

POLICY CONSULTATION REPORT

DATE: January 6, 2025

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

SUBJECT: Revised Undergraduate and Professional Admissions Procedures

BACKGROUND/CONTEXT & RATIONALE:

- In accordance with our policy instrument review timelines, it is necessary to review these procedures 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 were made:
 - Section 6.1: removal of applicants represented by an agent (these are captured under the international applicants).
 - Section 6.3: removal of references to SAT subject tests (they no longer exist).
 - Section 6.7: updates to International Baccalaureate (IB) admissions requirements.

CONSULTATION AND APPROVAL PATH:

- Online Consultation: January 6, 2025 – January 17, 2025
- Integrated All Managers Team: February 13, 2025
- Undergraduate Studies Committee Deliberation: 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 1527.01 Undergraduate and Professional Admissions Procedures (Tracked Changes)
- ACD 1527.01 Undergraduate and Professional Admissions Procedures (Clean Copy)



Classification Number	ACD 1527.01
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	Admissions Regulations, Undergraduate Academic Calendar 2019/2020

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.

DEFINITIONS

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

"Academic standing" means 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.

"ACT" means American College Testing

"Prerequisite" means a course that must be successfully completed prior to commencing a second course for which it is required.

"Registration period" means 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.

"SAT" means Scholastic Aptitude Test

"Special student" means 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.

"Visiting student" means a student admitted to another post-secondary institution, attending the university on a letter of permission.

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. Application procedures

- 6.1. 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](#).
- 6.2. 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.
- 6.3. 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.~~
- 6.4. 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](#).

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- 6.5. 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. 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.
- 6.6. 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.
- 6.7. 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. [All pre-requisites can be held at the Standard Level or Higher Level unless otherwise stated on the Undergraduate Admissions website. 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. [Students not completing the full IB Diploma may be considered for admission with individual IB courses alongside official transcripts and proof of high school graduation.](#)
- 6.8. 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.
- 6.9. 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.
- 6.10. Visiting students may be allowed to enrol in 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.

7. English Language Proficiency

7.1. 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 where 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](#).

8. Conditional admission

8.1. 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.

9. Deferral of application and offers

9.1. 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](#).

10. Program/degree changes

- 10.1.** 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

- 11.** 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

- 12.** This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 13.** Undergraduate and Professional Admissions Policy
Undergraduate Advanced Standing and Transfer Credit Policy
Undergraduate Advanced Standing and Transfer Credit Procedures
[International Application Form](#)
[Non-Degree Track Application Form](#)



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