

POLICY CONSULTATION REPORT

DATE: January 6, 2025

FROM: Adam Wingate, Associate Registrar and Director, Records and Scheduling

SUBJECT: Revised Special Considerations Policy and Procedure - Undergraduate and Professional Admissions

BACKGROUND/CONTEXT & RATIONALE:

- In accordance with our policy instrument review timelines, it is necessary to review these policy instruments as the last major revisions took place in April 2020.
- Upon consultation with the Office of the Registrar, specifically the Admissions team, the following substantive revisions to the policy were made:
 - Removed “President’s Equity Taskforce (PET)” from the list of definitions.
 - Section 8.1: updated language to better align with that stated on the university’s [Special Considerations – Equity Admission webpage](#). Furthermore, the policy language has been updated to reflect that a member of the Student Engagement and Equity team now reviews equity admissions submissions alongside a member from the faculty of application and an admissions representative
- Upon consultation with the Office of the Registrar, specifically the Admissions team, the following substantive revisions were made to the procedure:
 - Section 8.1: updated language to better align with that stated on the university’s [Special Considerations – Equity Admission webpage](#).

CONSULTATION AND APPROVAL PATH:

- Online Consultation: January 6, 2025 – January 17, 2025
- Undergraduate Studies Committee Deliberation and approval of Procedures: February 18, 2025
- Academic Council Approval: March 25, 2025

HOW TO COMMENT:

- Community members can provide written comments using the [policy feedback form](#). Comments will be shared with the relevant Policy Owner for consideration.
- The comment period will be open until 3:00 pm on January 17, 2025.

NEXT STEPS:

- A summary of comments will be provided to the relevant deliberative body and approval authority.

SUPPORTING REFERENCE MATERIALS:

- ACD 1525 Revised Special Considerations Policy - Undergraduate and Professional Admissions (Tracked Changes)
- ACD 1525 Revised Special Considerations Policy - Undergraduate and Professional Admissions (Clean Copy)
- ACD 1525.01 Revised Special Considerations Procedures - Undergraduate and Professional Admissions (Tracked Changes)
- ACD 1525.01 Revised Special Considerations Procedures - Undergraduate and Professional Admissions (Clean Copy)



Classification Number	ACD 1525
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	April 28, 2020
Review Date	May 2023
Supersedes	Academic Regulations, Undergraduate Academic Calendar 2019/2020

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.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Competitive Grade Point Average” means a grade point average required for admission to university which surpasses the university’s minimum 70 per cent average for consideration.

“Disability” (Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11) means:

- 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,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- 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”)

“Indigenous”: A collective name for the original peoples of North America and their descendants (Government of Canada, 2019).

“Indigenous Education and Cultural Services”: 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).

~~“President’s Equity Taskforce” or “PET”: 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).~~

Commented [SB1]: Does this still exist?

SCOPE AND AUTHORITY

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

POLICY

6. Applying for consideration with a disability

- 6.1. 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.

7. Indigenous applicants

- 7.1. 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).

8. Equity admissions

- 8.1. Applicants who consider themselves ~~having factors related to discrimination or marginalization that has impacted their opportunities and/or ability to success 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~~ the Student Engagement and Equity team. Applicants are required to meet the university's minimum 70 per cent high school grade point average for consideration.

Commented [SB2]: Updated based on language update on website from Equity office at <https://admissions.ontariotechu.ca/special-considerations/equity-admissions.php>

Commented [SB3]: For the past few cycles practice has been someone from the equity office

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

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RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Special Admissions Considerations Procedure



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- a condition of mental impairment or a developmental disability,
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SCOPE AND AUTHORITY

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7. Indigenous applicants

- 7.1. 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).

8. Equity admissions

- 8.1. Applicants who consider themselves having factors related to discrimination or marginalization that has impacted their opportunities and/or ability to success , 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 Student Engagement and Equity team. Applicants are required to meet the university's minimum 70 per cent high school grade point average for consideration.

Commented [SB1]: Updated based on language update on website from Equity office at <https://admissions.ontariotechu.ca/special-considerations/equity-admissions.php>

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

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RELATED POLICIES, PROCEDURES & DOCUMENTS

ACD 1525 Special Considerations Policy - Undergraduate and Professional Admissions (Clean Copy).docx

11. Special Admissions Considerations Procedure



Classification Number	ACD 1525.01
Parent policy	Undergraduate and Professional Admissions Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	April 28, 2020
Review Date	May 2023
Supersedes	Academic Regulations, Undergraduate Academic Calendar 2019/2020

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.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“**Disability**” means (Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11)

- 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,
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SCOPE AND AUTHORITY

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PROCEDURE

6. Applying for consideration with a disability

- 6.1. 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.

7. Indigenous applicants

- 7.1. 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 university's website.

8. Equity admissions

- 8.1. ~~The purpose of the equity application is to provide equitable admissions process for all applicants. This admissions process will consider various factors that may have impacted a student's opportunities and/or ability to success. These factors include discrimination or marginalization as a result of socioeconomic status, immigration status, age, gender identity, gender expression, sexual orientation, race, religion, disability and/or country of origin. 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 university's website.

Commented [SB1]: Updated language based on update recommendations made from the Equity office to language posted on the website at <https://admissions.ontariotechu.ca/special-considerations/equity-admissions.php>

MONITORING AND REVIEW

9. 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.

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RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Special Considerations – Policy
[Extenuating Circumstances Form](#)
[Extenuating Circumstances Request Health Form](#)
[Consent to Release Information Form](#)
[Consideration on the Basis of a Disability Form](#)
[Verification of Accommodations Form](#)
[Indigenous Admissions Consideration Form](#)
[How Indigenous admissions decisions are made](#)
[Equity Admissions Consideration Form](#)



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