

## 2. ADMISSIONS

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Georgian's Admission regulations ensure that all applications are considered fairly and equitably. The regulations endorse and seek to apply the principles of the Ontario Human Rights Code, the Ontario Ministry of Advanced Education and Skills Development (MAESD) regulations and the directives of the Board of Governors of Georgian College.

### 2.1 Full-time and part-time credit program application process

Students applying to full-time studies at Georgian College must submit a completed application to the Ontario College Application System (OCAS) at [ontariocolleges.ca](http://www.ontariocolleges.ca) (<http://www.ontariocolleges.ca>) and pay the application fee. OCAS (<http://www.ontariocolleges.ca>) receives and records applications and offers. The applicant must also confirm their offer at OCAS. Part-time students at Georgian College who are interested in applying for full-time or part-time (credit) programs must also follow the OCAS (<http://www.ontariocolleges.ca>) application process. Part-time student status does not provide preferred access to a full-time program. New students to Georgian who have prior post-secondary education or life skills wishing to apply for an advanced semester must also apply through OCAS (<http://www.ontariocolleges.ca>). See also section 2.11, *Advanced Standing*. To apply to full and part-time programs, a student must be 19 years of age or have a Grade 12 diploma. Final or conditional offers of admission are sent by email only to those applicants who meet admission requirements.

#### 2.1.1 Part-time non-credit program application process

Applications for part-time studies (non-credit) programs are not made through OCAS (<http://www.ontariocolleges.ca>). For these programs, students must complete a Georgian College application for admission to part-time studies form and submit it, along with transcripts if required, to the Office of the Registrar. A non-refundable application fee, payable to Georgian College, is also required. Please check individual program outlines for additional requirements and application procedures.

#### 2.1.2 Application process – International students

International students applying to studies at Georgian College must complete an International student application form, which can be downloaded (PDF) at [GeorgianCollege.ca/international/future-students/apply-tab/](http://www.GeorgianCollege.ca/international/future-students/apply-tab/) (<http://www.GeorgianCollege.ca/international/future-students/apply-tab/>) and submit it to Georgian College at:

Georgian College Office of the Registrar – International Admissions  
One Georgian Drive Barrie, Ontario, L4M 3X9, Canada  
and emailed to: [reginternational@GeorgianCollege.ca](mailto:reginternational@GeorgianCollege.ca)  
([reginternational@GeorgianCollege.ca](mailto:reginternational@GeorgianCollege.ca)) or faxed: 705.722.5158

Original or certified copies of all documentation and academic records must be attached to the application. Applicants need to show proof of graduation, subjects taken and grades received. For documents that are not in English, certified translated copies must be provided. Please note that some programs have additional selection requirements such as tests, resumés, and letters of intent. An application fee of \$100 must accompany the application. For international applicants whose first language is not English, see Section 2.5, *English language*

*proficiency*. For program availability and general inquiries, email: [international@GeorgianCollege.ca](mailto:international@GeorgianCollege.ca) ([international@georgiancollege.ca](mailto:international@georgiancollege.ca)).

For international applicants represented by an agent, prior to registration, agents are authorized by the applicant to make any decisions and declarations regarding the student's admission application and any applicable refunds. After registration, all authorization and decision making moves to the student. At the point of submitting an application for admission the agent is agreeing that:

- the information in the application is true and complete, and
- the applicant has reviewed and verified the application information, and
- any false or incomplete information submitted in support of the application may invalidate the application and offers may be rescinded and this rescission may take place at any time during the application process or enrolment, and
- they authorize the College to collect and store the applicant's personal information, and
- they authorize the College to release and obtain information from Citizenship and Immigration Canada related to the applicant's study permit/visa, and
- all documentation submitted to the College will not be returned, and
- the applicant has reviewed and understands the refund policy at Georgian College (Section 3.5.2.2 – *Refunds - International students*).

#### 2.1.3 Deadlines

Applicants are urged to submit their application as early as possible as some programs may require them to take part in an information session, write a selection test(s), submit a resumé or other documents. For highly competitive programs, applications received by February 1 each year will be considered equally. For offer of admission process deadlines, please see 2.14 *Offer of admission (acceptance letter) and Accepting the Offer*. Applications received after February 1, will be processed on a first-come, first-served basis. To find out which programs are open, waitlisted or closed, visit [ontariocolleges.ca](http://www.ontariocolleges.ca) (OCAS) (<http://www.ontariocolleges.ca>), contact their inquiry line toll-free at 1.888.892.2228, or contact Georgian College directly at 705.722.1511 or [registrar@georgiancollege.ca](mailto:registrar@georgiancollege.ca).

## 2.2 Basic admissions requirements

Applicants must possess one of the following requirements to be eligible for admission to most certificate and diploma programs:

Secondary school applicants:

- Ontario Secondary School (OSS) curriculum: Ontario Secondary School Diploma (OSSD) or equivalent, with courses at the college, university or university/college level
- Non-secondary school applicants (19 years or older):
- Specific credit courses taken at Georgian College
- Equivalent courses taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
- Academic and Career Entrance Certificate (ACE) program available at most Georgian campuses
- Mature student testing that meets the minimum standards for admission available through most testing services at Georgian campuses)
- Ontario High School Equivalency Certificate (GED)

- Credit courses taken through accredited colleges/universities

Applicants who have been educated in a home school system at the grade 12 level, may apply to Georgian College for post-secondary programs. All specific course requirements for a particular program must be met. When official transcripts from College-approved institutions cannot be used to meet entrance requirements for home schooled applicants, equivalency testing may be available for certificate or diploma programs. In these cases, the Communications Placement Assessment (CPA) tests for both mathematics and English will be considered. For equivalency in other subject areas or for degree programs, students must complete course work prior to being admitted.

Admissions requirements for graduate certificate programs vary and may require a recognized college diploma, advanced diploma or a bachelor's degree.

Degree programs require an OSSD with six Grade 12 U or M level courses. Most degree programs have specific grade point average (GPA) requirements.

For all programs, the admissions and selection requirements noted on the Program Outline in addition those listed here must be met in order to gain final admission into the program.

### 2.2.1 Mature applicants to postsecondary certificate and diploma programs

Non-secondary school applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program-specific prerequisites including all courses listed for each program, and all selection criteria. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to section 2.6 *Other Admission Requirements* for further details.

### 2.2.2 Mature applicants to degree programs

Mature applicants applying to a degree program must meet all of the following criteria:

- Must be 19 years of age or older by Dec. 31 of the year of admission (BScN applicants must be 21 years of age or older by Dec. 31 of the year of admission)
- Must not have been enrolled in a formal education program for at least one year prior to the beginning of degree studies (BScN applicants must have been away from formal education for a minimum of two years)
- Must have no recent (within two years) or unfavourable (grades less than 60 per cent) academic performance (BScN applicants must have no recent (within 5 years) or unfavourable (grades less than 60 per cent) academic performance)
- Must have demonstrated potential for success in degree studies through academic accomplishments
- Must possess the published course requirements in the program outline, or equivalents, and submit official copies of transcripts from high school and must disclose all post-secondary institutions attended

- Must provide a resumé outlining work and volunteer experience since full-time attendance at school

## 2.3 Learning skills

Student success in college depends as much on well-developed learning skills and attitudes as on prior academic achievement. While achievement is of major importance in the admissions process, other skills such as being able to work independently, participating on a team, being well-organized, developing good work habits, and showing initiative, are those that result in the greatest success in college. By contrast, students lacking these skills are less likely to become well-integrated into college programs and are more likely to leave without completion. Applicants should therefore develop these skills and attitudes before beginning their college programs.

## 2.4 College preparatory programs/ academic and career preparation

Applicants who have successfully completed college preparatory programs and Academic and Career Entrance (ACE) upgrading are eligible for admission to post-secondary diploma or certificate programs (not applicable to degree or graduate certificate programs) providing that admission requirements and deadlines have been met (not applicable to highly competitive post-secondary certificate or diploma programs). Note: To meet the grade 12 C level math requirement the ACE Math AACE1003 does not qualify.

## 2.5 English language proficiency

The language of instruction at Georgian College is English. In addition to the academic admission requirements, all applicants for whom English is not their first language and/or are coming from countries where English is not an official language, must provide proof of language proficiency. Applicants must meet ONE of the following criteria to meet Georgian's language proficiency requirements (not applicable to Pharmacy Technician. See specific requirements):

- Must have completed three full years of study at the secondary school (high school) level in English in a country where English is a primary language (four years are required for BScN), OR
- Must have completed one full year of study in an accredited post-secondary program in English in a country where English is a primary language (not applicable to BScN), OR
- Must have an Ontario Secondary School Diploma (or Canadian provincial equivalent) and English credit (Grade 12 U, M or C) issued by a public or Catholic school board (not applicable to BScN) OR
- Provide proof of graduation from one of the authorized Georgian College partner pathway programs (not applicable to BScN).

If an applicant does not meet any of the above criteria, they will be required to submit an acceptable English language proficiency test with the appropriate score. Final admission will not be granted until this requirement has been met. English language tests older than two years will not be considered. Acceptable language tests include, but are not limited to:

Examinator	Diploma/ Certificate	BScN	Pharmacy Technician	Degree Studies	Graduate Certificate
TOEFL Internet- based test (IBT)	79	89 <sup>1</sup>	91 (minimum bands of 23 in Speaking, 25 in Writing, 22 in Reading and 21 in Listening)	89 <sup>1</sup>	89 <sup>1</sup>
TOEFL Paper- based test	550	580	580	580	580
IELTS Academic only	6.0	7.0	6.5 (with no band less than 6.0)	6.5	6.5
YELT	1-5	1-4	N/A	1-5	1-5
TOEIC	800	N/A	N/A	850	850
Graduate of Level 8 of Georgian's GAAS - English for Academic Purposes	70%	N/A	N/A	75%	80%
Canadian Academic English Language (CAEL)	60	N/A	N/A	60 <sup>2</sup>	60 <sup>2</sup>
Pearson Test of Academic English (PTE)	58	N/A	N/A	61	61
Cambridge English: Advanced (CAE)	170	N/A	N/A	175	175
Michigan English Language Assessment Battery (MELAB)	76	N/A	81 (minimum bands of 3+ in Speaking, 80 in Writing, 83 in Reading and 80 in Listening)	78	82

<sup>1</sup> Require minimum bands of 22 in writing and 22 in speaking

<sup>2</sup> Minimum bands of 50

Below is a list of countries in which English is an official primary language. Applicants who are residents or have studied (in English) in these countries, are not required to present proof of English language proficiency (not applicable to Pharmacy Technician):

Letter	Countries
A	Anguilla, Antigua and Barbuda, Australia
B	Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands
C	Cameroon, Canada, Cayman Islands, Cook Islands
D	Dominica
F	Falkland Islands, Fiji
G	Gambia, Ghana, Gibraltar, Grenada, Guyana
I	Ireland
J	Jamaica
K	Kenya, Kiribati
L	Lesotho, Liberia
M	Malawi, Malta, Mauritius
N	Namibia, Nauru, Netherlands, New Zealand, Nigeria
P	Papua New Guinea
S	St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, Swaziland
T	Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos
U	Uganda, United Kingdom, United States of America
Z	Zambia, Zimbabwe

### Pharmacy Technician Diploma

This program is accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP). CCAPP ensures that all accredited colleges meet the National Association of Pharmacy Regulatory Authorities (NAPRA) language proficiency. For more information, please refer to their website. Applicants must meet ONE of the following criteria to meet Georgian's language proficiency requirements for the Pharmacy Technician Diploma:

- Must have completed four consecutive full years of study at the secondary school (high school) level in Canada in English, OR
- Completed an undergraduate degree from a university in Canada, whose instruction was provided in English, OR
- Submit an acceptable English language proficiency test with the appropriate score. Final admission will not be granted until this requirement has been met. English language tests older than two years will not be considered. Acceptable language tests for the Pharmacy Technician Program include:
  - IELTS – International English Language Testing System (Academic). Score of 6.5 (with no band less than 6.0)

- MELAB – Michigan English Language Assessment Battery. Score of 81 (minimum bands of 3+ in Speaking, 80 in Writing, 83 in Reading, and 80 in Listening)
- TOEFL iBT (Internet) – Test of English as a Foreign Language. Score of 91 (minimum bands of 23 in Speaking, 25 in Writing, 22 in Reading and 21 in Listening).

## 2.6 Other admission requirements

Some post-secondary programs require special prerequisite courses, essays, resumé, testing, portfolios, minimum cut-off scores, or information sessions. These requirements are listed under the admission requirements, admissions details and selection process sections of each program outline. It is the responsibility of the applicant to complete these requirements as part of the admission process. The Office of the Registrar will inform applicants of any changes to admission requirements if they are not listed on the program outline during the application process.

## 2.7 Criminal record check and vulnerable sector check

Some College programs have a clinical or work placement component within their curriculum. Students in such programs may be required by host agencies or employers to provide a current criminal record check and vulnerable sector check from a recognized police service before they may start their clinical or work placement. Individuals who have been charged or convicted criminally and not pardoned will be prohibited from proceeding to a clinical or work placement. Students should check their Program Outline for more information. For those programs affected, some jurisdictions require a long lead-time for processing. Please check with the Program Coordinator to ensure sufficient turnaround time. These checks are required prior to the placement start. Many placements also require proof of up-to-date immunizations, see 3.2.2.2 *Immunization and placements*.

Accordingly, if a student is registering in a program with a clinical or work placement component, it is the student's responsibility to ensure that they are eligible to participate. Further, the College assumes no responsibility for these matters and students should be aware that tuition and related fees would not be refunded in the event that access to a clinical or placement course is denied. Students should also be aware that some professions and licensing boards also have a criminal record check provision to ensure suitability to practice in the profession. Accordingly, it is recommended that students who have a criminal record contact the appropriate professional association or licensing agency prior to starting their college studies. The costs associated with the provision of the criminal record check are to be borne by the student.

## 2.8 Course prerequisite equivalencies

To meet course prerequisites, students must have courses at the general, advanced, college or university level. Courses taken at a post-secondary institution will be considered on an individual basis, see section 2.11.6.1 *Transfer credit/exemptions*. Students must provide official transcripts and course descriptions for evaluation. Courses taken outside Ontario are evaluated based on the educational standards of that province or country. For further information, please email the Office of the Registrar at registrar@georgiancollege.ca.

## 2.9 Highly competitive programs

When there are more qualified applicants than spaces available in a given program (highly competitive), the College will use formal selection techniques to determine final selection, in accordance with the Ontario Human Rights Code (<http://www.ontariocolleges.ca>) and Ministry of Advanced Education and Skills Development (MAESD) policy.

The selection criteria and their techniques are approved by the Ministry of Advanced Education and Skills Development (MAESD) and include, but are not limited to, academic requirements and performance, testing, information session participation, resumé, reports, physical health and age requirements. These techniques may vary from program to program. For programs requiring selection testing, a non-refundable testing fee is required. This fee must be paid at the time of scheduling the test. Students are notified of this fee once they apply to the College. The testing fee is non-refundable if the student chooses not to write, fails the test, does not meet admission requirements, does not receive an offer to the program, or chooses not to attend if accepted.

## 2.10 Priority of admissions

When a program is highly competitive, applicants will be admitted to the College in the following order, as required by the Ministry:

1. Permanent residents of Canada
2. Citizens of other countries

## 2.11 Advanced Standing

Advanced standing uses a number of relevant post-secondary credits from recognized and accredited institutions and/or relevant life/learning experience toward course exemptions in a student's Georgian College program that places the student in a semester beyond first semester. Receipt of advanced standing does not imply admission to a specific program. Applicants must apply through the standard application process and admission will be based on meeting admission requirements and space availability. See section 2.11.6 *Assessment of previous learning*.

### 2.11.1 Certificate program to diploma program

Applicants who are presenting a cumulative average of 60 per cent (C) or better will be considered for advanced standing, depending on the degree of affinity of the college program with Georgian's program. Most courses are evaluated on an individual basis (see section 2.11.6.1, *Transfer credit/exemption*).

### 2.11.2 Diploma program to Georgian degree program

For advanced standing, graduates of either two or three year diploma programs may be eligible for individual or block transfer credits depending on the overall GPA obtained in the diploma program and the field of study. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). See section 2.11.6.1, *Transfer credit/exemption*, for more information.

### 2.11.3 Degree program to diploma/certificate program

Applicants who are presenting a cumulative average of 60 per cent (C) or greater will be considered for advanced standing, depending on the degree of affinity of the degree program with the diploma/certificate program; some exceptions apply (see program outline). Most courses are

evaluated on an individual basis (see section 2.11.6.1, *Transfer credit/exemption*).

### 2.11.4 Degree program to degree program

Acceptance of transfer credits from degree programs shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. As often as possible, acceptance of transfer shall allow for the maximum recognition of previous learning experience in degree-level courses.

Subject to degree, grade and program requirements, any course offered for credit by one institution shall be accepted for credit by another institution when there is essential equivalency in course content.

### 2.11.5 Articulation and transfer agreements

Articulation and transfer agreements allow Georgian College graduates to enter programs at other institutions with transfer credits so that they do not have to repeat courses. To provide opportunities for advanced studies to our students and graduates, Georgian College has developed agreements with many institutions across the world. For more information, please visit the articulation page. [GeorgianCollege.ca/articulations](http://www.georgiancollege.ca/articulations) (<http://www.georgiancollege.ca/articulations>).

Changes and updates to these articulation/transfer opportunities occur throughout the year. Georgian strives to ensure the accuracy of each articulation opportunity; however, changes may occur in program offerings, admission requirements and transfer credits granted by participating institutions. Georgian College makes no representation as to the continued offering by the articulating institution of the related programs/degrees. Students must check directly with the articulating/transfer institution for any related current information and status.

If a student is entering Georgian College from another educational institution that has an articulation agreement with Georgian College, the student must identify this fact prior at the point of applications that appropriate transfer credits can be assigned.

### 2.11.6 Assessment of previous learning

There are numerous ways students can have previous academic and non-academic learning experiences assessed for credit toward a program at Georgian College. The student may be interested in pursuing assessment of previous learning if they have any of the following:

Relevant post-secondary academic credits from an accredited and recognized institution (see section 2.11.6.1, *Transfer credit/exemptions*)  
Equivalent skills and knowledge acquired through life/work/learning experiences (see section 2.12, *Prior learning assessment and recognition (PLAR)*).

Note: Students must ensure graduation residency requirements are met (see section 5.1, *Graduation residency requirements*).

#### 2.11.6.1 Transfer credit/exemptions

Transfer credit is the acceptance or recognition of academic credit by Georgian College for a course(s) completed at another recognized and accredited institution. A transfer credit that matches at least 80 per cent of the learning outcome of a Georgian College course can be used toward an exemption in the equivalent course for the student's current program. Normally, credit will only be granted for course(s) taken at accredited and recognized institutions with a grade of 60 per cent (C) or better;

some program exceptions apply (see Program Outline). Transfer credits are granted on an individual basis and are evaluated and approved by Georgian College faculty. If an exemption is granted, the transcript will show the code "EX" and is not included in the GPA calculation. The result of a transfer credit assessment is final and is not subject to appeal.

#### 2.11.6.2 Co-op transfer credit

An exemption may be granted for a co-op work term based on a) a completed accredited and recognized co-op work term from another post-secondary institution or b) a learning outcome-based experience. The outcome must match at least 80 per cent of the outcomes of Georgian's co-op work term. If a course exemption is granted, the transcript will show the code "EX" and no grade will be recorded. The student must complete at least one co-op work term while at Georgian College as part of their program.

#### 2.11.6.3 Communications and undergraduate coursework

Students with five or more courses (or one semester of study) at the baccalaureate degree level, with an overall average of 60 per cent (C) or better from an accredited and recognized institution where the language of instruction is English in a country where English is the primary language – meeting at least 80 per cent of the learning outcomes – may receive an exemption from COMM1016. Students with a completed university degree in English, health, business or technology from an accredited institution where the language of instruction is English in a country where English is the primary language may receive exemptions from both COMM1016 and COMM1017. Students must follow the transfer credit process (2.11.6.5 below) to receive the COMM 1016 and/or COMM 1017 exemption(s).

#### 2.11.6.4 General Education transfer

Students with General Education credits from other recognized postsecondary institutions are eligible for transfer credit:

- For transfer of General Education credits to certificate and diploma programs, students must have obtained a grade of 60 per cent or greater in the course.
- For transfer of General Education course credits from diploma to degree programs, students must have graduated from a two or three-year diploma program and have obtained a grade of 70 per cent or greater in the course.

Note: Regardless of the number of eligible transfer credits, students must ensure graduation and residency requirements are met, see section 5.1, *Graduation residency requirements*.

#### 2.11.6.5 Transfer credit process

For the student to properly plan their academic progress at the College, all requests for transfer credit or PLAR must be made prior to Day 1 of the first semester of their program. Retroactive requests after this date will not be considered and no credit will be given. In order to ensure everything is evaluated and processed in time, requests should be made two months before Day 1 of the first semester of their program. Requests made less than two months may be processed, but guarantees cannot be made that the request will be completed in time for course registration or withdrawals. The following steps are to be followed to be considered for transfer credit:

- The student must obtain course outlines, descriptions and/or syllabi and an official transcript for the course(s) from their previous studies, this documentation will allow a faculty member at Georgian College to evaluate whether the learning outcomes match those of the

College course, and whether the student's performance is sufficient to warrant exemption. An examination or other summative evaluation may be required.

- If the student is requesting transfer credits based on taking courses at an institution outside of Canada, the Office of the Registrar will investigate if Georgian College recognizes that institution for credit purposes. If documentation is in a language other than English, the student may have to arrange for official translation of the documents and students may be asked to provide international credential evaluations.
- The student must complete a Request for Transfer Credit Exemption form (available in the Office of the Registrar or at [GeorgianCollege.ca/admissions/forms](http://www.georgiancollege.ca/admissions/forms)) and submit to the Credit Transfer Centre.
- Forms and documents will then be forwarded to the academic area for official evaluation.
- Students should check their student record online for transfer credits which have been granted
- The result of a transfer credit evaluation is final and is not subject to appeal. Unsuccessful transfer credit evaluations are not recorded on the transcript.
- There is a fee for each PLAR.

## 2.12 Prior learning assessment and recognition (PLAR)

PLAR is an evaluation of prior non-academic learning acquired through life, work or learning experiences outside of post-secondary. It involves the assessment and evaluation of acquired equivalent knowledge and skills that match at least 80 per cent of the learning outcomes of a Georgian College course or co-op work term. The evaluation of learning is accomplished using a variety of techniques. Learning is assessed on an individual basis and success will be determined by how well that learning is presented. If the PLAR exemption is granted, the transcript will show the code "P" and no grade will be recorded. A PLAR exemption is not included in the GPA calculation. The result of a PLAR assessment is final and is not subject to appeal. Unsuccessful PLAR challenges are not recorded on the transcript. Consultation with the Office of the Registrar and the Program Coordinator in the academic area is recommended prior to submitting a formal request for assessment of PLAR. All requests for PLAR must be made prior to Day 1 of the first semester of their program. Retroactive requests after this date will not be considered and no credit will be given. In order to ensure everything is evaluated and processed in time, requests should be made two months before Day 1 of the first semester of their program. Requests made less than two months may be processed, but guarantees cannot be made that the request will be completed in time for course registration or withdrawals.

### 2.12.1 PLAR experience and assessment methods and process

Course(s) may be exempt using PLAR based on life and work experience gained through one or more of the following: employment, independent study, training programs, noncredit courses, travel, volunteer, community work and/or special skills and interests. Prior learning is assessed in a number of ways. Methods used at Georgian include: challenge exams, performance observation, skills demonstration, interview, and portfolio evaluation. The following steps are to be followed to be considered for PLAR:

- The student must complete a Request for PLAR form (available in the Office of the Registrar or at [GeorgianCollege.ca/admissions/forms](http://www.georgiancollege.ca/admissions/forms)) and submit to the Credit Transfer Centre.
- Forms and documents will then be forwarded to the academic area for official evaluation.
- Students should check their student record online for PLAR exemptions, which have been granted
- The result of a PLAR assessment is final and is not subject to appeal. Unsuccessful PLAR evaluations are not recorded on the transcript.
- A fee of \$142 per course is required for PLAR requests. Not all courses are eligible for PLAR

## 2.13 Georgian to Georgian transfer credits

If a student has completed a credit course at Georgian in one program and wishes to use that same course for credit toward another program, no documentation is required provided the course codes are identical. The course and grade will automatically be used toward graduation. If the course code is different, the student is required to either check the course outline with their Program Coordinator or the Office of the Registrar to determine whether or not these courses are equivalent.

General Education credits are transferable between College programs. For example, if a student completes four General Education courses in the Business program and then transfers to the Advertising and Marketing Communications program, the four general education courses can be applied toward the new program. No documentation is required. General education credits, however, are not transferable from college to degree programs. For example, if a student completes two general education courses in the Pre-Health program (certificate) and is then admitted to the BScN program (degree), the general education courses cannot be used toward the degree.

Note: Students must ensure graduation residency requirements are met, see section 5.1, *Graduation residency requirements*.

## 2.14 Offer of admission and accepting the offer

Applicants will be notified of their acceptance in a letter of acceptance (LOA) from the College and all offers will be displayed on the College "web for admissions" applicant service and at [ontariocolleges.ca](http://ontariocolleges.ca) (OCAS). For programs that start in the fall and winter term, LOA's are mailed commencing February 1 for most programs and the second week of March (or later) for highly competitive programs and/or programs with selection processes.

Applicants have until May 1 to accept the offer through [ontariocolleges.ca](http://ontariocolleges.ca) (OCAS), which will reserve a space for them in that program. An applicant may accept only one offer of admission at one time. Applicants who do not respond before May 1 will forfeit their place in the program to students on the waiting list (if applicable). Applicants who receive an offer of admission after May 1 have 10 working days to accept the offer.

After the offer is accepted (conditional or final), applicants will be required to pay a non-refundable deposit by the fee deadline (June 15) to confirm their seat. For more information, see Section 3.1.2, *Tuition deposits*.

Applicants may be conditionally accepted pending fulfillment of requirements stated in the Program Outline and by checking the College's "Web for Admissions" applicant service at [GeorgianCollege.ca \(http://GeorgianCollege.ca/web-for-admissions\)](http://GeorgianCollege.ca/web-for-admissions)/web-for-admissions. All conditions must be met before final admission is granted. Applicants who do not meet the conditions will be notified by an Admissions Officer. If an applicant does not meet the conditions of the offer, the offer will be rescinded and if eligible, an alternate program will be offered. If there are no alternate program options, the application will be closed. Deposit payments are not refunded for any reason, including an inability to meet admission requirements. Applicants who meet the requirements will not be notified. It is the applicant's responsibility to check their conditional status on the College's "Web for Admissions" applicant service. Dates and processes mentioned above apply to conditional and final offers. Conditional offers are valid offers and must be confirmed and paid by all deadlines.

### 2.14.1 Waiting lists

Qualified applicants who are not initially accepted may be placed on a waiting list. An admission selection procedure will be used to establish which applicants will be placed on the list and in which order they will appear. Applicants placed on a waiting list for a program that also has a scheduled January (Winter) or May (Summer) intake may be offered admission for the next intake, without the need to reapply. Applicants will be advised if this is the case. If a seat becomes available, an applicant will be contacted by an Admissions Officer. Applicants who apply for more than one Georgian program can remain on the waiting list for one Georgian program while accepting the offer for a different Georgian program. Applications received after February 1 are considered on a first-come, first-served basis.

## 2.15 Re-admission

Students must apply for re-admission in any of the following circumstances:

- If the student has failed to remain continuously registered following the typical sequence of semesters for their program.
- If the student has received an academic promotional decision from their program area indicating that they must re-apply for admission because of unsatisfactory progress.

### 2.15.1 Guidelines

When a student is re-admitted to the College, they must successfully complete the graduation requirements described in the current program outline. Students in semester one who need to retake or start over in semester one must apply for re-admission through [ontariocolleges.ca \(http://www.ontariocolleges.ca\)](http://www.ontariocolleges.ca) (OCAS). Those in subsequent semesters must apply using an internal College application form. There is a non-refundable fee payable at the time of application. The Program Coordinator and the Office of the Registrar will determine the student's academic eligibility for re-admission. The Office of the Registrar will inform the student of the decision.

### 2.15.2 Process

Before being re-admitted, the student's progress will be reviewed. This review may include examination of any of the following:

- Health records and current health assessment
- Interview results

- Transcripts
- Course outlines
- Evaluations from previous academic records
- Letters of reference from employing agencies, partners or other educational institutions
- Diagnostic testing (fees may apply)

Priority for re-admission will be given to the following:

- Students returning to any year of their program who have had an illness and whose physician recommends, in writing, that the student is able to cope with the physical, emotional and cognitive demands of the program.
- Students who have failed or withdrawn from any previous courses in which the Program Coordinator and the Office of the Registrar have determined that the student will be successful in their studies.

## 2.16 Program transfer

Students wishing to transfer to another program in an advanced level or to the same program at a different campus must apply for program transfer through the Office of the Registrar.

### 2.16.1 Guidelines

When a student is transferred, they must successfully complete the graduation requirements described in the current Program Outline. There is a non-refundable fee payable at the time of application for program transfers (except if transferring to the same program, different campus). This fee must be submitted to the Office of the Registrar when the application for transfer is made. The Program Coordinator and the Office of the Registrar determine the student's academic eligibility for transfer.

Poor academic standing may deem a student ineligible for transfer. Transfer to another program or level is also determined according to available space. The Office of the Registrar will inform the student of the decision.

### 2.16.2 Process

Before being transferred, the student's progress will be reviewed. This review may include examination of any of the following:

- Health records and current health assessment
- Interview results
- Transcripts
- Course outlines
- Evaluations from previous academic records
- Letters of reference from employing agencies or other educational institutions
- Diagnostic testing (fees may apply)
- Academic standing

Priority for transfer will be given in the following sequence:

1. Students wishing to transfer to the same program at a different campus
2. Students wishing to transfer to similar programs at the same campus, where the curriculum is identical or almost identical
3. Students applying to transfer from another program at Georgian College

4. Students applying to transfer from a program at another institution.

## 2.17 Applicants with accessibility needs

Georgian College encourages academically qualified people with accessibility needs to apply for admission. While all students must satisfy the usual admission and graduation requirements, the college recognizes that students with accessibility needs may require individualized assistance. This assistance is also available to students with short-term accessibility needs. Students with learning disabilities should contact an Accessibility Advisor at 705.722.1523 to discuss opportunities at Georgian College. For details about the modified admissions process, please visit [GeorgianCollege.ca/student-services/accessibility-services/](http://www.georgiancollege.ca/student-services/accessibility-services/). (<http://www.georgiancollege.ca/student-services/accessibility-services/>)

The College adheres to the Ontario Human Rights Code and will make every effort to provide reasonable academic accommodation to students. These accommodations provide students with an equal opportunity to meet the standards of the courses in their programs. To discuss services and accommodations, students must contact Accessibility Services upon being admitted to the College. Students will be required to forward all related documentation about their disability to Accessibility Services. For more information, contact: 705.722.1523 (Barrie campus), 705.329.3113 (Orillia campus), 519.376.0840, ext. 2099 (Owen Sound campus) or visit the Student Services (<http://www.georgiancollege.ca/student-services>) page on our website.

## 2.18 Unsuccessful applicants

Applicants who meet admission requirements but did not receive an offer, or applicants who do not meet admission requirements, may view outstanding requirements on the College's "Web for Admissions" applicant service. Applicants may discuss alternatives available to them with the Office of the Registrar or a College Counsellor. In accordance with Ministry guidelines, Georgian College provides a process for reviewing admission decisions. For more information, see section 9.1, *Admission Appeal*. For more information, contact the Office or Registrar at 705.722.1511 or email [registrar@georgiancollege.ca](mailto:registrar@georgiancollege.ca).