



ACAD 21: Admissions Policy

Effective Date: Friday, April 17, 2026

1.0 SCOPE

1.1 This policy is issued under the authority of the President and Chief Academic Officer.

1.2 This policy governs admission to all full-time, part-time, and ladder programs offered by Shingwauk KinooMaage Gamig (SKG).

2.0 PURPOSE AND GUIDING PRINCIPLES

2.1 Purpose

This policy establishes a fair, transparent, and culturally grounded admissions framework that:

- Upholds Anishinaabe aadziwin (worldview) and SKG's responsibility to community
- Aligns with the Indigenous Institutes Act (2017) and IAESC standards
- Meets applicable provincial and federal regulatory requirements
- Supports learner success through accessible, community-driven pathways into postsecondary education

2.2 Guiding Principles

Admissions at SKG are guided by the following:

a) Relational Accountability

Admissions processes honour relationships to community, Nation, land, and identity.

b) Equity and Access

SKG recognizes diverse educational journeys and removes barriers to entry for Indigenous learners and underserved populations.

c) Holistic Assessment

Admission decisions consider the whole learner—including academic readiness, lived experience, cultural knowledge, and community contributions.

d) Self-Determination and Sovereignty

SKG prioritizes access for Anishinaabe and other First Nations, Métis, and Inuit learners as part of its mandate.

e) Student Success Orientation

Admissions decisions are made with a commitment to supporting learners through to completion.

3.0 POLICY

3.1 General Admission Requirements

Applicants must meet one of the following:

- Ontario Secondary School Diploma (OSSD) or equivalent; or
- Be a **mature applicant**; or
- Demonstrate readiness through alternative pathways, including prior learning, community-based knowledge, or relevant experience.

All applicants must also meet program-specific requirements, which may include:

- Prerequisite courses or equivalent learning
- English language proficiency (where applicable)
- Portfolios, interviews, or community references (as required)
- Demonstration of readiness aligned with program outcomes

Note: Meeting minimum requirements does not guarantee admission.

3.2 Holistic and Alternative Admissions Pathways

SKG recognizes that learning occurs in many forms. Applicants who do not meet traditional academic requirements may be considered through:

- Prior Learning Assessment and Recognition (PLAR)
- Community or Elder references
- Demonstrated cultural knowledge or land-based experience
- Relevant work, caregiving, or community leadership experience

Admissions decisions will reflect a holistic review process, consistent with SKG's values.

3.3 Mature Applicants

- Applicants aged **19+ (certificate/diploma)** or **21+ (degree)** may apply as mature students
- May be required to demonstrate readiness through:
 - Assessment tools (e.g., literacy, numeracy)
 - Interviews or learning plans
- Must meet program-specific requirements where applicable

3.4 Applicant Selection and Prioritization

Where programs are competitive, priority will be given to:

1. Anishinaabe learners and local First Nations communities
2. Other First Nations, Métis, and Inuit applicants
3. Residents of Northern Ontario
4. Other qualified applicants

SKG may reserve seats in programs to fulfill its community mandate and partnerships.

3.5 Admission Decisions

- Admissions decisions are made by the Registrar (or designate) in alignment with SKG policies
- Applicants will be notified in writing

Admission may result in:

- Full Admission
- Conditional Admission
- Deferred Admission
- Refusal

3.6 Admission Definitions and Policy Statement:

3.6.1 Full Admission:

Definition:

Full Admission is granted to applicants who have met all academic, program-specific, and institutional requirements for entry. Applicants admitted under this category demonstrate readiness to engage successfully in their chosen program and align with SKG's values of learning, community responsibility, and Anishinaabe aadziwin.

Policy Statement:

Applicants who meet established admission criteria, including required credentials, prerequisites, and any additional program requirements (e.g., interviews, portfolios, or community references), shall be offered Full Admission and permitted to register in courses.

3.6.2 Conditional Admission

Definition:

Conditional Admission is granted to applicants who demonstrate strong potential for success but have not yet fully met all admission requirements at the time of application. This pathway recognizes diverse learning journeys and supports access while maintaining academic integrity and quality standards.

Policy Statement:

Applicants may be offered Conditional Admission when they have substantially met admission requirements but are missing specific, clearly defined conditions that must be fulfilled prior to or within an established period after program entry.

Conditions may include, but are not limited to:

- Submission of final transcripts or proof of credential completion;
- Completion of prerequisite courses or academic upgrading;
- Demonstration of required competencies (e.g., language proficiency);
- Participation in orientation, bridging, or preparatory programming;
- Provision of additional documentation (e.g., criminal record check, health requirements, where applicable).

Applicants admitted under this category may be permitted to register in courses; however, continued enrollment is contingent upon meeting all specified conditions within the defined timeline.

Failure to meet conditions may result in:

- Withdrawal of the admission offer; or
- Reclassification of the applicant's status (e.g., to Deferred Admission or Refusal).

Commitment to Student Success:

In alignment with SKG's commitment to *mino-bimaadiziwin* and holistic student support, applicants offered Conditional Admission will be guided toward appropriate academic, cultural, and student support services to help them meet their conditions and transition successfully into their program.

3.6.3 Deferred Admission

Definition:

Deferred Admission is granted to applicants who meet most admission requirements but are unable to begin their studies in the intended intake or require additional time to fulfill outstanding conditions.

Policy Statement:

Applicants may be offered Deferred Admission when:

- Required documentation or final credentials are pending (e.g., proof of graduation);
- The applicant requests to postpone entry to a future intake;
- The admissions committee determines that a delayed start would better support student success.

Deferred Admission reserves a seat for a specified future term, subject to the applicant meeting any outstanding conditions and program availability.

3.6.4 Refusal of Admission

Definition:

Refusal of Admission applies to applicants who do not meet the minimum admission requirements or whose application does not demonstrate readiness for the chosen program at the time of review.

Policy Statement:

Applicants may be refused admission when:

- Minimum academic or program requirements are not met;
- Required documentation is incomplete or not submitted within established timelines;
- The applicant does not demonstrate readiness for post-secondary study based on available evidence.

Where appropriate, SKG will provide guidance on alternative pathways, including upgrading, preparatory programs, or reapplication in a future intake, in keeping with its commitment to student support and lifelong learning.

3.7 Admission Equivalencies

SKG recognizes:

- Domestic and international credentials
- Informal and non-formal learning
- Work and community-based experience

Documentation may require verification or assessment.

3.8 Re-Admission

Students who have been inactive for three consecutive semesters must reapply.

Re-admission:

- Is subject to current program requirements
- May include additional conditions
- May be denied based on prior academic or behavioural concerns

3.9 Admission Appeals

Applicants may appeal admission decisions based on:

- Procedural error; or
- Demonstrated unfairness in the admissions process

Appeals must be submitted in writing within **30 days**. Refer to Admissions Appeals Policy and Procedures (Insert Policy # AXX-X)

3.10 Communication and Transparency

- SKG is committed to clear, respectful, and culturally appropriate communication
- Applicants are responsible for ensuring their information is accurate and current
- SKG reserves the right to verify documentation

3.11 Publication of Admission Requirements

- Admission requirements will be publicly available through SKG's website and materials
- Changes will be communicated in a timely manner
- SKG reserves the right to modify programs and requirements to maintain quality and relevance

4.0 ROLES AND RESPONSIBILITIES

4.1 President and Chief Academic Officer

Provides overall leadership and ensures alignment with SKG's vision and governance.

4.2 Academic Council

Provides guidance on academic standards and ensures admissions align with program quality and integrity.

4.3 Registrar / Enrolment Services

- Administers admissions processes
- Ensures compliance and consistency
- Communicates decisions to applicants

4.4 Elders and Knowledge Keepers (as applicable)

May support holistic admissions processes through guidance, cultural validation, or advisory roles.

5.0 EVALUATION

This policy will be reviewed every **five (5) years**, or earlier as required, to ensure alignment with:

- IAESC standards
- SKG strategic pathways
- Community needs

6.0 RELATED POLICIES

- Prior Learning Assessment and Recognition (PLAR) Policy
- Academic Standing and Progression Policy
- Admissions Appeals Policy
- Student Success Policy
- Indigenous Data Governance (CARE/OCAP aligned practices)