



## **POLICY FOR THE ADMISSION OF STUDENTS TO DEC PROGRAMS AT MARIANOPOLIS COLLEGE**

### **PREAMBLE**

The student is the centre of the Marianopolis College learning community. This policy is derived from the Marianopolis College Mission, which is to prepare students to pursue academic excellence in their studies, become self-directed life-long learners, and make positive contributions as citizens of a complex and changing world.

Marianopolis welcomes students from all cultures, faiths and social and economic backgrounds to come together within and beyond the classroom in mutual respect and trust.

### **Section 1 – DEFINITIONS**

#### **1.1. Candidates**

Candidates are those who submit an application for admission to Marianopolis College.

#### **1.2. Eligible candidates**

Eligible candidates are those who meet all the admission requirements at the time of their application.

#### **1.3. Secondary school candidates**

Secondary school candidates are students who, in a continuum of their educational activities, wish to pursue college-level studies following the completion of a high school diploma or equivalent.

#### **1.4. Transfer candidates**

Transfer candidates are students who have completed at least one college-level course at a cegep or college in Québec.

#### **1.5. Out-of-province candidates**

Students who have completed their secondary school studies in a Canadian province other than Québec.

#### **1.6. International candidates**

Students who have completed their secondary school studies outside Canada, including candidates who may have Canadian citizenship or permanent residency.

### **1.7. DES**

*Diplôme d'études secondaires* or Diploma of Secondary Studies.

### **1.8. DEC**

*Diplôme d'études collégiales* or Diploma of College Studies.

### **1.9. The College**

Marianopolis College as a legal entity.

### **1.10. MELS**

Ministère de l'éducation, du loisir et du sport.

### **1.11. RREC**

*Règlement sur le régime des études collégiales*

## **Section 2 – ADMISSION TO A DIPLOMA (DEC) PROGRAM – GENERAL CONDITIONS**

Admission requirements for a DEC program at Marianopolis College are defined by the *Règlement sur le régime des études collégiales* (RREC). To be admitted to a program leading to a Diploma of College Studies (*Diplôme d'études collégiales* or DEC), candidates must meet the following requirements:

**2.1.** The candidate has a Diploma of Secondary Studies (*Diplôme d'études secondaires* or DES) and is in one of the following situations:

**2.1.1.** The candidate holds a DES and meets the specific program entrance requirements as defined by MELS as well as those defined in the Appendix, as is appropriate.

**2.1.2.** A candidate who is conditionally admitted and has not successfully completed any one of the following courses:

- 1) Secondary V Language of Instruction
- 2) Secondary V Second Language
- 3) Secondary IV Mathematics
- 4) Secondary IV Physical Science
- 5) Secondary IV History of Quebec and Canada

will be required to complete remedial courses during the first semester of studies at the College.

**2.2.** The candidate holds a Diploma of Vocational Studies (*Diplôme d'études professionnels* or DEP) and has successfully completed the following subjects:

- 1) Secondary V Language of Instruction
- 2) Secondary V Second Language
- 3) Secondary IV Mathematics

- 2.2.1** A candidate who has been admitted but is missing any of the above will be required to complete remedial courses during the first semester of studies at the College.
- 2.3.** The candidate also meets the specific program entrance requirements as defined by MELS as well as those defined in the Appendix.
- 2.4.** The candidate has received instruction deemed equivalent by the College.
- 2.4.1** The College may require who have been admitted to follow remedial courses defined by MELS.
- 2.5.** The College may conditionally admit a candidate who has not successfully completed a maximum of 6 secondary school credits or less. This candidate must sign an agreement with the College regarding completion of the missing credits and the DES during the first semester of studies at the College.
- 2.6.** The candidate must satisfy the special conditions for admission established by MELS as specific program prerequisites.
- 2.7.** Candidates graduating from institutions outside Quebec must provide documentation indicating an equivalent academic background to the Quebec Diploma of Secondary Studies, including all entrance requirements necessary for the desired program of study at the College.
- 2.8.** Candidates graduating from institutions outside Canada where the primary language of instruction is not English are required to submit results from a recognized language-proficiency test. Failure to meet the minimum standard of English, or to take a proficiency test, may result in the College's refusal to admit the applicant.
- 2.9.** The College may refuse admission to Transfer candidates who have completed more than 50% of their course requirements toward the desired program [at another cegep or college].
- 2.10.** Priority is given candidates who study full-time. The College may refuse admission to new candidates requesting to study part-time.
- 2.11.** Even if applicants to programs meet the requirements of the *Règlement sur le régime des études collégiales*, they may be refused admission due to a lack of places.

### **Section 3 – ADMISSION TO A DIPLOMA (DEC) PROGRAM – SPECIFIC REQUIREMENTS**

- 3.1.** In addition to the MELS general entrance requirements and the specific requirements in the "*Conditions particulières d'admission*", the College defines additional requirements for the programs listed in the Appendix section.

- 3.2.** When the number of eligible candidates for a program exceeds the number of places available, the College may refuse applicants, even if applicants to programs meet the specific admission requirements.
- 3.3.** For all programs for which a selection is required, selection criteria will include the quality of the academic record and degree to which the candidate meets the specific requirements defined by the College.

## **Section 4 - LANGUAGE REQUIREMENTS**

The language of instruction at Marianopolis is English.

- 4.1. Candidates attending a secondary school where the primary language of instruction is not English will be required to take an English proficiency test.
- 4.2. Candidates who have not achieved a minimum of 70% at the time of application in Secondary V English Mother Tongue or its equivalent may be required to take an English proficiency test.
- 4.3. Candidates who are lacking a sufficient knowledge of English may be required to take remedial or reinforcement courses and to follow a reduced course load
- 4.4. International candidates who fail to meet the minimum standard of English may be refused admission.

## **Section 5 – CONDITIONS FOR CONTINUED ENROLMENT**

- 5.1. The student who has not met the conditions established by the College as per the College's Institutional Policy on the Evaluation of Student Achievement (IPESA 2.1.14.2) may be denied re-enrolment in a subsequent semester.
- 5.2. The student who, regardless of academic performance, is judged inappropriate for a program or the College because of misconduct, may be denied re-enrolment in the program or the College. This measure, which is reserved for the most serious cases, is further described in the College's Policy on Student Conduct.
- 5.3. The Associate Academic Dean and the Director of Student Services are responsible for advising those concerned of the serious nature of these measures and for applying these policies.

## **Section 6 – CONDITIONS FOR READMISSION**

- 6.1. Former students who have been away from the College for at least one term, or who have withdrawn in the previous term, must submit a formal application for admission.
- 6.2. Students who have been asked to take time away as a result of the application of Section 5 of this policy, must submit a statement of intent and receive authorization for readmission from the Associate Academic Dean as per the College's Institutional Policy on the Evaluation of Student Achievement (IPESA 2.1.13).

## **Section 7 – ADMISSION QUOTAS**

- 7.1. The College may establish global enrolment quotas for a given semester.
- 7.2. The College may set admission quotas for a program.
- 7.3. For all programs for which a selection is required, selection criteria will include the quality of the academic record and/or the number of credits required for admission to a DEC program or the number of credits required to complete a DEC program.

## **Section 8 – ROLES AND RESPONSIBILITIES**

### **8.1. Board of Governors**

The Board of Governors approves the present policy and any revisions thereto.

### **8.2. Academic Council**

Academic Council must be consulted on any policy governing the admission of students and recommends such policy to the Board of Governors.

### **8.3. Academic Dean**

The Academic Dean is responsible for overseeing the implementation of the present policy in accordance with Ministry directives, and for the revision of the policy, as required.

## Appendix – PROGRAM SPECIFIC REQUIREMENTS

In addition to the general and specific college entrance requirements defined by MELS, Marianopolis College has established the following program admission requirements:

PROGRAM	SPECIFIC CONDITIONS
SCIENCE Health Science and Pure & Applied Science profiles	Sec V Chemistry Sec V Physics Sec V Mathematics TS or SN Minimum grade of 75% in Math TS or SN (Secondary IV and V)
SOCIAL SCIENCE Commerce profile only	Sec V Mathematics TS or SN Minimum grade of 70% in Math TS or SN (Secondary IV and V)
MUSIC	Music V or equivalent Pre-audition at Marianopolis College Audition at McGill University Theory & Ear Training Entrance Tests
DOUBLE DECs in: - Science and Music - Social Science and Music - Creative Arts and Music	Students must satisfy admission requirements for both the music program and the second chosen concentration
ARTS & SCIENCES	Sec V Chemistry Sec V Physics Sec V Mathematics TS or SN Minimum grade of 75% in Math TS or SN (Secondary IV and V) Letter of Intent English Assessment Test An interview may also be required
LIBERAL ARTS	Letter of Intent An interview may also be required

## **Appendix – RECOGNIZED LANGUAGE-PROFICIENCY TESTS**

**The list of recognized language-proficiency tests for admission purposes to be submitted by international candidates is available on the Marianopolis College web site.**