

POLICY: Application and Admissions Policy		POLICY NUMBER: AC-014-A1
		PREVIOUS/REPLACES: Student Manual
APPROVED BY: Academic Council	EFFECTIVE DATE AS OF: November 1, 2021	PRIOR VERSIONS: August 2020

1. Policy Statement

Herzing College recognizes its responsibility and accountability to the diverse community it serves and is committed to achieving and sustaining a climate of educational equity throughout the college. Herzing College’s admissions policy reflects and represents the College’s access and learning-centered approach to education. It establishes consistent standards and processes which are designed to be equitable and transparent.

2. Scope

All admissions and entrance to programs and courses at Herzing College.

3. Procedure

1. To be admitted to any Herzing College program, a prospective student must complete an interview with a Herzing Admission Representative and fill out a Personal Information Record and an Application Completion Form. The following factors are considered prior to acceptance:
 - a. Prior education requirement – Each prospective student must have either a high school diploma or a General Education Development (GED) certificate or be considered a mature student. A mature student is 19 years of age or over at the time of enrollment and has not attended high school in the last 12 months. The diploma or other acceptable documentation of the prospective student’s educational achievement must be provided for the student’s academic file before the prospective student can be admitted to the program of interest.
 - b. Prior Learning Assessment and Advanced Standing – Herzing recognizes learning that prospective students may have acquired credits through institutes, corporate and/or on-the-job training programs and educational settings not normally eligible for transfer credit.

Although policies exist in the areas of transfer and challenge for credit, no more than 50 percent of the credits of any undergraduate degree, or program, may be obtained through this process. The 50 percent maximum threshold may be reached through any combination of the following means:

- Transfer credit – no more than 50 per cent of the credits of any undergraduate credential.
- Challenge credit – no more than 15 credits in an undergraduate degree.

- Prior Learning Assessment and Recognition (PLAR) – no more than 15 credits of any undergraduate degree. To ensure potential students’ knowledge is equivalent to program and course learning outcomes, the PLAR process may involve one or any combination of the following assessments:
 - ◆ Skills demonstrations
 - ◆ Assignments
 - ◆ Essays
 - ◆ Challenge exams
 - ◆ Oral presentations or interviews
- c. Entrance standards – Each prospective student must demonstrate the capacity to succeed from college level education. This must be evidenced in the following way:
 - Successful completion of an entrance assessment administered with examination scores deemed appropriate by Herzing College (Note: In addition, the College may use tests to determine if the student requires additional developmental or tutorial classes).
 - Interest and Professional Attitude – Of importance is the prospective student’s desire to succeed, a willingness to make those sacrifices necessary to successfully complete the program of study, and a commitment to adhere to the College’s rules and expectations.
 - Availability of time – A prospective student must have the availability of time to attend classes and labs, to complete projects, and to submit assignments in a timely manner. A prospective student must demonstrate an ability to devote a sufficient degree of time and effort to the program. Each student is expected to spend additional time outside class hours studying, completing assignments, and doing research.

2. Admission Procedures

- a. Prospective students are expected to complete a Personal Information Record and interview with a Herzing College Admissions Advisor. This may be done on campus or virtually. The Advisor will provide information about programs, start dates, student services and employment opportunities for graduates.
- b. Once all admission requirements have been fulfilled, the prospective student must establish appropriate financial arrangements and complete the necessary documentation. After the prospective student has completed these arrangements, signed a College Enrollment Agreement, and paid an enrollment fee, the prospective student will be considered an enrolled student and will be automatically registered for appropriate classes. Students do not have to register for classes; the College will schedule students for the applicable courses in each term.
- c. New student admission is on a continuous basis; however, those who apply first are accepted first and enrollment is limited. Students will not be admitted after the second day of the class unless approved by the Academic Dean and the College President.

3. Admission Applications

- a. Although it is preferable for a prospective student to visit Herzing College in person to complete a Personal Information Record and an Application Completion Form, the forms may be obtained in the following ways:
- Calling the College to request the forms; or
 - E-mailing the College to request the forms; or
 - Completing the forms at the College Web Site (www.herzing.ca); or
 - Arranging a virtual session

4. Mature Admission

a. With High School Diploma

Students who have graduated from high school but lack the required grade average and/or course requirements may apply for admission 12 months after graduation if at least 19 years of age or over. The following documentation is required:

- High school transcript.
- Detailed résumé outlining previous education and work experience.

Note: This is in addition to meeting the required entrance standards as outlined in section 3(1)b. Upgrading courses may be prescribed as a condition of admission.

b. Without High School Diploma

Students who did not graduate from high school may apply for admission twelve months after their last year in school if at least 19 years of age or over. The following documentation is required:

- High school transcript or GED scores.
- Detailed résumé outlining previous education and work experience.
- Submit to a PLAR examination for degree program applications. The PLAR process may involve one, or any combination of, the following assessments:
 - ◆ Skills demonstrations
 - ◆ Assignments
 - ◆ Essays

- ◆ Challenge exams
- ◆ Oral presentations or interviews

Note: This is in addition to meeting the required entrance standards as outlined in section 3(1)c. Upgrading courses may be prescribed as a condition of admission.

5. International Student Admission

- a. Herzing College is a Designated Learning Institute under the International Student Program (ISP) with Citizenship and Immigration Canada. ISP refers to the program governing the issuance of student permits by Canada to international students wishing to attend or attending a post-secondary educational institution in Canada, and the designation of such institutions in the provinces and territories in Canada for this purpose, as provided for in the Immigration and Refugee Protection Regulations.
- b. International prospective students wishing to attend Herzing College should contact the institution for admission procedures and application forms. These prospective students must meet all the requirements governing regular admission. In addition, they must provide written evidence of competence in the English language through one of the following:
 - A score of 500 or higher on the paper-based TOEFL examination;
 - A score of 173 or higher on the computer-based TOEFL examination;
 - Documentation of successful completion of an intermediate English course from a designated ESL center;
 - Documentation of successful completion of high school studies in English (a minimum of four years); or
 - Documentation of successful completion of post-secondary studies in English (a minimum of 12 semester hours).
 - International students applying to the Montreal campus must achieve a score of 6 or higher on the IELTS examination, with no category being below 5.5.
- c. The first two semester's tuition (or equivalent for non-semester program) must be paid upon enrollment.

6. Re-Admission/Re-Entry

- a. A student who withdraws or is terminated from the College may apply for re-admission or re-entry. Any student applying for re-admission/re-entry will be required to sign a new enrollment agreement and all financial obligations from previous enrollment periods must be resolved prior to re-admission/re-entry. For a student to be readmitted in the same program, the student generally

must have been making satisfactory progress at the time of withdrawal or termination. A student may re-enter only twice if the student did not receive academic credit for the courses attempted immediately prior to withdrawal. Students are cautioned that the availability of courses required may be more difficult to arrange if they have interrupted their program.

7. Continuing Students

- a. Continuing students who are making satisfactory academic progress and are current in their financial obligations to the College are automatically scheduled for future classes in their program of study.

8. Significant Omissions or Errors in Admissions Documentation

- a. The College has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly misrepresent their applications are subject to discipline up to immediate expulsion.

9. Direct Entry for Degree Programs

- a. For direct entry into degree programs, the following will also apply:
 - Ontario Secondary School Diploma (OSSD) or equivalent.
 - AND
 - Must meet specific direct entry requirements for the program of study.

4. Administration

The Admissions Director will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Academic Council in 2024.

6. Reference

- Herzing College Student Manual