

Admissions Decision Review Operating Procedure

Approved By: Vice President, Human Resources, Student Services and International

Approval Date: November 13, 2025

Replaces: Version 2023

Corresponding Policy: [Admissions Policy](#)

Purpose

To provide a procedure for an applicant to request a review of an admission decision.

Scope

Applicants to all programs governed by the [Ontario Qualifications Framework](#)..

Operating Procedure

1. Applicants who are not satisfied with an admissions decision should contact the admissions office with their concerns. Applicants should make contact in writing and by email (admissions@cambriancollege.ca) and outline the rationale for the review, taking care to outline any new or missed details.
2. An Admissions Officer will review the submission as well as the application and assess any new or missed information. Based on the review, the Admissions Officer will update the admission decision if appropriate. If it is deemed that there were no errors and that the College followed its normal procedures, the Admissions Officer will communicate this to the applicant and provide more information as necessary.
3. If concerns have not been addressed to the satisfaction of the applicant, the applicant is referred to the Manager of Admissions, who will schedule a meeting with the applicant.

4. The applicant will have an opportunity to state their position as well as provide any new or missed information.
5. The information will be reviewed by the Manager to determine whether the applicant's submission has merit. The Manager will provide a response within 5 business days.
6. If the submission is found to have merit, the Manager will work to reverse the decision. If the submission is found to lack sufficient merit to overturn the existing decision, the Manager will respond accordingly and provide reasons for that decision.
7. If the applicant is still dissatisfied with the decision, they may request that the file be reviewed by the Associate Registrar. Such a request must be made within 5 business days of receipt of notification of the decision from the Manager of Admissions. The Associate Registrar will review the submission and seek any additional information needed from the applicant and will communicate a decision to the applicant within 5 business days. The decision of the Associate Registrar is final and cannot be appealed further.

Related Policies

- [Admissions Policy](#)