

# Admission to the College

The following information concerning admission to the College, application procedure, registration and fees refers generally to Post-Secondary programs offered on a full-time basis. Information concerning programs Academic Upgrading programs and Apprentice programs may be found by consulting the Index.

## ADMISSION TO THE COLLEGE

The following information is derived from the College Policy A108: 'Admission of Students to Post-Secondary Programs.' Policies can be found at [www.fanshawec.ca/policies](http://www.fanshawec.ca/policies).

## GENERAL ADMISSION REQUIREMENTS

### College System Eligibility

In accordance with Ministry policy, the basic system eligibility requirement is any one of the following:

- an Ontario Secondary School Diploma (OSSD) or equivalent
- mature applicant status, i.e.: the student has reached the age of 19 years on or before the commencement of the program in which the applicant intends to enroll; or
- any lesser minimum admission requirement as established by the College on a program-specific basis

Note: Degree and Collaborative University/College Degree programs may have different eligibility criteria - consult the individual programs in this calendar for details.

## APPLICANTS WITH DISABILITIES

Applicants who have a disability or disabilities will be considered in accordance with Fanshawe College Policy A108: 'Admission of Students to Post-Secondary Programs' and the provisions of the Fanshawe College Policy A101: 'Accommodation of Applicants and Students with Disabilities.' Students who may be considering part-time studies should contact Counselling and Accessibility Services prior to the February 1 application deadline.

Early self-identification is important to ensure the best quality of service. Applicants who feel they may require assistance and/or accommodation are encouraged to contact Counselling and Accessibility Services, Room F2010 at the London Campus: Telephone 519-452-4282.

Students requiring academic accommodations at the College (e.g. note-taker, taped textbooks, exam extensions), must contact Accessibility Services, at 519-452-4282 (voice) or 519-453-8617 (TTY), as soon as possible upon acceptance of an offer of admission. For more information please see [www.fanshawec.ca/accessibility](http://www.fanshawec.ca/accessibility).

## APPLICANTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

Applicants for whom English is a second language must submit evidence of their English proficiency as part of the application procedure. Their English ability will be evaluated through tests (e.g. TOEFL, IELTS, CAEL, and others) and eligibility will be based on the results of these tests (please review page 370). Detailed English Language Requirements are listed at [www.fanshawec.ca/english](http://www.fanshawec.ca/english). Applicants must meet all other admission requirements.

## APPLICANTS WITH INTERNATIONAL STATUS

Applicants who are neither Canadian Citizens nor Permanent Residents must have a valid study permit to register in any College course or program as verified by the Registrar. Visit [www.fanshawec.ca/international](http://www.fanshawec.ca/international) for more information about studying at Fanshawe College as an International Student.

## STANDARD ACADEMIC ADMISSION REQUIREMENT

### Undergraduate Post-Secondary Programs (Certificates, Diplomas, Advanced Diplomas)

Unless otherwise indicated, the standard academic admission requirement for undergraduate post-secondary programs is an Ontario Secondary School Diploma (OSSD) with courses at the General Level, College Stream (C) or University/College Stream (M) or Academic and Career Entrance Certificate (ACE) or Basic Training for Skill Development (BTSD) - Level 4 Certificate or Ontario High School Equivalency Certificate (GED), with a minimum score of 450 in each band or the equivalent.

No Secondary School University Stream Course and/or Ontario Academic Course (OAC) and/or Grade 13 Course shall be required as a program eligibility criterion with the one exception noted \*below.

\*Collaborative University/College programs governed by joint agreements and Degree programs are not subject to the restrictions of Secondary School University Courses and/or Ontario Academic Courses (OAC) where those requirements are specifically stated in the agreement. Admission requirements for Degree programs will be appropriate to the learning outcomes of the program and to the Applied Degree Level Standard issued by the Post-Secondary Education Quality Assessment Board, including OSSD or equivalent, 6 University (U) or University/College (M) courses at the Grade 12 level, a minimum average of 65%, and additional requirements as specified by the program.

### Graduate Post-Secondary Programs (Graduate Certificates)

Unless otherwise indicated, the standard academic admission requirement for Graduate Post-Secondary programs is a two or three year College Diploma, or a Degree.

## PROGRAM ELIGIBILITY CRITERIA

In addition to the Standard Academic Admission Requirement, program eligibility criteria may include one or more of the following:

### Academic Criteria

- successful completion of an OSSD with secondary school courses at the General or Advanced Level, College Stream (C) or University/College Stream (M), Academic and Career Entrance (ACE) Courses, or BTSD-Level 4 Courses, or an Ontario High School Equivalency Certificate (GED), with a minimum score of 450 in each band, or the equivalent, or other preparation as may be prescribed for mature students
- while no Secondary School, University stream course and/or Ontario Academic Course (OAC) and/or Grade 13 course shall be required, one of these courses in the same subject area may be used as a substitute for a required course. As appropriate, a University/OAC Grade 13 course may be substituted if it is advantageous in the applicant's admission.
- a specific competence or skill level required for the program
- successful completion of a designated preparatory program
- successful completion of an Ontario College Certificate or Ontario College Diploma or Ontario College Advanced Diploma, an Applied Degree or a University Degree or the equivalent from another province or country, for admission to an Ontario College Graduate Certificate program.

## Non-Academic Criteria

- mature student eligibility
- personal suitability for the program as indicated by an audition, portfolio, questionnaire, report, resume, or test
- a specific aptitude or skill as indicated by testing
- good health and/or specific physical competencies as required by a specific program
- a minimum age where a legal age requirement is involved for participation in the program
- a minimum period of work experience in a specific occupation
- possession of a specific class of driver's license
- possession of special certification required for the program
- preference for graduates from Fanshawe College and/or graduates of Ontario Colleges of Applied Arts and Technology.

## Mature Student Criteria

An applicant may be admitted as a mature student if ALL of the following conditions are met:

a) the applicant is over 19 years of age

AND

b) the applicant does not have an OSSD or equivalent high school credential

AND

c) the applicant has credit in all courses listed as admission requirements for the program

## APPLICANT SELECTION

### Selection Criteria

Where the number of eligible applicants exceeds the available spaces in the program, the Applicant Selection Criteria will be:

- 1) Preference for Permanent Residents of Ontario
- 2) Receipt of Application by the equal consideration deadline.
- 3) Achievement in the Admission Requirements

### Place of Residence

In accordance with Ministry directive, where the number of program-eligible applicants exceeds available spaces, applicants will be accepted into programs according to the following order of preference:

- permanent residents of Ontario
- permanent residents of other provinces or territories in Canada
- other applicants.

Notwithstanding the above, International students may be admitted on a preferential basis to oversubscribed programs in the following circumstances:

- where the College has established a special program, or a special section within a program, specifically for International students;
- where the Academic Manager approves the creation of a "supernumerary" seat or seats within a program specifically for an International student or students (i.e. a seat or seats in addition to the approved maximum registration figure for the program) by the commencement of the admission cycle for International students. An International student is admitted to the supernumerary seat only if she/he achieves the same admission criteria as other admitted applicants.

## Equal Consideration Deadline

- The equal consideration deadline for all certificate, diploma, advanced diploma, and degree programs is February 1.
- The equal consideration deadline for graduate certificate deadlines varies and is either February 1, April 1, or May 1.
- Collaborative degree programs where applicants apply using [www.ouac.on.ca](http://www.ouac.on.ca) have a different equal consideration deadline.
- For competitive (oversubscribed) programs, all applications received by the equal consideration deadline will be considered together using the Standard Admission Grid. After the equal consideration deadline, eligible applicants are offered admission on a first come, first served basis until the program is filled.

## Achievement in the Admission Requirements

- In accordance with Ministry directive, where the number of program-eligible applicants continues to exceed available spaces, after the residency priority has been applied the College will apply the Standard Admission Grid. Details regarding the Standard Admission Grid can be found at [www.fanshawec.ca/hcp](http://www.fanshawec.ca/hcp)

## Undergraduate Post-Secondary Programs (Certificates, Diplomas, Advanced Diplomas and Degrees\*)

- The Standard Admission Grid has three components: Secondary School Achievement, Post-Secondary Achievement and Supplemental Criteria.
- Admission decisions for the Fall, Winter, and Summer terms will be made in February of the year prior for those who apply by the equal consideration deadline of February 1. Admission decisions will be based on Secondary and Post-Secondary grades that appear on a transcript at the time of selection.
- Applicants currently attending a semestered secondary school will only have their first term grades available for admission decision. Applicants currently attending a non-semestered secondary school will have their mid-year marks used in the selection.
- Applicants currently attending or who have graduated from a Post-Secondary Institution will have their most recent 12 courses used in the selection. Applicants who are in their first year of a Post-Secondary program will only have their marks from the Fall term used in the selection.
- Applicants currently attending a Fanshawe College designated preparatory program will have their marks from the Fall term used in the selection. These applicants will have their Fall term grades used as proxies for their Winter term grades in order to give them 12 courses to be used in the selection.
- Applicants may be admitted conditionally to non-competitive programs if they can show proof of enrollment in the required courses. Applicants to competitive programs who have not met the admission requirements by February but show proof of enrollment will have the minimum grade required for admission assigned for purposes of selection.
- The selection criteria outlined above does not apply to Collaborative Degree programs where applicants use the Ontario University Application Centre (OUAC) to apply.

## Graduate Post-Secondary Programs (Graduate Certificates)

- The Standard Admission Grid has two components: post-secondary achievement and supplemental criteria.
- Admission decisions for the Fall, Winter and Summer terms will be made within one week of the equal consideration deadline of the year prior for those who apply by the equal consideration deadline (which could be February 1, April 1, or May 1 as applicable). Admission decisions will be based on the post-secondary grades that appear on a transcript at the time admission decisions are made. An overall GPA for the degree or diploma required for the graduate certificate will be used for admission selection.

## IMPORTANT NOTES ON SELECTION

### Differential

Fanshawe College will treat applicants from the (OSS) curriculum with College (C), University (U), University/College (M) and Open (O) courses the same as applicants from the (OS:IS) curriculum at the Advanced Level. This means that Fanshawe College will give applicants from the (OSS) curriculum with (C), (U), (M) and (O) courses a 15% differential in the selection process as has been previously assigned to applicants from the (OS:IS) curriculum with Advanced Level courses. Applicants from the (OS:IS) curriculum with Advanced Level courses will continue to receive the 15% differential and General Level applicants from the (OS:IS) curriculum will continue to be assessed without the differential. There will be no weighting between (C), (U), (M) and (O) courses in the (OSS) curriculum - all will be given the 15% differential.

### Recommended Academic Achievement

This preparation is not required for admission to the program but is recommended as a valuable preparation for success in the program. Recommended courses will not be used in the selection unless it is to break a tie on the Standard Admission Grid.

### Non-Academic (Supplemental) Selection Criteria

Selection criteria other than secondary or post-secondary achievement will be used where the related skills are deemed necessary for success in the program and where relevant supporting academic documentation is insufficient to form a judgment of the ability of the applicant to succeed in the program. These assessment tools are administered by the Program School and form part of the Standard Admission Grid.

## ADMISSION CONDITIONS

Any offer of admission to an applicant who is currently in school is considered to be conditional upon successful completion of schooling AND successful completion of all admission requirements. Conditional admission may also be offered where a program requirement is in progress or sufficient upgrading, and/or remediation is available and completed before the commencement of a program.

All admission conditions must be cleared three weeks prior to the start of classes. Admission conditions are considered cleared when the documents are received by Admissions Services indicating the completion of a required course or credential. For applicants who do not satisfy the conditions and for other causes (e.g. non-payment of fees), the College may withdraw the offer of admission. For all inquiries regarding admissions, please contact the Advising Centre: [advising@fanshawec.ca](mailto:advising@fanshawec.ca), 519-452-4277, [www.fanshawec.ca/advising/booknow](http://www.fanshawec.ca/advising/booknow)

## ADMISSIONS APPEAL

Applicants who are refused admission may request a review of the admission decision and/or obtain the specific reasons for such refusal by submitting a request in writing to [admissions@fanshawec.ca](mailto:admissions@fanshawec.ca) within 30 days of issuance of the decision. Appeals received after this date will not be considered.

## PROGRAM SUSPENSION AND CANCELLATION

The College reserves the right to cancel at any time a program, course, a program major or option, change the location and/or term in which a program or course is offered, or change the program curriculum as necessary to meet current competencies in the job market or for budgetary reasons, or withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event the College exercises such a right, the College's sole liability will be the return of monies paid by the applicant or student to the College.

In the event a program is suspended or cancelled, Fanshawe College will provide students already enrolled in the program, the opportunity to complete the program within the normal time period. In some circumstances transfer of such students to another college may be more practical and Fanshawe College will assist these students to become enrolled in the same program offered by another college located within a reasonable distance from Fanshawe College. This is in accordance with the Ontario Colleges of Applied Arts and Technology Policy IV.10 - 'Program Suspension and Cancellation.'

## RE-ADMISSION

A student may apply for re-admission to a program if there has been an interruption from the program. If the student is re-admitted to a program after a substantial absence, the College may require the student to demonstrate current competence in courses already passed (e.g. by means of a challenge exam and/or by repeating all or part of the course(s)). In the case of expulsion, the terms of re-admission will require the approval of the Senior Vice-President, Academic Services. Re-admission to all levels requires school approval, satisfactory academic achievement and space availability and may be conditional. First level applicants must use [ontariocolleges.ca](http://ontariocolleges.ca) and will be ranked and selected in the same manner as other level one applicants. Second level or higher applicants use the Program Transfer and Readmission form available at the Office of The Registrar or by visiting [www.portal.myfanshawec.ca/studentresources](http://www.portal.myfanshawec.ca/studentresources)

## ADVANCED STANDING AND PROGRAM TRANSFER

Advanced Standing is credit granted for a program level or levels on the basis of previous academic achievement at another institution and/or Prior Learning Assessment and Recognition (PLAR). Advanced Standing qualifies the applicant for direct entry to a second or higher level of the program. Program Transfer is transfer from one Fanshawe College post-secondary program to another. See [www.fanshawec.ca/transfer](http://www.fanshawec.ca/transfer) for further details.

## PRIOR LEARNING ASSESSMENT AND RECOGNITION

Prior Learning Assessment and Recognition (PLAR) is credit granted by Fanshawe College for a Fanshawe College course based on prior learning which has been acquired in whole or in part through personal study (non-credit), through work and/or through other life experiences (e.g. hobbies, travel, volunteer activity). A Prior Learning Assessment and Recognition Fee is required.

Students may apply for Prior Learning Assessment and Recognition (PLAR) by completing and submitting to the Office of the Registrar, an 'Application for Prior Learning Assessment and Recognition' form available from the Advising Centre. For assistance, you can speak with an Advisor, e-mail us at [advising@fanshawec.ca](mailto:advising@fanshawec.ca) or call 519-452-4277.

Prior Learning Assessment and Recognition (PLAR) aims to accurately and equitably assess college-level learning which has occurred outside of the formal educational setting. Full details may be found in Policy A124 'Recognition of Prior Learning' in accordance with College Policy A122, 'Graduation from Approved College Programs,' PLAR candidates must satisfy the College Residency requirement in order to be eligible to receive a College credential.

# General Information

## ADMISSION OF STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

Since lectures, seminars and laboratory activities at Fanshawe College are conducted in the English language, it is essential that students have an adequate knowledge of written and spoken English appropriate for the program to which they have applied. Applicants for whom English is a second language, therefore, must submit evidence of their ability in the English language as part of the application procedure.

Please check [www.fanshawec.ca/english](http://www.fanshawec.ca/english) for a complete list of specific tests accepted by Fanshawe College and minimum test scores needed for admission. Applicants without access to the Internet may contact the Advising Centre at 519-452-4277 for a printed copy of the English Language Proficiency Requirements.

## EQUIVALENT STANDING

Academic standing from other provinces/territories and other countries which is recognized by the College as equivalent to an OSSD will be considered for admission. Generally, the standards are as follows:

<b>Canadian provinces and territories</b>	<b>Successful completion of a Grade 12 Diploma except for the Province of Quebec where the equivalent is Secondary V.</b>
<b>United States of America United Kingdom and Commonwealth Countries</b>	<b>Grade 12 (University Program) General Certificate of Education with standing in five appropriate academic subjects at the Ordinary Level.</b>

Applicants from other countries are considered on an individual basis.

## PART-TIME STUDENTS

There are three ways to study part-time at Fanshawe College. Students who wish to take courses or non-post-secondary programs on a course-by-course, self-registration pay-as-you-go basis can sign up for classes on our Part Time Studies Website [www.fanshawec.ca/parttime](http://www.fanshawec.ca/parttime)

Students who wish to take post-secondary programs on a part-time basis have two options.

- 1) A few of our post-secondary programs are available on a part-time basis on the [ontariocolleges.ca](http://ontariocolleges.ca) website. See [www.fanshawec.ca/ptonlinelearning](http://www.fanshawec.ca/ptonlinelearning) for a list of programs available.
- 2) Students can contact the Academic School for permission to take a course at [www.fanshawec.ca/schools](http://www.fanshawec.ca/schools)

A part-time student is a student who is enrolled for a course or courses which form part of a post-secondary program and who is carrying a course load which is:

- less than 70% of the total student contact hours normally required for a full-time student, and
- less than 2/3 of the courses normally required for a full-time student

A full-time student who wishes to change to part-time must obtain approval from the academic school and advise the Office of the Registrar in writing within the first ten (10) days of term.

## INTERNATIONAL APPLICANTS

Fanshawe College encourages applications from International students at <https://internationalapplication.fanshawec.ca>

Most programs at Fanshawe College are available for International applicants. Check each program webpage for availability.

International applicants to any post-secondary program must:

- meet the minimum admission requirements stated for the program by the start date of the program
- meet the English Language Proficiency requirements stated at [www.fanshawec.ca/english](http://www.fanshawec.ca/english)
- provide proof of a valid study permit prior to the start date of the program
- pay all fees by the deadline dates stated in an offer of admission and/or registration package sent by Fanshawe College.

International applicants seeking admission to the Dental Assisting Levels I and II, Dental Hygiene, Medical Radiation Technology, Paramedic, Practical Nursing, Respiratory Therapy or Collaborative Nursing programs should first apply to the Pre-Health Sciences Pathway to Advanced Diplomas and Degrees program. International students who are admitted, register and successfully complete the Pre-Health Sciences Pathway to Advanced Diplomas and Degrees Ontario College Certificate program at Fanshawe College will be considered in the immediately following year to a Health Career program if they:

- a) apply for admission to a Health Career program by the February 1 guaranteed consideration date
- b) meet the minimum GPA (grade point average) required for the Health Career program by April 30, 2020. In the case of the Collaborative Nursing (BScN) degree program, the student must maintain a minimum of a 'B' grade in every course in the Pre-Health Sciences Pathway to Advanced Diplomas and Degrees program.

Admission to Health Career programs is competitive and not guaranteed. Selection to the Health program will be based on academic achievement in the Pre-Health Sciences Pathway to Advanced Diplomas and Degrees program. In some cases, International students may not be admitted to their first choice Health Career program but to an alternate program.

### Important Fee Information for International Students

For 2019/2020 the minimum amount International students were expected to pay for one year (two levels) of a program was \$14,046.00 tuition, plus approximately \$1,877.30 which covers Health Insurance and other administrative fees. Fees may vary by the type, length and campus where the program is offered. Accommodation and living expenses are in addition to tuition and other fees.

International students should also read the section on “Admission of Students for Whom English is a Second Language” section in this Program Calendar. An up-to-date list of open programs may be found on the College website at [www.fanshawec.ca](http://www.fanshawec.ca).

International students are exempt from international student tuition fees under certain conditions, as determined at the time of the students’ enrolment in a college course or program of instruction. Exempt students are to pay the regular or high demand tuition fees and their enrolment is eligible for base funding.

Categories of individuals exempt from international student tuition fees are as follows:

- Canadian citizens
- Protected Persons – an applicant who has been determined to be a Convention refugee or a person in a need of protection by the Immigration and Refugee Board (IRB) or by the Minister of Citizenship and Immigration Canada
- A person who is a spouse or dependent family member of a Canadian citizen or a permanent resident
- A foreign representative who, with official accreditation from the Canadian Department of Foreign Affairs and International Trade, has entered Canada or is in Canada to carry out official duties
- A foreign national who is authorized to work in Canada having been issued a work permit
- A foreign clergy member and spouse or dependent family members: a person who will be providing services to a religious congregation in Ontario for at least six months
- Foreign military and spouse or dependent family member
- Institutional exchange student
- It is the responsibility of the applicant to inform the college and show proof of their international tuition fee exemption status before the program starts. Failure to inform the college of the exemption status before the term begins will result in being charged full International fees for the term.

### ACADEMIC UPGRADING

Several options are available to students who wish to upgrade their qualifications or to improve their standing in areas of study where they may be deficient. These include:

- enrolling in the Academic and Career Entrance Certificate (ACE) program [www.fanshawec.ca/upgrading](http://www.fanshawec.ca/upgrading)
- enrolling in courses in the School of Language and Liberal Studies 519-452-4442
- for certain programs Math and/or English equivalency testing may be available

Students interested in upgrading or equivalency testing should contact the Office of the Registrar Advising Centre for more information at [advising@fanshawec.ca](mailto:advising@fanshawec.ca)

### ADVISING FOR PROSPECTIVE STUDENTS

[www.fanshawec.ca/advising](http://www.fanshawec.ca/advising)

The Office of the Registrar Advising Centre has a team of advisors who can:

- Ask preliminary questions about background education, skills, and interests that may help the prospective student determine which programs would be a good fit for them
- Provide an overview and explanation of college admissions and selection processes
- Explain academic upgrading options that will help prospective students meet any missing admission requirements
- Help prospective students understand what to expect as a college student, the costs of a college education, and options for financing a college education
- Explain the opportunities available and processes involved with transferring from or to another institution
- Explain and facilitate the Prior Learning Assessment and Recognition process (receiving college credit for work and volunteer experiences)

Prospective students are encouraged to learn more about the career options after graduating from our Fanshawe College Programs at [www.FanshawePathfinder.ca](http://www.FanshawePathfinder.ca)

Advisors are available by appointment in person or via phone. You can book online at [www.fanshawec.ca/advising/booknow](http://www.fanshawec.ca/advising/booknow) or via phone at 519-452-4277. You can also e-mail questions to [advising@fanshawec.ca](mailto:advising@fanshawec.ca) – complex questions will require an appointment.

# Application Procedure

## APPLICATION

The application process starts at [ontariocolleges.ca](http://ontariocolleges.ca)

Fanshawe College offers programs that start in September, January, March and May as well as programs that operate on a modular basis and online programs. Programs currently accepting applications are listed at [www.fanshawec.ca/open](http://www.fanshawec.ca/open)

### Note:

Some collaborative university/college programs may require that applicants apply to the Ontario Universities' Application Centre ([www.ouac.on.ca](http://www.ouac.on.ca)). Consult the individual program description in this calendar for this information.

If you are an international student, please use the online international application available at <https://internationalapplication.fanshawec.ca>

## APPLICATION DATES

### October 1

[Ontariocolleges.ca](http://ontariocolleges.ca) will begin to process applications for college programs offered between September 2020 and July 2021.

### February 1

All applications RECEIVED BY [ONTARIOCOLLEGES.CA](http://ONTARIOCOLLEGES.CA) ON OR BEFORE FEBRUARY 1, will be given equal consideration in the application process. Applications received AFTER FEBRUARY 1, will be considered on a first-come, first-served basis. Each year there are programs that do not accept applications after February 1 due to a high volume of applications. Some graduate, degree and collaborative university/college degree programs at Fanshawe College may have an alternate date. Consult the individual program description in this Program Calendar for details.

### March 31

Applicants who have applied by February 1 and have submitted all required documentation will be issued a decision by March 31. Some programs, particularly graduate, collaborative university/college programs and degree programs at Fanshawe College may have an earlier or later admission date. Other Colleges may have a different date, but not earlier than February 1.

## ACKNOWLEDGEMENT

When the application has been received by the College, those applicants requiring the submission of documentation or information to complete their application will be advised via the email address they supplied to [ontariocolleges.ca](http://ontariocolleges.ca)

## NOTIFICATION OF DECISION

Applicants offered conditional admission based upon successful completion of their OSSD or individual academic requirements (e.g. Grade 12 English), must submit proof of completion at least three weeks prior to the commencement of their program of study unless advised otherwise.

Applicants placed on a waiting list for a program will be advised of their relative position on the waiting list after May 5th. If any admitted applicants decline the offer of admission, or fail to register, replacements will be taken from those applicants who confirm a position on the waiting list.

Applicants who are not offered admission to a program or placed on a waiting list are encouraged to discuss alternatives with an Advisor who may be reached by calling 519-452-4277.

## ACCEPTANCE OF ADMISSION

Applicants who are offered admission to the College must confirm their acceptance to Fanshawe College at [www.ontariocolleges.ca](http://www.ontariocolleges.ca) no later than May 1. Information concerning the online confirmation process will be provided with the decision notice. Some collaborative university/college programs may require applicants to confirm online to the Ontario Universities' Application Centre and may have a different confirmation date. Details will be provided with the decision notice. Applicants offered admission after May 1, will be given two weeks to confirm acceptance.

### Acceptance of an Offer of Admission:

- confirms that the applicant will be registering, and
- confirms that a space in the program will be reserved for the applicant providing the applicant completes any condition of admission and completes registration, including fee payment and post-admission requirements specified by the deadline date

## PRE-CLINICAL/PLACEMENT CONDITION

An essential component of many College programs is experiential learning through clinical or field practice relevant to the program. In order to ensure high standards and quality educational offerings which will permit students maximum opportunities to achieve learning objectives, Fanshawe College reserves the right to place students in an agency or combination of agencies it determines to be appropriate. While every effort is made to maximize use of local agencies, there is sometimes a need to place students outside of the area for some programs or portions of programs.

Accordingly, an offer of admission is subject to the condition that the student must be prepared for the possibility of assignment to experiential learning outside of the area, and for the possibility of having to relocate, at the student's own expense, for all or a portion of this experience. Students are responsible for all costs associated with clinical/field placement (including volunteer hours).

Any applicant who has a question concerning this policy is advised to contact the Academic Manager of the School responsible for the program at the time of application.

## POLICE RECORD CHECK AND VULNERABLE SECTOR SCREENING

Applicants are advised that most clinical/field placement agencies require a Police Record Check and/or Vulnerable Sector Screening including a check of the Pardoned Sexual Offenders Database. Certain criminal convictions for which pardons have not been received may or may not permit placement in these agencies. In the latter cases, program completion will not be possible.

# Registration

## THE ACADEMIC YEAR

The Academic Year is the 12 month period from September 1 to August 31. The Academic Year consists of three terms, each of approximately four months duration:

Fall Term	September to December
Winter Term	January to April
Summer Term	May to August

Some programs are delivered with alternate start and end dates.

A student must register and pay the required fee for each term in which the student either expects to receive academic credit or will use College resources.

Students who register at the College agree to abide by the policies and regulations of Fanshawe College.

## REGISTRATION

Full-time students are required to pay a \$500.00 non-refundable deposit once per year in advance of the term start. The balance of fees is due on the 10th day of each term. In subsequent terms of the same academic year students who are continuing in their same program are not required to pay a deposit.

Part-time students (who applied through OCAS) are required to pay a \$250.00 non-refundable deposit every term to open up course registration. The balance of fees is due on the 10th day of each term.

The \$500.00 (full-time) and \$250.00 (part-time) deposit is non-refundable. Payment of the deposit reserves your seat in the program and therefore prevents other applicants from gaining access to the program. Refunds for the deposit are not considered.

Students register and pay fees commencing in early June for the Fall term, early November for the Winter term and early April for the Summer term. Most programs commence in the first week of September for the Fall term, first week of January for the Winter term and the first week of May for the Summer term.

Some programs are delivered with alternate start and end dates.

In order to complete registration the student must:

1. Complete payment of fees by the due date stated on the Fee Invoice. Fee Invoices are issued each term. Any previous balance on account must be paid to continue registration.
2. Submit any outstanding academic documents (e.g. proof of OSSD, final University/College transcript, final Secondary School marks) as may be requested by the College.
3. Complete post-admission requirements as specified per program; e.g. evidence of good health, testing, police record checks.

## FAN CARD

All full-time post-secondary students will receive a FAN Card. Students will retain their card for the duration of their studies at Fanshawe College. For more details, please visit [www.fanshawec.ca/fancard](http://www.fanshawec.ca/fancard)

## LATE REGISTRATION

The last date for registration in College programs, or to change from one program to another (with School approval) varies by program but is no later than the first ten (10) days of term.

Students who begin programs or courses late are responsible for making up any missed content and for any costs associated with make-up activities. In addition, students who begin programs or courses late should be aware that the deadline to withdraw or drop courses is calculated from the original commencement date of the program or the course and fees will apply accordingly.

## CHANGE OF STATUS

Students who wish to change registration status from full-time to part-time, must obtain School approval and advise the Office of the Registrar in writing within the first ten (10) days of term.

## WITHDRAWALS

When students wish to withdraw from a program or course this will affect the academic record and/or fee account. It is important that students formally withdraw by providing written notice even if no refund is available so that the fact of withdrawal will be recorded by the Office of the Registrar on the student record. Students who leave the College without completing the formal withdrawal procedure will jeopardize their academic record and/or fee account at the College. The results could affect their chances for re-admission to the College at a later date or to another post-secondary institution. In addition, students who leave without completing the formal withdrawal are still responsible for any outstanding fees and administrative charges for the program level until an unpaid balance is paid in full.

### Withdrawal from a Program

Full-time and Part-time students may formally withdraw from a program at any time during a term. Students contemplating withdrawal are encouraged to meet with an Advisor.

- Students may initiate the withdrawal process in the Office of the Registrar or with their Academic Advisor.
- Any refund of fees will be in accordance with current College Policy A132: 'Student Fees.' Students should note that after the first ten (10) days of term, students are responsible for all fees for the current level including any administrative charges.
- Academic records and course status will be updated based on the date of withdrawal (see withdrawal from a course below)
- OSAP recipients are encouraged to speak to the Financial Aid Office prior to withdrawal to discuss the impact of withdrawal on OSAP.
- In some circumstances, at the discretion of the Registrar, the College may act as the agent of the student in completing the withdrawal process. This would occur in cases such as the death of the student, serious illness preventing the student from coming to the College or receipt of a letter or other formal communication from the student advising of the wish to withdraw.

**The official date of the withdrawal is the date the written withdrawal is received by the Office of the Registrar.**

### Withdrawal from a Course

If a student withdraws from a course before the 10th day of term, there is no record of course enrolment. A refund is not applicable unless the student withdraws completely from the program or is approved for part-time status and makes this change by the appropriate deadline.

As full-time enrolment status is dictated by the Ministry Fee Audit Guidelines, students must be aware of the impact of withdrawing from a course or courses on their enrolment status and eligibility for financial assistance.

Part-time students who did not apply through OCAS register and pay fees on a course by course basis. If a part-time student withdraws from a course by the deadline established for the course there is no record of course enrolment. Refund consideration will be granted based on the date of withdrawal. (Deadlines may vary based on course start and end dates). If a student withdraws from a course after the refund date but before the withdrawal without academic penalty date, the student will be assigned a 'W' grade on the academic record and there is no refund of fees.

If a student withdraws from a course after the withdrawal without academic penalty date, the student will be assigned a grade (normally an 'F' grade) on the academic record and there is no refund of fees. The withdrawal without academic penalty deadline falls between the refund date and a date representing 70% of the total course duration calculated from the course start date.

### FEES AND STUDENT ACCOUNTS AFTER WITHDRAWAL

If you withdraw up to the 10th day of term, you will be eligible for a refund of the full tuition and ancillary fees paid for the term less the \$500.00 (full-time) or \$250.00 (part-time) non-refundable deposit.

If you withdraw after the 10th day of term you are responsible to pay the full fees for that term and will not be eligible for refund.

Full-time and part-time students, who officially withdraw after the first ten (10) days of term, are not entitled to a refund of any fee(s). After the first ten (10) days of term, students are responsible for payment of fees required for that level plus any administrative charges until an unpaid balance is paid in full. Students are responsible for ensuring that a written withdrawal is received by the Office of the Registrar by the refund deadline to be considered for a refund.

When a student withdraws from a program, any refund of fees will be in accordance with current College Policy A132: 'Student Fees.'

After the first ten (10) days of term, students are responsible for all fees for the current level including any administrative charges.

### International Students

Visa Denial: Students must submit a copy of their visa denial letter to the International Centre, along with a completed International Student Withdrawal Form within 10 business days of the beginning of the term.

Visa Denial Refunds are subject to a \$250.00 administrative fee.

All other requests for refunds: Refunds are subject to a \$2,300.00 administrative fee. If students are transferring to another institution the student must submit a copy of their letter of admission from an approved institution along with a completed International Student Withdrawal Form within 10 business days of the beginning of the term. The letter of admission must be for the same term for which the student has paid tuition. A copy of the passport and valid study permit will also be required. Students who are not transferring to another institution must submit a copy of their airplane ticket home with their International Student Withdrawal Form.

The withdrawal deadlines are applicable to full-time and part-time post-secondary students only. Adult Training and Apprenticeship Training students are advised to contact the Office of the Registrar if refund deadline information is required.

### ENROLMENT VERIFICATION FORMS/LETTERS

Students who require verification of enrolment forms completed for Government Agencies, insurance companies etc. should submit the appropriate request form to the Office of the Registrar.

Students must put their request in writing consenting verification forms to be completed. Students should allow at least five (5) business days for the completion of the verification form. Online Verification of Enrolment Letters are available on WebAdvisor to full-time registered post-secondary students who are in good standing with the College. Online Verification of Enrolment Letters can be printed immediately after the non-refundable deposit and/or Intent to Register conditions have been met.

### TUITION AND ENROLMENT CERTIFICATE

A Tuition and Enrolment Certificate (Form T2202A) for income tax purposes will be provided to each eligible full-time and part-time student in the February following the taxation year. These forms will be available through WebAdvisor at [www.fanshawec.ca/webadvisor](http://www.fanshawec.ca/webadvisor). These forms should be retained.



# Fees

A student must register and pay the required fee(s) for each term in which they expect to receive academic credit or to use College resources. This includes terms which consist of clinical experience or field placement activities.

Fees, which are subject to change without notice, must be paid by the deadline date specified by the Office of the Registrar.

The Total Fees Due Per Term is a combination of Tuition fees, Ancillary Fees, Program Specific Fees and Co-op Fees (if applicable). Further information relating to fees is available at [www.fanshawec.ca/fees](http://www.fanshawec.ca/fees).

## YEAR ONE\*

The fee payable to the College in 2019/2020 for year one (two levels) for most programs is \$3,991.84. This includes the \$2,720.52 Tuition Fee and all compulsory and non-compulsory Ancillary Fees. In addition, for appropriate programs, a Co-operative Education Fee and/or Program Specific Fee is charged.

## YEAR TWO\*

The fee payable to the College in 2019/2020 for year two (two levels) for most programs is \$3,991.84. This includes the \$2,720.52 Tuition Fee and all compulsory and non-compulsory Ancillary Fees. In addition, for appropriate programs, a Co-operative Education Fee and/or Program Specific Fee is charged.

## YEAR THREE OR GREATER\*

The fee payable to the College in 2019/2020 for year three (two levels) for most programs is \$3,991.84. This includes the \$2,720.52 Tuition Fee and all compulsory and non-compulsory Ancillary Fees. In addition, for appropriate programs, a Co-operative Education Fee and/or Program Specific Fee is charged.

\*The Fees may be adjusted for programs which are shorter or longer than the standard two-level duration or approved for differential fee rate or are offered as a collaborative university/college program.

## INTERNATIONAL STUDENTS

The fee payable to the College by visa students for 2019/2020 for one year (two levels) is \$15,923.30 for most programs. This includes the Tuition Fee and all compulsory and non-compulsory Ancillary Fees. This fee may be adjusted for programs which are shorter or longer than the standard two level duration.

## FEES FOR ADDITIONAL COURSES - OVERLOAD FEES

Students who are in "overload" status or enrolled in courses which are additional to the normal program load will be assessed the standard hourly tuition fee established for part-time students for excess course hours. Payment for these hours is due immediately.

## PART-TIME FEES

Fees as established by the College are payable in one payment prior to the commencement of each course for which a part-time student is enrolled.

## ANCILLARY FEES

### Fanshawe College Student Union Ancillary Fees

#### Compulsory Ancillary Fees

*(will be charged on a compulsory basis, no student opt-out)*

##### Academic Support

- Student support - \$13.11
  - This fee provides student support with bursary and scholarship applications, student appeals preparation and appeal meeting support, Ombudsperson service, housing mediation services, used book buy-back and purchase service, and peer tutors.

##### Athletics and Recreation

- Recreation programming - \$18.41
  - This fee provides recreation programming for all students and includes access and overhead to operate recreation facilities, and coordinated student events.
- Wellness programming - \$13.58
  - This fee provides wellness programming such as exam preparation support, mental health awareness and support activities, nutrition workshops and events.

##### Student Buildings

- Wellness Centre Building Fee - \$27.50
  - This fee pays for student union contribution to capital cost of the facility.
- Student Centre Building Fee - \$21.00
  - This fee is used to pay for the cost of the Student Centre. London Campus only.
- Student Building Operations - \$32.29
  - Direct costs of utilities and waste management, maintenance and operating costs to operate the Student Union Buildings.

##### Student Transit Passes

- London Transit Commission bus pass - \$129.26
  - This fee is paid by London students only. This fee is invoiced to a maximum of two terms per academic year.

##### Non-Essential Ancillary Fees (students may opt-out)

- Fanshawe College Student Union Membership - \$5.72
  - Benefits of membership include eligibility to seek election for director or officer of the student union. FSU executive team guides FSU strategy and initiatives. Specialized service access such as legal aid support, member-based services and activities.
- Student Clubs - \$2.14
  - This fee allows students to participate and enjoy the benefits of comprehensive club activities on campus. Types of clubs include Cultural, Religious, Diversity and Academic focus.
- Health and Dental Plans - \$115.00
  - Domestic Student Health and Dental Plan. Opt-out of the plan is provided to students each academic year – proof of alternate coverage required to opt-out of the plan.

## COLLEGE ANCILLARY FEES

### Compulsory Ancillary Fees

*(will be charged on a compulsory basis, no student opt-out)*

#### Academic Support

- Technology Fee - \$96.62
  - This fee provides enhanced technology to support academic programming and learning.

#### Athletics and Recreation

- Wellness Centre Universal Fee - \$30.00
  - This fee provides access to the Student Wellness Centre facility. London students only.
- Athletics Fee - \$45.00
  - This fee supports campus recreation, wellness activities and intramural, recreational and varsity sports programs. London students only.
- Campus Safety - \$2.00
  - This fee supports programs and services that promote on-campus safety services such as campus walk safe programs and sexual violence prevention services.
- Career Services - \$26.00
  - This fee supports career related services such as career counseling information sessions, job fairs, job boards and job placement support and LEAP junction entrepreneurial operations and services.

#### Health and Counselling

- Health Services Fee - \$8.43
  - This fee provides enhancements and improvements targeting mental health and support services. London students only.
- International Health Insurance Fee - \$417.99
  - This fee provides OHIP equivalent and Health/Dental plan for International students.
- Student Achievement and Records - \$32.27
  - Costs associated with services such as transcripts, replacement receipts, verification forms and letters, graduation ceremony and immigration letters, etc.

#### Academic Support

- Student Campus Improvement Fee - \$10.00
  - Provides funds to support projects that will improve student life and learning on campus.

#### Non-Essential Ancillary Fees (students may opt-out)

- Alumni Fee - \$7.33
  - Benefits of membership include continued networking and access to Alumni benefits and services provided to all of our Alumni.

## PROGRAM SPECIFIC FEES

Fees students are required to pay in addition to tuition and mandatory non-tuition fees and are specific to the program/level. Additional information about program specific fees is available at [www.fanshawec.ca/fees](http://www.fanshawec.ca/fees).

## CO-OPERATIVE EDUCATION FEES

Fees payable by students registered in Co-operative Education programs. The Co-operative Education fee pays for the services of co-operative education consultants who provide co-op students with assistance to meet the requirements for the Co-op Endorsed Diploma. These include registration and record keeping services, additional classes for co-op students, resume preparation and job search advice, posting of co-op positions, interview assistance, and follow-up evaluation of work terms.

## GENERAL EXPENSES

Program related expenses that a student can be expected to pay in addition to tuition amounts. These expenses are not included in the fee invoice. Examples of General Expenses would include textbooks, expendable supplies, uniforms and minor equipment and professional association exam fees. Additional information about program specific fees is available at [www.fanshawec.ca/fees](http://www.fanshawec.ca/fees).

## PAYMENT INFORMATION

The fee billing period is for one-term with a fee invoice being issued to full-time students prior to the start of each term. The fee invoice will indicate the billing period, the deposit due date if applicable, the full tuition fees for the program and the balance of fees due date. We encourage you to make your required deposit promptly to secure your spot in the program and to pay your balance of fees by the due date to avoid late fees. Students must be prepared to make their deposit from their own resources. Financial assistance through the Ontario Student Assistance Program (OSAP) is intended to supplement a student's financial situation after registration. Students must meet all payment and academic requirements to be permitted to register in the current and subsequent term.

International Students must pay their fees in full by the payment due date.

## PAYMENT OF FEES

Fees can be paid through\*:

- all major financial institutions using online or telephone banking,
- at the Office of the Registrar, Room E1012 (by Interac, by cheque or money order payable to Fanshawe College or by Visa or MasterCard),
- online by Visa or MasterCard using Fanshawe's WebAdvisor Make A Payment process at [www.fanshawec.ca/webadvisor](http://www.fanshawec.ca/webadvisor).
- Cash and post-dated cheques are not accepted.

If you are being sponsored by an agency you need to present your student fees invoice to your agency and they can mail or fax a letter to the Office of the Registrar authorizing payment of your fees.

Part-time and overload fees are payable in one payment at the time of registration and prior to the commencement of each course(s) for which the student is enrolled. Registration and payments must be received prior to attending.

\*Methods of payment listed above are currently being accepted but may be subject to change.

## LATE FEE

Avoid the late fee of \$150 by paying your tuition fees in full on or before the 10th day of each term.

Late fee - \$150 one-time flat fee (applied on the 11th day of term standard start dates)

## FEE APPEALS

Students who withdraw from a program or course past the deadline have the right to appeal the withholding of these fees (Policy A132: 'Student Fees, Guideline B: Fee Appeals'). To submit a fee appeal, students must follow the time-line procedures outlined at [www.fanshawec.ca/fee-appeals](http://www.fanshawec.ca/fee-appeals).

## PART-TIME STUDENTS - PART-TIME STUDIES

Students are responsible for notifying the Office of the Registrar, in writing, of their withdrawal from a course(s). Upon request, a student will be issued a partial refund if they withdraw from a course no later than the refund deadline. For most courses, this is the day before the start of the third scheduled class. The refund will be less an administrative charge plus HST where applicable. Please note Refund Policy listed with each course on the website to determine which refund date is applicable. Courses with ancillary fees which include consumables may withhold additional fees for material used/retained by the student prior to the withdrawal. Exceptions to this time frame can exist for courses of less than five (5) weeks duration, online distance education and self-study courses.

The administration fee, plus HST where applicable, will be charged for course transfers.

## ENGLISH AS A SECOND LANGUAGE (ESL)

Students who withdraw from the College within five (5) calendar days of the commencement of ESL classes are entitled to a refund of all tuition fees less the non-refundable fee established in accordance with Ministry policy. Students who withdraw after the fifth (5th) calendar day of class are not entitled to a refund of any fee(s).

## APPRENTICESHIP

Full-time apprentice students who withdraw prior to the third class meeting are normally entitled to a refund of tuition fees paid except for \$100.00 which will be retained by the College.

## ADMINISTRATIVE CHARGES

These fees are subject to change without notice.

• Student Appeal Fee (Payable at Step 3)	\$ 40.00
• Courier Delivery of Diploma or Certificate- Domestic	\$ 20.00
• Course Description Copy Fee - Fee per program	\$ 10.00
• Replacement Diploma or Certificate	\$ 50.00
• Replacement FAN Card	\$ 25.00
• Late Fee - Part-time Students	\$ 50.00
• Post-Secondary Late Fee	\$150.00
• Prior Learning Assessment and Recognition - Fee per Course	\$ 105.00
• Returned Cheque	\$ 40.00
• Credentials Assessment Fee	\$ 40.00
• Test/Exam Re-write Fee	\$35.00
• Transcript Fee - Fee for each transcript beyond 5 in a year	\$6.00
• Non-Standard Verification Letters	\$40.00
• Early Release of Grad Documents (done only in extenuating circumstances)	\$40.00

# Student Enrolment and Academic Achievement

## INTRODUCTION

Each full-time student is registered in a specific program. Each program is defined in terms of courses to be completed as a condition of graduation from that program.

Most College programs are divided into one or more program levels. Students register for courses at the beginning of each level.

## STUDENT ACADEMIC RECORD

The Office of the Registrar will record permanently each graded course in which a student is officially enrolled after the final date for course add/drop has passed (usually the 10th day of the term). The Office of the Registrar will hold permanently a record of the final grade for each course. The Statement of Academic Achievement (transcript) will show the student's entire record. This will include the final grade for each course in which the student was officially enrolled and the term and cumulative GPA, if applicable.

At the end of each term student grades are available on WebAdvisor. Based on achievement in the program courses for the term, the WebAdvisor record for full-time students will indicate if a student is eligible to proceed to the following level. See Policy A105: 'Academic Standing.'

For information concerning the grading system consult the 'Course Grade System' section on the following pages.

(Please refer to the Withdrawal section under the Registration heading for information on course and program withdrawal)

## CO-OPERATIVE EDUCATION

Students registered in Co-op programs must maintain a satisfactory standard of academic achievement. For information concerning this standard contact the Academic Manager of the Program School.

## ATTENDANCE

Attendance requirements are specified in program and course outlines. It is important for students to note these requirements at the beginning of the program or course.

## STUDENT GRADES

### Course Grade System

The following is an extract from the College Policy A112: 'Course Grade System.' Policies can be found at [www.fanshawec.ca/policies](http://www.fanshawec.ca/policies).

The purpose of a College-wide grade system is to enable the College to communicate internally with students and with the public in a common language of academic achievement. The course grade system is used in courses where student achievement is graded.

## LETTER GRADES AND SYMBOLS

One of the following letters and/or symbols will be reported at the appropriate time for the official record for every student enrolled in a graded course.

## Letter Grade System

Grade	Range	Comment	Grade Point
A+	90-100	Distinguished	4.2
A	80-89		4.0
B+	75-79		3.5
B	70-74		3.0
C+	65-69		2.5
C	60-64		2.0
D+	55-59		1.5
D	50-54	Marginal	1.0
F	0-49	Unsatisfactory	0
P	greater than 50	Pass	N/A
I	N/A	Incomplete	N/A
N	N/A	No Credit Achieved	N/A
W	N/A	Withdrawn	N/A
X	N/A	Audit	N/A

## ACADEMIC STANDING

Academic Standing statements are provided to full-time students at the completion of each term to indicate their status toward completion of program requirements and their status in the program at a given period of time.

At the end of each term, there are four possible academic standing statements:

- **In Good Standing:** all required courses completed; acceptable grade point average
- **Conditional Continuation:** either one required course is assigned a failing grade or unacceptable grade point average achieved
- **Academic Probation:** occurs when one of the following conditions applies:
  - more than one of the required courses are assigned a failing grade and an unacceptable grade point average
  - two of the required courses are assigned a failing grade;
  - repeated academic probation standing
- **Required to Re-apply:** occurs when one of the following conditions applies:
  - two or more academic probation standings
  - one or two of the required courses are assigned a failing grade and a grade point average less than 1.26
  - three or more of the required courses are assigned a failing grade and a grade point average less than 1.76
  - grade point average of less than 1.26 for two consecutive terms

In **Co-operative Education**, there are two possible status options:

- Co-operative Work Term Complete
- Co-operative Work Term Incomplete

At the completion of the final level of the program, there are two possible standings:

- **Recommended for Graduation:** all required courses completed; acceptable grade point average
- **Program Incomplete:** all required courses not completed and/or unacceptable grade point average

# Student Enrolment and Academic Achievement (CONT)

## GRADE POINT AVERAGE (GPA)

The cumulative Grade Point Average (GPA) will reflect the average of the grades in the program curriculum up to that point and will be used to determine academic standing. Grade Point Average (GPA) will be calculated at the end of every term for the student. The Term GPA will reflect the weighted average of the grades in that term's courses. Only the grades of A+, A, B+, B, C+, C, D+ D, and F will be used in the calculation of both term and cumulative GPAs. In the case that a student has retaken a course, the highest grade achieved will be used to calculate the cumulative GPA. External and Internal credits will not be used in the GPA calculations. Credit achieved through Prior Learning Assessment and Recognition will display on the student's transcript and will be used in the cumulative GPA calculation as appropriate. Both the Term and Cumulative GPA will be reflected on the student's official record for full-time students.

### Minimum Standards:

In addition to meeting the program's individual standards, all students must achieve a cumulative GPA of 2.0 to be eligible to graduate. In non-graduating terms, students with a GPA of between 1.75 – 1.26 will be notified that they are at risk of failure and will be placed on academic probation. A student success plan will be developed. Students with a term GPA of 1.25 or less will be placed on academic probation and will require permission of the Academic Manager or designate to continue. Students having two consecutive semesters of academic probation will not be permitted to progress. Some programs may have a higher minimum GPA for progression purposes. Students registered in Degree programs must maintain a minimum average of 2.5 (C+) in the vocational courses and 2.0 (C) in all other courses in order to progress, and in order to be eligible to graduate.

In exceptional circumstances, where a student has contravened a college policy that impacts his/her academic standing, the following status will appear:

- **Not in Good Standing:** the student is not in good standing as a result of suspension or expulsion in accordance with College policy or a fee default such as outstanding fees owing to the College. The Registrar may restrict service to the student until the status is removed.

## GRADUATION FROM A PROGRAM

At Fanshawe College, students may enroll in programs leading to a Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, Degree or Declaration of Academic Achievement. Graduation from College programs requires a student to complete the program curriculum, meeting its academic standards, achieving a minimum cumulative GPA of 2.0. In Degree programs, students must achieve a minimum average of 2.5 (C+) in vocational courses and 2.0 (C) in all other courses in order to be eligible to graduate.

## PROGRESS TOWARD GRADUATION

From initial registration, there is a maximum of seven years (full-time or part-time) to complete program curriculum. Additionally, students must meet the academic standards and competencies of the program in order to graduate. Students extending beyond that time frame should contact the Program Coordinator or Student Success Advisor.

## CREDENTIALS

When a student has completed all the program courses with satisfactory achievement, maintaining applicable minimum cumulative GPA, the student is eligible for graduation. At the time of graduation the student will receive a credential which will specify the program in which the student has graduated.

## COLLEGE RESIDENCY REQUIREMENT

To be eligible for any College approved credential, the student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College.

## RECOGNITION OF ACADEMIC EXCELLENCE

### Dean's Honour Roll

In recognition of academic excellence, students who achieve a term grade point average of 3.9 while maintaining a full-time course load in their program will be named to the Dean's Honour Roll.

### President's Honour Roll

In recognition of academic excellence, students who achieve a cumulative program grade point average of 4.0 will be named to the President's Honour Roll.

These designations will follow the grade point average calculation process established in Policy A112: 'Course Grade System.' Field placement and clinical performance, while not calculated as part of the GPA, may influence the awarding of these designations.

## APPLICATION/APPROVAL FOR COURSE CREDIT AND ADVANCED STANDING/PROGRAM TRANSFER

Each course consists of a number of course learning outcomes which must be successfully attained in order to achieve credit standing in that course. Registered students who are able to demonstrate that they have already successfully attained the required course learning outcomes, or their equivalent, by previous academic achievement are eligible to apply for credit in the course. Applicants who can demonstrate that they have already successfully completed the requirements of one or more program levels are eligible for advanced standing. Neither course credit nor advanced standing is automatic, and each case is considered on its individual merits.

Students may apply for the following:

- a) Internal Credit is credit granted by the College for one Fanshawe College course on the basis of previous credit achieved in a different Fanshawe College course. Courses will have at least 75% comparable content/learning outcomes and a minimum passing grade achieved to grant the internal credit. Some courses or programs may require a higher grade. Applications for Internal Credit are available from the Office of the Registrar.
- b) External Credit is credit granted by the College for one Fanshawe College course on the basis of previous post-secondary academic achievement at another approved institution or as defined in an approved articulation agreement. Courses will have at least 75% comparable content/learning outcomes and a minimum grade of 'C' must have been achieved to grant the external credit. Some courses or programs may have exceptions to the minimum grade. Applications for External Credit are available from the Office of the Registrar. Applications for External Credit must be accompanied by a certified transcript.

Students are responsible for providing documentation necessary to support an application for credit. Completed application forms and supporting documents should be submitted to the Office of the Registrar well before the commencement of the course for which credit is sought and in any case must be submitted not later than the tenth (10th) day of term. The Academic Manager for the course is responsible for approving or not approving an application for Internal/External Credit and for conveying this decision to the student. Students must attend classes pending notification of the decision on their application for course credit.

# Student Enrolment and Academic Achievement (CONT)

## ADVANCED STANDING

Advanced Standing is credit granted by the College for all or most of the courses of a program level(s) on the basis of previous academic achievement at another institution and/or prior learning assessment and recognition. Advanced Standing qualifies the applicant for direct entry to a second or higher level of the program.

Applicants may apply for Advanced Standing by completing and submitting through the Ontario College Application Services ([ontariocolleges.ca](http://ontariocolleges.ca)) an Application for Admission to Ontario Colleges of Applied Arts and Technology form, indicating that they are applying for Level 2 or above of a program at Fanshawe College. Applicants are responsible for providing documentation necessary to support an application for Advanced Standing based on the deadlines for each term listed below. Applications received after these dates will be considered on a first-come, first-served basis pending availability in the program. The Academic Manager for the program is responsible for approving or not approving an application for Advanced Standing.

## PROGRAM TRANSFER

Program Transfer is transfer from one post-secondary program at Fanshawe College to another post-secondary program at Fanshawe College above Level 1. The assessment for Program Transfer is an assessment on a course by course basis. See information regarding 'College Residency Requirement.'

Fanshawe College students may apply for Program Transfer by completing and submitting the appropriate application form to the Office of the Registrar. Completed application forms and supporting documents must be submitted by the guaranteed consideration dates to be considered. Applications received after these dates may be considered if space is still available in the program level.

Program Transfer forms are available in the Office of the Registrar and should be submitted directly to the Office of the Registrar by the deadlines indicated.

The Academic Manager for the program is responsible for approving or not approving an application for Program Transfer.

Guaranteed consideration dates for Advanced Standing or Program Transfer (Level 2 and beyond) are:

For SUMMER TERM	FEBRUARY 1
For FALL TERM	APRIL 1
For WINTER TERM	OCTOBER 1

## STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to define the general standard of conduct expected of students, to provide examples of conduct that may be subject to disciplinary action by the College, to set out the disciplinary sanctions that may be imposed, and to describe the disciplinary procedures that the College will follow.

### This Code applies to:

All Conduct that occurs on the College Campus, Off-campus conduct at a College sanctioned event or when the Student is acting as a designated representative of the College or a student organization, club or team, under the direct or indirect supervision of the College. See Policy A116: 'Assigned Off-Campus Academic Activity.'

Off-campus conduct which adversely affects the rights of a member of the College Community to use and enjoy the College's learning and working environment and facilities or conduct which could adversely affect the health and safety of a member of the College Community.

Any Student who engages in misconduct either directly, indirectly or as an accomplice is subject to the disciplinary sanctions of this Code, regardless of the action or inaction of civil authorities. Nothing in this Code precludes the College from referring an incident to the appropriate law enforcement agency, including Campus Security Services, before, during, or after disciplinary action is taken by the College under this Code. All Students are also subject to all local, municipal, provincial, and federal laws, and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the College.

## Student Responsibilities

The College encourages Students to set for themselves the highest standards of behaviour both on and off campus. Specifically students are responsible for:

- Ensuring that their conduct aligns with the Student Code of Conduct Policy.
- Not jeopardizing the good and proper functioning of the College's programs, activities and services or the interests and/or objectives of the College.
- Not endangering the health, safety, rights, or property of the College or College Community members.

The academic and social privileges and other services provided to each Student by the College are conditional upon the fulfillment of these responsibilities, and each Student must familiarize him/herself with the College's Policies and affiliated Codes and the conduct expected of each Student. The College's Policies and affiliated Codes may be accessed on the Fanshawe College website at [www.fanshawec.ca/policies](http://www.fanshawec.ca/policies). Any questions about these policies should be directed to the Office of the Registrar.

## ACADEMIC INTEGRITY

The demonstration of, and commitment to, Academic Integrity is an expectation and cornerstone of college life for the entire College Community. In keeping with the College's Mission and Values statement, Fanshawe College seeks to promote the pursuit of knowledge, skills and student achievement within this framework.

The entire College Community is expected to maintain and promote a learning environment where Academic Integrity can be sustained and flourish. Everyone within this Community is responsible and accountable for personally upholding this high level of integrity on and off campus.

Academic Offences are not tolerated. Students have a duty to inform themselves of this policy and ignorance of this policy is no defense. Faculty members are vigilant and take corrective action when such offences are suspected or confirmed. Students found guilty of one or more Academic Offences are disciplined in accordance with this policy, its related procedures and the principles of Natural Justice and Procedural Fairness as outlined in Policy A128: 'Student Appeals.' No form of threats or reprisals against those who participate in the administration of this policy and all related policies are tolerated and such incidents are responded to under Policy A130: 'Student Code of Conduct' and under Policy P208: 'Respectful College Community and Prevention of Harassment and Discrimination.'

A student may appeal a decision that he/she is guilty of an academic offence or the appropriateness of the applied penalty by completing an appeal form from the Office of the Registrar. Please refer to Policy A128: 'Student Appeals' for details. Policies can be found at [www.fanshawec.ca/policies](http://www.fanshawec.ca/policies).

## SUSPENSION/EXPULSION

Suspension and expulsion are penalties reserved for severe breaches of the expected academic or behavioural standards. Policies can be found at [www.fanshawec.ca/policies](http://www.fanshawec.ca/policies).

## Student Enrolment and Academic Achievement (CONT)

### CANCELLATION OF A PROGRAM REGISTRATION

The College may cancel the registration of a student at any time as a result of expulsion in accordance with Policy A130: 'Student Code of Conduct' and Policy A136: 'Academic Integrity' or for failure to comply with a condition of admission or registration, such as failure to submit documentation or fees by the required deadline, failure to complete a condition of admission such as Mathematics upgrading, or cancellation of sponsorship by an external agency, or failure to return College property on loan.

## Notice of Disclosure of Personal Information to Statistics Canada

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. If you require additional information or help on PSIS or have any comments please contact the PSIS Helpline:

#### Via Mail:

Institutional Surveys Section, Centre for Education Statistics  
Statistics Canada, Main Building  
SC 2100-K Tunney's Pasture  
Ottawa, Ontario  
K1A 0T6

#### Via Telephone:

Monday to Friday 8:30 am - 4:30 pm:  
800-307-3382 or 613-951-7608

Via E-mail: [PSIS-SIEP\\_contact@statcan.ca](mailto:PSIS-SIEP_contact@statcan.ca)

## Freedom of Information And Protection of Privacy Act

Fanshawe College adheres to the Freedom of Information and Protection of Privacy Act. The information collected by Fanshawe College is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03. The information is used for administrative, statistical, safety and security purposes of the College and/or the Ministries and Agencies of the Government of Ontario and the Government of Canada.

Fanshawe College is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M. 19 as amended.

The Ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the Ministry's website.

For further information, please contact the Registrar, Fanshawe College, 1001 Fanshawe College Boulevard, P.O. Box 7005, London, Ontario N5R 5R6.

## Policies and Procedures

The College has established policies and procedures concerning the following matters. A complete listing of College policies can be found at [www.fanshawec.ca/policies](http://www.fanshawec.ca/policies)

The Fanshawe College premises are surveyed and/or patrolled by closed captioned video cameras. Accordingly, your entry upon these premises may result in your image being taken by these cameras. We use the cameras to help ensure the safety of our entire faculty, staff, students and visitors, and to dissuade and prevent any criminal activity that may take place on our premises.

# Glossary of Terms

## ACADEMIC YEAR

The Academic Year is the 12 month period beginning on September 1 and ending on August 31. The Academic Year consists of three terms, each of approximately four months duration: a Fall term (September to December), a Winter term (January to April), and a Summer term (May to August). Some exceptions to term start and end dates apply.

## ADVANCED STANDING

Advanced Standing is credit granted by Fanshawe College for all or most of the courses of a program level(s) on the basis of previous academic achievement at another institution and/or prior learning assessment and recognition. Advanced Standing qualifies the applicant for direct entry to a second or higher level of the program.

## CERTIFICATE

A Certificate is awarded on successful completion of a prescribed program approved by the Board of Governors of Fanshawe College as a Certificate program.

## COURSE LEARNING OUTCOMES

Each course consists of a number of course learning outcomes which must be successfully attained in order to achieve credit standing in the course.

## CREDIT - EXTERNAL

External credit is credit granted by Fanshawe College for a Fanshawe College course on the basis of previous post-secondary academic achievement at another approved institution or as defined in an approved articulation agreement. Courses will have at least 75% comparable content/learning outcomes and a minimum grade of C must have been achieved to grant the external credit. Some courses or programs may have exceptions to the minimum grade.

## CREDIT - INTERNAL

Internal credit is credit granted by Fanshawe College for one Fanshawe College course on the basis of previous post-secondary credit achieved in a different Fanshawe College course(s). Courses will have at least 75% comparable content/learning outcomes and a minimum passing grade achieved to grant the internal credit. Some courses or programs may require a higher grade.

## CREDIT UNIT

Credit unit is a value assigned to every course based on the method of instruction and course hours. The credit unit is used in the calculation of grade point averages.

## CUMULATIVE GPA

The grade point average assigned to a student based on the weighted GPA average of the course grades in the program curriculum up to that point.

## DEAN'S HONOUR ROLL

In recognition of academic excellence, students who achieve a term grade point average of 3.9 while maintaining a full-time course load in their program will be named to the Dean's Honour Roll.

## DECLARATION OF ACADEMIC ACHIEVEMENT

A Declaration of Academic Achievement is awarded on successful completion of a prescribed program approved by the College for this recognition.

## DEGREE

A Degree is awarded on successful completion of a program meeting all degree level standards established by the Post-Secondary Education Quality Assessment Board (PEQAB) and authorized by consent of the Minister of Training, Colleges and Universities and consistent with the Post-Secondary Choice and Excellence Act, 2000 and approved by the Board of Governors of Fanshawe College.

## EQUATED COURSES

Equated courses are two or more courses which may be substituted for each other to satisfy an academic program requirement.

## GPA TERM

Term GPA is the grade point average assigned to each student at the completion of every term and is based on the weighted average of the courses completed in that term.

## GPA WEIGHTED AVERAGE

Weighted GPA average uses the grade achieved and credit units assigned to the course.

## GRADUATION

At Fanshawe College, students may enroll in programs leading to an Ontario College Certificate, an Ontario College Diploma, an Ontario College Advanced Diploma, an Ontario College Graduate Certificate, a Degree or Declaration of Academic Achievement. Students achieve graduation by obtaining credit for the specified courses which make up the approved program and achievement of a minimum cumulative grade point average (GPA).

## ONTARIO COLLEGE CERTIFICATE

An Ontario College Certificate is awarded on successful completion of a program meeting all specific vocational learning outcomes as defined by provincial program standards where they exist and approved by the Ministry of Training, Colleges and Universities and the Board of Governors of Fanshawe College as an Ontario College Certificate program. Typically the duration to achieve this credential is two academic terms.

## ONTARIO COLLEGE ADVANCED DIPLOMA

An Ontario College Advanced Diploma is awarded on successful completion of a program meeting all specific vocational learning outcomes as defined by provincial program standards where they exist and approved by the Ministry of Training, Colleges and Universities and the Board of Governors of Fanshawe College as an Ontario College Advanced Diploma program. Typically the duration to achieve this credential is six academic terms.

## ONTARIO COLLEGE DIPLOMA

An Ontario College Diploma is awarded on successful completion of a program meeting all specific vocational learning outcomes as defined by provincial program standards where they exist and approved by the Ministry of Training, Colleges and Universities and the Board of Governors of Fanshawe College as an Ontario College Diploma program. Typically the duration to achieve this credential is four academic terms.



## Glossary of Terms (CONT)

### **ONTARIO COLLEGE GRADUATE CERTIFICATE**

An Ontario College Graduate Certificate is awarded on successful completion of a program meeting all specific vocational learning outcomes as defined by provincial program standards where they exist and approved by the Ministry of Training, Colleges and Universities and the Board of Governors of Fanshawe College as an Ontario College Graduate Certificate program. Typically the duration to achieve this credential is two academic terms. Requirements which must be met prior to awarding this credential are an Ontario College Diploma, or an Ontario College Advanced Diploma, or a Degree or the equivalent.

### **PRESIDENT'S HONOUR ROLL**

In recognition of academic excellence, students who achieve a cumulative program grade point average of 4.0 will be named to the President's Honour Roll.

### **PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

In the Prior Learning Assessment and Recognition (PLAR) process much of the attention is focused on assessing learning which has occurred outside of the formal educational setting. On the job training, military service, community-based volunteer activities and self-directed study may all be potential sources of college-level learning. A sound Prior Learning Assessment program aims to accurately and equitably assess college-level learning. A Prior Learning Assessment and Recognition Fee is required.

### **PROGRAM**

A program is an approved group of related post-secondary credit courses leading to a Certificate, an Ontario College Certificate, an Ontario College Diploma, an Ontario College Advanced Diploma, an Ontario College Graduate Certificate, a Degree or a Declaration of Academic Achievement.

### **PROGRAM TRANSFER**

Program transfer is transfer from one post-secondary program at Fanshawe College to another post-secondary program at Fanshawe College above Level One.

### **STATEMENT OF ACADEMIC ACHIEVEMENT/TRANSCRIPT**

The Statement of Academic Achievement is the official College record of a student's graded activity at the College and will include all graded activity, all program activity, all academic standings, a credential statement and certain honours awarded to the student.

### **TERM**

The College Academic Year is divided into three terms: a Fall term (September to December), a Winter term (January to April), and a Summer term (May to August). Some programs may vary from this schedule