

POLICY TITLE: **Admissions Policy**

POLICY CATEGORY: ACADEMIC

POLICY NUMBER:

POLICY OWNER: Registrar and Associate Vice-President, Strategic Enrolment

POLICY APPROVER: George Brown Polytechnic Board of Governors

APPROVAL DATE: Click or tap to enter a date.

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REVIEW PERIOD: Every 5 Years

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1. Purpose

The purpose of this policy is to define and provide a framework for the rules and regulations that relate to admission to George Brown Polytechnic (GBP) post-secondary programs.

This policy has been established to conform to the intentions and directions of the Ministry of Colleges and Universities, Research Excellence and Security (MCURES) set out in the College Admissions Policy of the Ministry, effective April 1, 2003.

2. Principles

George Brown Polytechnic is committed to providing an admission process that is fair, transparent, and accessible to all qualified applicants.

George Brown Polytechnic may adjust its admission requirements to support diverse learners and promote both equitable access to education and academic success.

Admission decisions will be made based on objective criteria, consistent with the GBP's commitment to inclusivity, fairness, and compliance with relevant laws and standards.

3. Scope

This policy applies to all Domestic and International applicants to George Brown Polytechnic and includes all full-time post-secondary programs. This policy does not apply to non-credit general interest courses, or those with open enrolment. This policy is under the authority of the Office of the Registrar.

4. Definitions

Application Cycle: An application cycle is the annual period during which applications are accepted, processed, and admission decisions are made for a specific program intake (e.g. Fall, Winter, or Spring). For ontariocolleges.ca, the application cycle runs from August to July.

Domestic Applicant: A Domestic Applicant is defined as a Canadian Citizen or Permanent Resident of Canada, and/or have self-identified as an Indigenous person on their Ontario College Application Service (OCAS) application.

Home School Applicant: A Home School Applicant is defined as an individual whose secondary education was delivered primarily outside of a provincially inspected public or private secondary school and was directed by a parent, guardian, or independent instructor in accordance with the Education Act (Ontario).

Highly Competitive Program: A highly competitive program has more qualified applicants than available seats.

Intake Semester: The first semester that a program is offered / accepting new applications (e.g. a fast-track program may have Semester 3 as its intake semester).

International Applicant: An International Applicant is defined as a person who is not a Canadian Citizen nor a Permanent Resident of Canada, including Convention Refugees and Protected Persons. International Applicants must have graduated from senior secondary school or equivalent (those applying for a postgraduate program must have graduated from a university or college program). International applicants apply through George Brown's in-house Online Application System (OAS).

Mature Applicant: A Mature Applicant is defined as an individual who does not have an Ontario Secondary School Diploma (OSSD) or equivalent but has reached the age of 19 years on or before the commencement of the program of instruction in which they intend to enrol.

Waitlist: A waitlist is established when there are more eligible applicants than available space in a program. An applicant's position on a waitlist is based on their ranking against other waitlisted applicants for that term intake. A waitlisted program still accepts applications, but the program is flagged as waitlisted on the web and ontariocolleges.ca

5. Admission Requirements

- 5.1. In accordance with the system eligibility requirements as outlined in the Minister's Binding Policy Directive – Admissions Criteria, an applicant must meet one of the following requirements to be considered for admission to a program:
 - is the holder of an Ontario Secondary School Diploma (OSSD) or equivalent; or
 - is nineteen years of age or older on or before the commencement of the program in which the applicant intends to enroll; or
 - any lesser minimum admission requirement established by a college on a program-specific basis.
- 5.2. An applicant must also meet program-specific admissions requirements as published on the GBP website.
- 5.3. Mature applicants to certificate, diploma, or advanced diploma programs, who are unable to provide transcripts showing program-specific academic requirements, may be permitted to complete admission English and/or Math and/or Science assessment in order to demonstrate proficiency in those subjects.
- 5.4. International Applicants are also required to meet specific requirements listed on the International-specific admission requirements page by country.
- 5.5. Applicants must meet English Language Proficiency requirements appropriate to the credential level as outlined on the GBP website.
- 5.6. Meeting minimum admission requirements for a program does not guarantee an offer of admission to that program.

- 5.7. George Brown Polytechnic reserves the right to limit the number of applications an applicant may submit within a defined period.

6. Publication of Admission Requirements and Program Information

- 6.1. All admission requirement information, including the selection procedures for each program of instruction, will be published on the GBP website.

6.1.1. In cases where admission requirements for a post-secondary program of instruction at GBP are changed in the direction of greater stringency, applicants are to be given a minimum of 12 months' notice before the change is implemented.

- 6.2. GBP strives to ensure the accuracy of information in its publications. The information supplied on our website is subject to change without notice. It should not be viewed as a representation, offer, or warranty. George Brown Polytechnic reserves the right to modify, alter, or update program information at any time. GBP's website should be consulted for the most current information.

7. Program Admission Statuses

- 7.1. Closing /waitlisting of Programs: The Office of the Registrar, in consultation with the appropriate Dean or designate as required, will determine when a program should be waitlisted (applicants moved to waitlist but still accepting applications) or closed (no further applications will be accepted). This can happen at any time during an application cycle. The new program status will be posted on the GBP website and at ontariocolleges.ca

- 7.2. Please refer to Program Suspension and Cancellation Policy for further information.

- 7.3. Suspension of Programs or Intakes:

7.3.1. The Office of the Registrar, in collaboration with the appropriate Dean and Provost will determine when a program or intake will be suspended (no longer offered). The new program status will be posted on the GBP website and the program or intake removed from ontariocolleges.ca.

7.3.2. Applicants will be notified and recommended an alternate program or intake. Applicants who wish to withdraw from GBP will be provided a full refund of any funds related to the suspended program.

8. Applicant Selection

- 8.1. Applications open in the Fall prior to the academic year (August to July) in which a program begins. Offers for programs that are not considered highly competitive may be issued as of November 1.

- 8.2. Applications to highly competitive programs received by February 1, prior to the academic year in which a program begins, are given equal consideration. Applications received after February 1 are considered on a first-come, first-served basis if space remains available in the program.

- 8.3. For highly competitive programs, qualified applicants will be selected to receive an offer of admission based on the following priority, unless an exemption has been requested or granted by the Ministry:

- Residents of Ontario
- Residents of Canada
- All other applicants

8.4. Indigenous Applicants: A certain number of seats in competitive programs will be reserved for Indigenous students who apply through ontariocolleges.ca by the equal consideration date and self-identify as Indigenous on their application.

8.4.1. Applicants must also meet the program's minimum admission requirements. When demand exceeds availability, reserved seats may be filled using a competitive process among eligible Indigenous applicants. Selection will prioritize lived experience, demonstrated commitment to Indigenous communities, leadership, and relevant professional experience, assessed in alignment with the context and objectives of the program. Eligibility for Indigenous reserved seats will require verification of Indigenous status in accordance with GBP's procedures.

9. Documentation Requirements

9.1. Applicants are required to provide official and valid documentation in English as outlined in the published admission requirements. If documents are not in English, the applicant must submit certified, translated copies.

9.2. It is the responsibility of the applicant to ensure that their information, and all supporting documentation, is truthful, complete, and correct. George Brown Polytechnic reserves the right to verify the authenticity of any documentation provided as part of an application. If it is proven, or if GBP has reasonable grounds to conclude that false information has been provided, the application will be denied. Should a student be enrolled based on falsified information, they shall be subject to immediate withdrawal and revocation of credentials achieved.

9.3. Domestic Applicants who do not hold Canadian citizenship designation as indicated on Ontariocolleges.ca must provide valid proof of residency by the established deadlines.

9.3.1. Acceptable proof of residency is front and back copy of Permanent Residency Card, copy of Landing, or Confirmation of Residence, or Proof of Convention Refugee status.

9.3.2. Failure to provide valid proof of residency before established deadlines will result in the student being switched to International student status, charged international tuition fees, and required to provide any relevant international student documentation (e.g. study permit). This includes Refugee Claimants.

9.4. Applicants are required to submit a final transcript that clearly states the applicant has fulfilled all program requirements and that the credential has been awarded, granted or conferred (where applicable). For applicants attending another postsecondary institution prior to GBP, the Admissions Office will accept an official letter from the Office of the Registrar confirming graduation from that institution, if applicants are unable to provide a final transcript due to timing of their graduation.

9.5. All submitted documentation must be under the same name as that of the applicant who applied through the Ontario College Application Service (OCAS) or the GBP's Online Application System (OAS). Any discrepancy must be accompanied by official documentation that identifies the alternate identity of the applicant.

10. Admission Decisions

- 10.1.** Applications are assessed by the Office of the Registrar, which, on behalf of GBP, accepts, refuses, or defers the admission of applications to programs.
- 10.2.** Applicants will be advised of GBP's decision in writing by the Office of the Registrar.
- 10.3.** Admission to a GBP program means that a student is admitted to that program only and for the specified semester only.
- 10.4.** Admission to one program is not a guarantee of admission to another program or admission to the same program in a subsequent term.
- 10.5.** George Brown Polytechnic reserves the right to rescind offers of admission, suspend applications, or impose any sanctions and/or conditions where an applicant engages in behaviour that is threatening, abusive, fraudulent, harassing, or otherwise inconsistent with GBP's standards of integrity and respectful conduct. Any such decision will be made in accordance with principles of procedural fairness, documented evidence, and applicable human rights and accessibility obligations, and the applicant will be provided with an opportunity to respond before a final determination is made, except where immediate action is required to protect the safety of the community.

11. Conditional Admission

- 11.1** Applicants who provide proof of enrolment in courses and/or programs that will satisfy the admission requirements of a program may receive a conditional offer of admission to the program.
 - 11.1.1** Applicants will be advised of the conditions of admission in writing.
- 11.2** Applicants who do not meet the conditions of admission by Day 5 of the term they are registered in will be removed from the program.
- 11.3** It is the responsibility of the applicant to provide final transcripts showing successful completion of the required courses and/or programs prior to Day 5 of the term.

12 Admission Equivalencies

- 12.1** Academic transcripts from other provinces and/or countries may be considered as equivalents to the admission requirements of a program. George Brown Polytechnic reserves the right to make determination on equivalencies.
- 12.2** The Office of the Registrar may require evaluations of documents from non-Canadian institutions by recognized evaluation services for certain programs. The evaluation service must authenticate the documents and recommend the comparability of the education earned outside of Canada to the Canadian education system.
- 12.3** George Brown Polytechnic recognizes that applicants from countries experiencing war, civil unrest, natural disaster, or other geopolitical crises may be unable to obtain official academic documentation through standard processes. In such circumstances, GBP may consider alternative documentation or verification methods.
- 12.4** Home School Applicants are required to submit written confirmation that they have been home schooled and provide proof of academic achievement in the program requirements including curriculum outlines, course descriptions, and exam results. These documents are to be certified by the appropriate school board. As an alternative, they may be invited to take an admissions assessment to meet the course-specific requirements.

13 Re-Admission of Former George Brown Students

- 13.1** Requests for re-admission to an intake (initial) semester may be considered from students who were unsuccessful or did not complete their semester. In these cases, at the discretion of the appropriate Dean or Dean's designate, a student may be considered for re-admission.
- 13.2** Prior study at George Brown Polytechnic does not guarantee re-admission to first semester. Applicants must meet the published program requirements as stated for the academic year to which they are applying. Admission will be based on program availability, seat availability, and competition.
- 13.3** Re-admission to George Brown Polytechnic following a required withdrawal for academic reasons, academic misconduct, or non-academic misconduct is not automatic and is assessed on a case-by-case basis. Applicants must meet applicable admission requirements and deadlines, and provide clear evidence of meaningful change, accountability, and readiness to succeed in an academic environment.
- 13.4** An Admission Committee comprised of representatives from the Office of the Registrar, the Academic area, Office of Student Conduct and Support, Student Success, and Office of Anti-Racism, Equity and Human Rights Services, reserves the right to refuse re-admission where the original misconduct was severe, where documentation does not demonstrate sustained improvement, or where admission is limited by program capacity or other enrolment constraints. Where re-admission is approved, students may be subject to specific conditions (including probationary terms) and may be required to follow an updated program plan and/or revised curriculum.

14 Admission Decision Appeals

- 14.1** Applicants who have been refused admission to their preferred post-secondary program have the right to appeal this decision.
- 14.2** If an applicant is not satisfied with the explanation for the refusal of admission decision provided by the Office of the Registrar, the applicant may request a formal review or appeal, in writing, to the Registrar, or their designate, within 30 days of the admission decision, via an admission appeal form.
- 14.3** An appeal panel consisting of members of the Office of the Registrar, the relevant academic department, and, as required, the Student Success division, will review the appeal. The applicant may be invited to make a presentation to the appeal panel.
- 14.4** The Panel will notify the applicant in writing within 15 business days of its decision and the reasons for it. The decision of the panel is final and binding.
- 14.5** Should the panel find in favour of the applicant, and the pertinent program no longer has seats available or the last day to register for the term has passed, every alternative option will be explored. Other students who have already been admitted to the GBP will not be disadvantaged on behalf of another by the findings of the panel. If the applicant is granted a place in the program as a result of the panel's findings, the applicant would be required to indicate agreement in writing within three business days.
- 14.6** Admission appeals that are received less than five days prior to the start of classes will only be considered for the next available intake of the program.

15 Communication

- 15.1** GBP is dedicated to providing transparency regarding compliance with Canada Anti-Spam Legislation.
- 15.2** Applicants are provided with the opportunity to opt out of automated messaging through various systems where eligible.
- 15.3** Applicants are responsible for ensuring their contact information is current and up to date.
- 15.4** Access to GBP systems and services requires Multi-Factor Authentication (MFA). MFA is mandatory for all students. Students must have access to a personal device (phone or tablet) that is compatible with GBP's MFA requirements to access institutional resources.

16 Custody of Records

- 16.1** Records that are transmitted or mailed to George Brown Polytechnic for admissions purposes become the property of the Admissions Office and will not be returned or released to the applicant.
- 16.2** Records are not shared with departments outside of the Admissions Office, unless required as a function of the admissions, registration or transfer credit process.
- 16.3** George Brown Polytechnic will retain all application-related documentation of applicants who do not enrol with GBP for up to two years following the relevant application cycle to support audit, appeal and compliance requirements, after which records will be destroyed in accordance with GBP's records retention schedule.
- 16.4** George Brown Polytechnic will retain application documentation of applicants who then enrol with GBP for 55 years, as per the Student Records and Transcripts policy.

17 Third Party Access to Records

- 17.1** The Admissions Office will not normally interact with third parties in the matter of application and/or admission to GBP.
- 17.2** Applicants who wish to give consent to a third party to access their application information must follow the procedure as outlined in the Ontario Freedom of Information and Privacy Act.
- 17.3** International Applicants may assign an agent via the International application permission process.

Related Policies

- Program Suspension Cancellation
- Student Records and Transcripts
- Internal Transfers
- Prior Learning and Assessment and Recognition (PLAR)
- Transfer Credit