation and achievements including academic, volunteering and mentorship. The portfolio should also include an essay detailing future goals and reasoning for application to their program of choice. A letter of reference to support the application should also be submitted. For additional information, including the specific SAT Subject Tests required for each program, please visit the [Undergraduate Admissions website](#) or e-mail the [admissions team](#).

- 5.4. Applicants from secondary schools in other Canadian provinces must successfully complete secondary school, and present the necessary academic program requirements with a competitive admissions average. Specific information on admission requirements for students completing secondary school in other provinces can be viewed on the [Undergraduate Admissions website](#).
- 5.5. Applicants from secondary schools in the United States must achieve high school graduation with a competitive admission average including the prerequisite courses for the intended program of study. Applicants must present a SAT or ACT score, if written. The university's SAT code is 4192 and the ACT code is 5265. [Ontario Tech University](#) ~~The University~~ does not accept scores more than five years after the test date. [Grades are the primary basis of admission; SAT scores will not serve to disadvantage an applicant in any capacity.](#)
- 5.6. Applicants from secondary schools in other international countries must achieve high school graduation with a competitive admission average including prerequisite courses for the intended program of study. Applicants should visit the [Undergraduate Admissions website](#) for admission requirements specific to their country or curriculum.
- 5.7. International Baccalaureate diploma candidates who achieve passes in six subjects with at least three at the Higher Level, and who accumulative a grade total of 24 with no score lower than 4 are eligible for admission to first year. Students must hold the appropriate prerequisite subjects at the Higher Level. English may be held at either the High or Standard Level. Applicants offering prerequisites at the Standard Level will be given individual consideration. For information on advanced standing, please see the Advanced Standing and Transfer Credit policy and procedures.
- 5.8. Applicants applying from other post-secondary institutions must present a competitive average in the specific prerequisite subjects for their intended program of study. The prerequisite subjects for each program are listed in the faculty sections of the [Undergraduate Academic Calendar](#). Prerequisite subject requirement may be met by a combination of secondary and post-secondary studies. Applicants must be in good academic standing at their previous post-secondary institution.

- 5.9.** Mature applicants are defined as meeting all of the following criteria: has not completed any post-secondary education, has been away from formal education for at least two years, will have reached the age of 21 by December 31st of the year of application, is a Canadian citizen or permanent resident and does not qualify for admission as a secondary school graduate. Mature applicants may be admitted upon successful completion of secondary-level courses in the prerequisite subjects for their intended program of study and must present a competitive admission average.
- 5.10.** Visiting students may be allowed to enrol in ~~Ontario Tech University~~ courses, subject to availability. These students must present a letter of permission from a recognized institution. It is the responsibility of the student to ensure that they have the necessary prerequisites and are academically prepared for the course. In some instances, the letter of permission may be used in lieu of transcripts from their home institutions; however some faculties require the submission of academic transcripts. These students will be admitted as special students not seeking a degree and will be subject to the applicable application process and letter of permission deadlines.

6. English Language Proficiency

- 6.1.** English language proficiency can be satisfied with one of the following criteria:
- a)** The applicant's mother tongue or first language is English.
 - b)** The applicant has studied full-time for at least three years (or equivalent in part-time studies) or at least six semesters (studying no less than three courses per semester) in secondary school or university here the language of instruction and examination was English. Such applicants are required to provide verification from their school. Please note: the minimum three-year requirement does not include full-time enrolment in an English as a Second Language (ESL) program.
 - c)** The applicant has achieved the required proficiency on one of the tests in English language acceptable to the university, including recommended scores. A list of acceptable tests is available on the [Undergraduate Admissions website](#). Students must arrange for original test scores to be sent directly from the testing centre to the Office of the Registrar.
 - d)** Applicants who meet all the admission requirements, with the exception of the English language proficiency requirement, can enrol in one of the approved on-campus or off-campus English for Academic Purposes (EAP) program. Upon successful completion of the EAP program, applicants can begin their degree program without further testing. For more information on the university's approved EAP programs, please refer to the [Undergraduate Admissions website](#).

7. Conditional admission

- 7.1.** If an applicant is currently completing courses at a secondary or post-secondary institution, a conditional admission decision will be made. This decision will be based upon the applicant's eligibility for admission subject to successful completion of the courses for which they are currently registered. This decision will remain conditional until final results for the applicant's current program of study are available. All courses must be completed by the final document deadline. For more information, please refer the application deadlines published on the [Undergraduate Admissions website](#). The university may, in other circumstances, grant conditional acceptance to a student who is eligible for admission subject to satisfying specified conditions. The conditions will be outlined in the conditional offer of admission.
- 8.** Deferral of application and offers
- 8.1.** Applicants who are offered admission may apply to defer their application by one year. In exceptional circumstances, an applicant may defer their offer of admission up to one year. Where an application is deferred, the applicant will not have to re-apply but will be reassessed for admissibility on a competitive basis in the relevant admission period. Where an offer is deferred, the applicant may register in the subsequent session within the one-year period without re-application. A request for deferral must be made before the end of the regular registration period for the specific application term. Competitive programs may present earlier deadlines. Deferral applications may be submitted via the [Undergraduate Admissions website](#).
- 9.** Program/degree changes
- 9.1.** Students wishing to pursue a program of study other than one to which they were originally admitted must submit a change of program request through the Office of the Registrar. Such requests will be subject to the admission requirements of the new program of study and permitted only if space is available in the destination program. For "change of degrees" all courses with a grade of D or lower will remain on the transcript, but will be excluded from the grade point calculation. More information, including deadline dates, are available via the [Undergraduate Admissions website](#).

MONITORING AND REVIEW

- 10.** These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

- 11.** This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 12.** Advanced Standing and Transfer Credit – Policy
- 13.** Advanced Standing and Transfer Credit – Procedures

14. Undergraduate and Professional Admissions – Policy
15. [International Application Form](#)
16. [Non-Degree Track Application Form](#)
17. Definitions:
 - 17.1. **Academic standing:** A student's official status of enrolment at the university as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the university and/or their programs.
 - 17.2. **ACT:** American College Testing
 - 17.3. **Prerequisite:** A course that must be successfully completed prior to commencing a second course for which it is required.
 - 17.4. **Registration period:** In a semester, the period extending from the first day of registration to the tenth lecture day, as stated in the academic schedule. In a session, it is the period extending from the first day of registration to the fifth lecture day.
 - 17.5. **SAT:** Scholastic Aptitude Test
 - 17.6. **Special student:** A student taking courses but not seeking a degree. With the permission of the dean, such a student may subsequently be admitted to a degree program in which case courses already taken may be used to satisfy undergraduate degree requirements. Special students register formally in courses, with the consent of the instructor; such students submit assignments, write examinations, receive grades and may request an official transcript. Such students are charged full course fees.
 - 17.7. **Visiting student:** A student admitted to another post-secondary institution, attending the university on a letter of permission.



Classification	
Framework Category	
Approving Authority	
Policy Owner	
Approval Date	
Review Date	
Supersedes	

UNDERGRADUATE ADVANCED STANDING AND TRANSFER CREDIT POLICY

PURPOSE

1. The purpose of this Policy is to outline the rules and regulations which relate to the granting of transfer credit to undergraduate applicants and students.

SCOPE AND AUTHORITY

2. This Policy applies to both applicants and students in undergraduate-level programs.
3. This Policy does not apply to graduate or professional-level applicants.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

5. Secondary School Students
 - 5.1. Applicants who have completed Advanced Placement (AP) examinations, International Baccalaureate (IB) examinations, Caribbean Advanced Proficiency Examinations (CAPE) or General Certificate of Education (Advanced Level) courses may be granted up to a maximum of 18 credit hours toward their degree. Other university-level course taken while in high school / secondary school will be considered on a case-by-case basis. Official documents must be supplied to the Office of the Registrar to ensure granting of credit. Transfer credit assessments will only be made available once a student has received an offer of admission. Transfer credit assessments will be considered final one year after the date of admission to the university, after which, no further requests for transfer credit will be accepted.
6. Students transferring from other post-secondary institutions
 - 6.1. Credits from other post-secondary institutions within and outside Canada will be evaluated on an individual basis following issuance of an offer. Credit is subject to the university's residency policy (residency requirements) and to faculty-specific regulations. Transfer credits will be indicated by a T on the student's transcript and will not be used in the GPA calculation. Transfer credit assessments will only be made available once a student has received an offer of admission. Transfer credit assessments will be considered final one year after the date of admission to the university, after which, no further requests for transfer credit will be accepted.

7. Challenge for credit

- 7.1. Faculties may offer examinations that allow students to demonstrate their competence in a subject for the purpose of advanced standing. The offering of challenge exams are at the appropriate dean's discretion. The fee for such examinations is 50 per cent of the applicable course fee. Unsuccessful attempts are counted as failures on the transcript.

8. Letters of Permission

- 8.1. Students wishing to take a course at another institution must apply for and receive a letter of permission from the university in advance of their application to the visiting institution. A letter of permission ensures that the courses to be taken at the host institution will be recognized for credit at the university and are applicable to the student's program of study. For application instructions, eligibility requirements, and restrictions, students should visit ontariotechu.ca/lop.

MONITORING AND REVIEW

9. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

10. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Alternate Pathways - Undergraduate
12. Undergraduate Advanced Standing and Transfer Credit - Procedures
13. Definitions:
- 13.1. **Challenge for credit:** The request for academic credit resulting from experience or knowledge gained elsewhere for which transfer credit cannot be awarded.
- 13.2. **GPA:** The abbreviation for grade point average. A semester GPA is the weighted average of the grade points awarded on the basis of academic performance during a single semester. A cumulative grade point average (CGPA or cumulative GPA) is the weighted average of the grade points awarded in all courses completed and included for the achievement of the degree and/or major the student is registered in.
- 13.3. **Transfer credit:** Academic credit granted for work completed at an institution other than the university.

Classification	
Framework Category	
Approving Authority	
Policy Owner	
Approval Date	
Review Date	
Supersedes	

SPECIAL CONSIDERATIONS POLICY – UNDERGRADUATE AND PROFESSIONAL ADMISSIONS

PURPOSE

1. The purpose of this Policy is to outline special considerations under which applicants to undergraduate and professional programs can be considered.

SCOPE AND AUTHORITY

2. This Policy applies to applicants to undergraduate and professional-level programs.
3. This Policy does not apply to graduate-level applicants, please refer to the Graduate Academic Calendar.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

5. Applying for consideration with a disability
 - 5.1. Applicants with disabilities who have received disability-related accommodations in high school or during a previous degree or diploma program are expected to have grades that accurately reflect their academic ability. Applicants who were not accommodated for all or part of their high school or degree or diploma program, or who believe that there are extenuating circumstances related to their disability that have negatively impacted on their grades may be eligible for consideration on the basis of their disability.
6. Indigenous applicants
 - 6.1. A student who has self-identified as Indigenous, who does not meet the competitive GPA for admission, but who still meets a minimum 70 per cent high school grade point average, may apply to have a separate assessment conducted by a committee which includes a member from the faculty of application, the Admissions office and the Indigenous Education and Cultural Services office (IECS).
7. Equity admissions
 - 7.1. Applicants who consider themselves personally or academically disadvantaged for reasons that are beyond their control, may apply to have a separate assessment

conducted by the university's Equity Admissions Committee. This committee includes a member from the faculty of application, the Admissions office and the President's Equity Taskforce. Applicants are required to meet the university's minimum 70 per cent high school grade point average for consideration.

MONITORING AND REVIEW

8. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

9. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

10. Special Admissions Considerations Procedure
11. Definitions

11.1. Competitive Grade Point Average:

- a) A grade point average required for admission to university which surpasses the university's minimum 70 per cent average for consideration.

11.2. Disability (Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11)

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")

11.3. Indigenous

- a) A collective name for the original peoples of North America and their descendants (Government of Canada, 2019).

11.4. Indigenous Education and Cultural Services

- a) Indigenous Education and Cultural Services offers cultural workshops, ceremonies, events and programming to educate Indigenous and non-Indigenous students, faculty, staff members and the broader community about Indigenous culture. They encourage Indigenous students to embrace their culture through the Indigenous self-identification process, and they lead the university in its journey toward reconciliation (Ontario Tech, 2019).

11.5. President's Equity Taskforce (PET)

- a) The goal of the PET is to mobilize a diverse movement of people across the university to create and establish equitable and inclusive practices at (Ontario Tech) within a three-year term (Ontario Tech, 2019).

Policy Calendar Copy

'Policy Library' links will be updated to direct students to the specific policy items corresponding to the titles of each section.

Undergraduate and Professional Admissions:

All applicants to Ontario Tech University are required to submit their applications via the Ontario Universities' Application Centre (OUAC). Non-degree track and special visiting students can apply via specialized electronic applications located on the Ontario Tech website.

Students are selected by taking into consideration a wide range of criteria including school marks, distribution of subjects taken, relevance to the academic program and supplementary assessment mechanisms. Possession of the minimum requirements does not guarantee acceptance. Preference will be given to applicants with the best qualifications. Additional information including admission requirements for various applicant types, changing programs and degrees, honesty in applications and requesting a formal review of an admission decision can be found in the Undergraduate and Professional Admissions Policy and Procedures sections of the university's [Policy Library](#) and at admissions.ontariotechu.ca.

Advanced Standing and Transfer Credit:

Credits from secondary and post-secondary institutions within and outside Canada will be evaluated on an individual basis following issuance of an offer. Credit is subject to university and faculty-specific regulations. Additional information on transfer credit assessments, challenge for credit and letters of permission can be found in the Advanced Standing and Transfer Credit Policy and Procedures sections of the university's [Policy Library](#) and at ontariotechu.ca/transfer.

Special Considerations

Applicants with disabilities, Indigenous applicants and equity-seeking applicants are able to apply for special admissions consideration. Additional information on special admissions considerations can be found in the Special Considerations Policy and Procedures sections of the university's [Policy Library](#) and at admissions.ontariotechu.ca.