

MARIANOPOLIS CALENDAR 2009-2010

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The College reserves the right to make changes without prior notice to the information contained in the Calendar, including the alteration of various fee schedules and the modification of policies.

Students should be aware that the course listing may be incomplete *and* that not all courses listed here will be offered for the year 2009-2010. Notice of changes and additional information will be distributed to students when it becomes available.

Dépôt légal - 1er trimestre 2009
 Bibliothèque nationale du Québec
 National Library of Canada

GENERAL INFORMATION: Introduction to Marianopolis

Join Marianopolis as it celebrates 100 years of education with a series of special events.
Learn more: www.marianopolis.edu/centennial

In many ways the history of Marianopolis College parallels and reflects that of the great metropolis of Montréal, its mother city. The College's history is one of change, development and growth from its earliest days to the present time.

In 1908, the Congrégation de Notre-Dame established Notre Dame Ladies College. A bilingual college, it was the first institution of higher learning for English Catholic women in the Province of Québec. Three years later the first degree was conferred through an affiliation with Université Laval. In 1922, affiliation was transferred to the newly-chartered Université de Montréal. Four years later, the College was renamed Marguerite Bourgeoys College and moved to new quarters on Westmount Avenue.

During the social upheavals of World War II, the curriculum of the English sector of the College was reorganized along the lines of English-language universities and was renamed Marianopolis College. It relocated to the beautiful old Mount St. Mary at the corner of Guy and Dorchester Streets. A tragic fire destroyed this landmark in 1945 and caused a further move, to 3647 Peel Street, where the College was to remain for thirty years. The purchase of adjacent property and the construction of classroom space enabled Marianopolis to expand at the same time that the quality of its academic program was gaining an enviable reputation. In the mid-sixties, sweeping educational changes in Québec, particularly the recommendations of the *Parent Report*, were radically to affect Marianopolis. In line with these changes, Marianopolis admitted its freshmen students of 1969 to a

CEGEP-equivalent program; it also accepted its first male students. The degree program was phased out with the granting of the last degrees in 1972.

The new College thrived, and an increase to 1,200 students necessitated a further move, this time in 1975 to the historic site of the former Séminaire de Philosophie at 3880 Côte-des-Neiges. On a 17-acre campus leased from the Sulpician Fathers, the College enjoyed a stately building, a scenic cityscape, playing fields and tennis courts. A modern Sports Complex, opened in 1987, allowed the College to offer a well-balanced Physical Education Program along with recreational sports, intramural and intercollegiate competition. The College flourished during this time, growing to a student population of 1,700.

In 1999, with the introduction of a lay board and the establishment of the Marianopolis Millennium Foundation, the College began the preparations to move back to a former home on Westmount Avenue. Marianopolis has invested heavily to modernize the building to meet the demands of education in the 21st century. The construction of a brand new gymnasium, science labs and computer labs complement the stately architectural features of the library (in the former chapel) and 600-seat Art Deco auditorium. The College launched a \$10MN capital campaign, *Moving hearts and minds*, the first in its 100-year history, to help fund this construction so that the College could open in its new home in 2007.

Marianopolis opened in Westmount for the 2007-2008 academic year, at the campus that had been built as its home in 1925.

The building, with its old-school grandeur and its modernized facilities, provides an exceptional home to the Marianopolis community.

Marianopolis is a multicultural, co-educational College recognized by the government as a "private college." Having an academic tradition stretching back to the turn of the century and an equally long reputation for academic excellence, Marianopolis remains a small personal college offering university-bound students an alternative to the large CEGEPs.

Alumni Office

Every June, graduating students join the ranks of the Marianopolis College Alumni Association. Since 1908, over 23,000 graduates have become part of this considerable network.

The Alumni Office is a resource centre for graduates who wish to keep in touch with their friends and former teachers and/or wish to cultivate new friendships. The Alumni Office provides an important link with the College: assisting in locating lost friends and organizing events, reunions and activities to provide a forum for socializing and networking. The semi-annual College magazine *Alma Matters* highlights the achievements of our Alumni, Students and Faculty and Staff, provides information about events on and off campus and reports on important College initiatives. Marianopolis appreciates the ongoing support of its alumni, who give time to mentor students, volunteer on committees, and who donate generously each year to support the College and its students. Learn more at www.marianopolis.edu/alumni.

Please refer to our web page for the most current information, as it becomes available.

www.marianopolis.edu/admissions

Academic Calendar 2009-2010

AUTUMN 2009 SESSION

August 20 Term begins
December 18 Term ends

WINTER 2010 SESSION

January 18 Term begins
May 28 Term ends

ADMISSION

While it is the policy of the College to admit as many qualified applicants as possible, students are admitted on a competitive basis because of space limitations.

ADMISSION REQUIREMENTS

The basic entrance requirement for admission to Marianopolis College is the Québec Diploma of Secondary Studies.

- Secondary IV History
- Secondary IV Physical Science
- Secondary IV Mathematics
- Secondary V Second Language (French, Second Language or *Anglais, langue seconde*)
- Secondary V Language of instruction (English or *Français*)

PROGRAM ENTRANCE PREREQUISITES

Applicants to certain programs must meet requirements in addition to the basic Diploma of Secondary Studies. Each applicant must have completed or be completing the following courses (or equivalents):

| <u>Program</u> | <u>Prerequisites</u> |
|----------------|---|
| Science | Chemistry 534 Physics 534 Mathematics 536 |

| | |
|----------------|---------------------------|
| Social Science | — |
| Commerce | Mathematics 526 or 536 |

| | |
|--|---|
| Creative Arts, Literature & Languages (CALL) | — |
|--|---|

DOUBLE DECs in

- Science / Music
- Social Science / Music
- CALL / Music

Students must satisfy admission requirements for both the music program and the chosen program of study as indicated above.

| | |
|-------|--|
| Music | Music 534,* Audition, Theory and Ear Training Entrance Tests |
|-------|--|

* or equivalent from a recognized school of music, or as evaluated by the college.

| | |
|-------------------|---|
| Arts and Sciences | Chemistry 534 Physics 534 Mathematics 536 |
|-------------------|---|

Letter of intent.
Interview may
be required.

| | |
|--------------|--|
| Liberal Arts | Letter of intent. Interview may be required. |
|--------------|--|

OUT-OF-PROVINCE APPLICANTS

Students who have followed their secondary-level education in a Canadian province other than Québec are required to present scholarship equivalent to the above. For most provinces this means completion of

Grade 11. The additional requirements as outlined above must also be met. Additional fees of \$1,980 per year or \$990 per semester (fees subject to change) will be required of non-Québec residents.

INTERNATIONAL APPLICANTS

Applicants who are not Canadian citizens or permanent residents may apply for admission provided they possess a secondary school background equivalent to the Québec Diploma of Secondary Studies. Applicants must meet all basic entrance requirements and relevant program prerequisites.

International applicants may need to request an evaluation of their educational background from:

Service des évaluations comparatives d'études

Ministère de l'immigration et des communautés culturelles
(514) 864-9191

<http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/>

Students who have studied in English for less than three years at the secondary school level are required to submit TOEFL results (Test of English as a Foreign Language).

Applicants should contact the TOEFL office by writing to:

TOEFL
P.O. Box 6151
Princeton, New Jersey 08541-6151
U.S.A.
(609) 771-7100
toefl@ets.org
www.toefl.org

Admissions

International students, if admitted, are required to pay an additional tuition fee of \$4,904 per year or \$2,452 per semester (fees subject to change) and may be required to enrol in a health and accident insurance plan, depending on their individual situation.

TRANSFER STUDENTS

Applicants who have followed courses at the college or university level must have an official transcript forwarded to the Marianopolis Admissions Office and include with their application a letter explaining why a college transfer is being requested.

ADDITIONAL INFORMATION

Applicants who believe their academic record has been affected by special circumstances should submit an explanatory letter with their application.

PLACEMENT TESTS

The College reserves the right to administer examinations for course placement purposes. In particular cases, students may be required to follow a reduced course load if it is determined that their English and/or French skills are not adequate.

APPLICATION PROCEDURE

- Applications may be submitted online, or application kits can be obtained at high school guidance offices or directly from Marianopolis College.
- An Application Fee of \$30 must accompany each application.
- The deadlines for the submission of applications are as follows:

March 1

Fall Admission

Note: It is highly recommended that students with international credentials submit their application in early February to allow time for determining course equivalencies, and for mailing.

November 1

Winter Admission (Students attending Québec high schools only)

- For details on what to include in the application, please visit our web page at www.marianopolis.edu/admissions

Financial Aid

Québec Loans & Bursaries Program (Aide Financière aux études)

The Québec loans and bursaries from *Aide financière aux études* are available to students who demonstrate financial need within the norms set out by the government. In order to receive a government bursary, students must first be awarded the maximum loan plus an additional loan to cover the cost of tuition fees for the academic year. Loans are interest-free for the duration of the student's period of full-time studies and no payment is required during this time. Bursaries are gifts of money, no part of which is to be repaid.

Students should apply a minimum of 4-6 weeks prior to the start of classes in order to receive financial assistance for the beginning of the semester.

Loans/bursaries are awarded solely on the basis of financial need, and are deposited directly into the student's bank account on a monthly or periodic basis.

Eligibility is determined by a number of factors including parents' income, size of family and student's income. Applications are available from high school guidance counsellors and from our Financial Aid Officer in May, or online at www.afe.gouv.qc.ca

Marianopolis Tuition Credits

As Marianopolis is different from the public CEGEPs in having fees, the Financial Aid Program is designed to ensure access to academically qualified students who might be prevented from attending because of financial need. Tuition credits awarded by the College are intended to supplement rather than to replace financial aid awarded from the Québec Loans & Bursaries Program. Therefore, students who apply for tuition credits must also apply to the Québec Loans & Bursaries Program.

Tuition credits are awarded on a per-term basis and recipients are chosen on the basis of overall financial need and personal circumstances. Students must be in good academic standing to qualify.

Applications are available from high school Guidance Counsellors and from our Financial Aid Office. For additional information about financial aid, contact the Financial Aid Officer.

Deadlines for Tuition Credit Applications:

MARCH 1 - NEW STUDENTS

Prior to the academic year for students who are applying to the College for the first time

AUGUST 31

At the start of the academic year for second-year students and any students who did not meet the March 1 deadline

JANUARY 31

At the start of the winter term for students beginning their studies in January

Funds for all tuition credits, scholarships, prizes and book loans originate from the following sources:

- Marianopolis Millennium Foundation
- Conway Memorial Bursaries
- Catherine of Palma Bursaries
- Fitzgibbon Bursaries
- John Parma Bursaries
- Mary Davitt Bursaries
- Notre Dame Bursaries
- Patricia and Michael Kindellan Memorial Bursaries
- Scott Bursaries
- Thomas Litchfield Memorial Bursaries
- Marianopolis Faculty/Staff Bursaries
- Hugh R. Mahoney Memorial Bursaries
- Margaret Furst Memorial Bursaries
- R.J. McCauley Bursaries
- Helen McCauley Bursaries
- McGuigan Bursaries
- Gary Gagnon-Lanaro Memorial Bursary
- Kathleen Murphy Bursaries
- Sister Bernadette Powers Bursaries
- Sister Anna Mary Breen Bursaries
- The Bellelle Guerin Bursary (Montreal City Council of the Catholic Women's Leagues)
- Stephanie Prentice Memorial Bursaries
- Sister Elizabeth Mahoney Memorial Bursaries

Financial Information

- Sister Calista Begnal Memorial Bursaries
- Myriam Finkelman Sanchez Memorial Bursary
- William G. Cleevly Memorial Bursary
- Sister Eileen McIlwaine Bursary
- Birks Family Foundation Bursary
- Rose Boland Tracey Memorial Bursary
- Barwick Family Foundation
- Penny Caie Memorial Bursary
- Pathonic Foundation
- St. Patrick's Society
- Dr. Catherine Haggart Westbury Bursary
- Anne Fleming Bursary
- Gustav Levinschi Foundation
- Pradeep Sagar Bursary
- Roasters Foundation

Marianopolis Loans

Loans are available to students through the Marianopolis Student Loan Fund. Established by the graduating class of 1963, and maintained by various student projects, Marianopolis loans are intended to assist students with school-related expenses. Interest-free loans are available to students who find themselves in immediate financial distress.

Loans must be repaid within a period acceptable to both the student and the Financial Aid Office. Students wishing to obtain loans should apply in person to the Financial Aid Office.

Book Lending

In order to help defray the costs of textbooks, the College, with the assistance of generous donors, has established a Book Lending Program for students receiving financial aid. Students may borrow one or more textbooks required for their courses for the duration of the semester. Book Lending Request Forms are available from the Financial Aid Office beginning on the first day of classes each term.

Scholarships

There is no application process for any of the scholarships offered by the College. All of these are awarded according to criteria that have been established, which include the student's overall average and co-operative spirit.

Entrance Scholarships

Roasters Foundation Awards of Excellence (\$3,000)

Marianopolis is pleased to report that the Roasters Foundation has continued their partnership with our College to fund two awards of excellence, each in the amount of \$3,000.

The scholarships will be granted to two first-year students based on their final high school average (minimum of 90% based on final grades). The Roasters Awards will be announced in the fall.

Marianopolis Millennium Foundation Entrance Scholarships (\$1,000)

As part of its mission to support Marianopolis students through scholarships and financial aid programs, the Marianopolis Millennium Foundation has established six Entrance Scholarships to be awarded to the top students in the following program categories:

Science: 3 awards of \$1,000 each

Social Science: 1 award of \$1,000

Commerce: 1 award of \$1,000

Arts: 1 award of \$1,000

These scholarships will be awarded to six first-year students based on their final high school average (minimum of 90% based on final grades). Winners of Roasters awards are not eligible. The Entrance Scholarships will be awarded in the fall.

Marianopolis Millennium Foundation Academic Scholarships (\$250)

The Marianopolis Millennium Foundation also funds an Academic Scholarships Program. Academic Scholarships are awarded as tuition credits to 70 students entering College I. These \$250 awards are distributed among the top students admitted in the various programs offered at Marianopolis College. The Academic Scholarships will be awarded in the spring. Scholarship winners will be notified by mail.

Student Life Awards (\$150)

Student Life Awards are intended to recognize students who have met academic entrance requirements and who also possess significant potential to contribute to the quality of student life at Marianopolis.

These \$150 awards are granted each year to selected students who are recommended by their high schools for having made outstanding contributions not only to life at high school but also within the wider community. Notification of the award is given in April by Student Services.

In-Course Scholarships

Mary MacCormack Scholarships (\$250)

These \$250 scholarships are awarded as tuition credits after the completion of each term to the returning students with the highest ranking in each of the following categories:

- 4 *Social Science/Arts* students (College I)
- 4 *Science* students (College I)
- 4 *Social Science/Arts* students (College II)
- 4 *Science* students (College II)

Academic Honours

The Dean's List

The Dean's List is published at the end of each session in recognition of academic excellence. To qualify, a student must have achieved an 85% term average based on a normal course load in a student's academic program with no failing grades for the term. Course load may vary from term to term depending upon the profile that the student has been assigned. Physical education courses are included in the average. Only courses followed at Marianopolis will be included in the calculation of the Dean's List.

Honour Roll

The Honour Roll is published each year in June by the Office of the Academic Dean. To qualify, graduating students must have maintained an overall average of 85% in their studies at Marianopolis.

Financial Information

| | | | |
|---|---|--------------------|--|
| Confirmation Fee (non-refundable) | \$ 200.00 | per year | (\$100 Confirmation Fee for students entering in January or registering for one additional semester) |
| Tuition * | \$ 1,990.00 | per term * | |
| Graduation Fee | \$ 35.00 | | |
| Fee for Late Payment | \$ 15.00 | | |
| Fee for Returned Cheque | \$ 15.00 | | |
| Unfunded Courses ** | \$ 4.50 | per course hour ** | |
| <p>* Marianopolis fees are subject to change dependent upon Government grants and regulations. The Ministry defines a full-time student as one who follows a minimum of 180 hours of instruction per semester, or one who is registered for four or more courses per semester.</p> <p>Part-time students must pay a \$100.00 confirmation fee (non-refundable) per term plus \$135.00 per credit.</p> <p>** Unfunded courses are courses taken beyond or outside diploma requirements.</p> <p><i>Additional fees are charged for Outdoor Education and CPR courses or courses where attendance at theatre events is required.</i></p> <p><i>Students are responsible for the purchase of books required for courses.</i></p> | | | |
| User Fees: | Late Registration | \$ 50.00 | |
| | Proxy Registration | \$ 50.00 | |
| | Transcripts | \$ 7.00 | (per request/institution) |
| | Course Outlines | \$ 5.00 | (per course) |
| | Duplicate Tax Receipts | \$ 5.00 | each |
| International Student Fee: | <i>Students studying in Canada on a Student Visa are required to pay an additional fee of \$4,904 before the beginning of the Autumn term. Fees are subject to change by Ministry of Education.</i> | | |
| Out-of-Province Fee: | <i>Students who are not Québec residents as defined by the Ministry of Education are required to pay an additional fee of \$1,980 before the beginning of the Autumn term. Fees are subject to change by Ministry of Education.</i> | | |
| Payment Schedule: | | | |
| Confirmation Fee . . . | Due in March for students returning in the Autumn semester. Due in April/May for new students entering in the Autumn semester, or in December for students entering in the Winter semester. This fee is non-refundable. | | |
| Tuition Fees | You may choose either method A or B. | | |
| | Method A: Tuition for each term paid in full on the first day of classes in August and January. | | |
| | Method B: One half of the tuition for each term paid on the first day of classes in August and January, and the balance paid approximately six weeks later: October for the Fall semester and February for the Winter semester. (Invoices will be sent). | | |
| Tax Receipts | Income Tax Receipts (for TUITION FEES PAID) are available at the end of FEBRUARY in students' OMNIVOX accounts. | | |

ACADEMIC INFORMATION

Educational Services Contract

In accordance with the Law on Private Education (1992), an Educational Services Contract must be signed by the student and the College each semester **prior to** registration for courses. Signing the contract indicates agreement by the student to comply with the rules and regulations of the College as specified in this Calendar, in the *Policy on Student Conduct* and in the *Institutional Policy on the Evaluation of Student Achievement (IPESA)*. Students who have not reached 18 years of age as of the registration date must have the contract signed by a parent or legal guardian.

Academic Year

The academic year is divided into three sessions: *autumn*, *winter*, and *summer*. Autumn and winter are full sessions. There is a limited selection of courses offered in the summer session and priority is given to Marianopolis students in need of courses for graduation. The academic calendar for the entire school year is distributed before the start of the first semester. Please consult it to determine the dates of registration, examinations, etc.

Credit System

Each course is evaluated in terms of credits. One credit is equivalent to 45 hours of learning activities including lecture, laboratory and personal study.

Grading System

Grades are given in percentage numbers. However, the following grading scale, in use at Marianopolis, is sometimes requested by universities in addition to transcripts:

| | | |
|----------|-----------------|---------------------------------|
| A | 90-100 | Excellent |
| B | 80-89 | Very Good |
| C | 70-79 | Good |
| D | 60-69 | Pass |
| E | below 60 | Unsatisfactory (Failure) |

Academic Standing

To be in good academic standing, a full-time student must achieve an overall average of 65% (including Physical Education). A student in poor academic standing is not eligible to register for the following term without

authorization from the Associate Academic Dean. A student who has been in poor academic standing for two terms, not necessarily consecutive, does not qualify to return to the College.

Courses Beyond the Diploma Requirements

Completion of an academic program requires a fixed number of credits established by the Ministry of Education. Normally, students are not permitted to take courses which are not part of their program or which exceed diploma requirements. The Ministry of Education will not provide funding for extra or duplicate courses. Students requesting permission to take such courses must do so through the Academic Advisors. These courses are subject to availability, permission and additional fees.

Registration for a Course at Another College

Students who wish to take a course at another Québec college require prior permission (commandite) from an Academic Advisor. Commandites are issued for the fall, winter and summer sessions but are subject to stricter guidelines for the fall and winter.

Official Academic Records

Bulletin d'études collégiales (BEC)

The BEC (Bulletin d'études collégiales) is the official cumulative transcript of marks issued at the end of every term.

Notations

The following remarks may appear on the student's cumulative report:

- **Dispensation (DI)**

DI carries no credit value but denotes that the student has been granted an official dispensation from a course. The decision regarding a DI is made by the Academic Dean. An exemption is rarely granted for a compulsory course. However, it may be granted in physical education if a serious medical condition prevents the student from meeting the objectives of such a course. Medical documentation is required and becomes part of the student's permanent file.

Academic Information

- **Failure (EC)**

EC accompanies any grade below 60% and denotes a failure.

- **Equivalence (EQ)**

EQ denotes that a student has attained, either through previous studies or through out-of-school training, the objectives of a course required in a particular program of studies. The student is entitled to the credits attached to the course which does not have to be replaced by another course. A numeric grade does not accompany an EQ.

Equivalences for previous studies are granted by the Academic Dean on the basis of official transcripts and course descriptions supplied by the previous institution(s) at the request of the student. A student who requests an equivalence for out-of-school training or experience must do so in writing to the Academic Dean. The student may be required to demonstrate the achievement of the objectives of the course through successful completion of an examination, oral presentation, performance, portfolio or other appropriate educational activity. The Academic Dean may consult with Department Chairs on these matters. Relevant documentation becomes part of the student's permanent file.

- **Temporary Incomplete (IT)**

IT indicates that course work is not completed because of a valid reason approved in writing by the Associate Academic Dean. Immediately prior to or during the examination period, a student in good standing may request an IT because of an unforeseen and serious reason or a teacher may request it for a student in good standing. If it is approved, the student is responsible for finding out from the teacher what is required to complete the course. The deadline for completion is determined by the teacher in consultation with the student and the Associate Academic Dean. If the deadline is not met, the original mark assigned for the course will stand as the official mark.

- **Permanent Incomplete (IN)**

In very rare and serious cases, such as a severe accident, prolonged illness, or a death in the immediate family, the Associate Academic Dean may assign a permanent incomplete, IN, for one or more of a student's courses. In this instance no credits are attached to the course(s). Students should inform the Associate Academic Dean of such situations in order to be advised of this possibility.

In all cases professional documentation is required and becomes part of the student's permanent file.

- **Substitution (SU)**

SU indicates that the Academic Dean has authorized the substitution of one course for another course set out in a student's program of studies. In some cases, it is granted automatically when a student's file is reviewed, especially when the student changes programs; in other cases, the student applies in writing to an Academic Advisor for a substitution. Relevant documentation becomes part of the student's file.

- **Success (RE)**

RE (réussite) indicates success in the English Exit Examination and the Comprehensive Assessment (épreuve synthèse). RE is not accompanied by a numeric grade.

Diploma of Collegial Studies (DEC) (Diplôme d'études collégiales)

The DEC is the official diploma issued by the Ministry of Education upon the recommendation of the College to students who have successfully completed the requirements of an approved program. Students are responsible for their course selection and are advised to make themselves familiar with the requirements of the program as outlined in this Calendar.

English Exit Examination

The English Exit Examination set by the Ministry of Education may be written after the successful completion of ENG 101, 102 and 103. It must be successfully completed by students who wish to qualify for the DEC.

Comprehensive Assessment (Épreuve Synthèse)

By their final term, students must successfully complete a comprehensive assessment (épreuve synthèse) requiring the integration of knowledge acquired in their courses in order to be awarded a DEC. The project will attest to their having met the objectives and standards of their particular programs and of the College Language Policy. Relevant Program Committees operating under Academic Council review the guidelines for the objectives, structure, submission and evaluation of the assessment with particular concern for equity within and across programs.

The form of the project may include examination, essay, performance, portfolio or some other appropriate academic activity. Successful completion of the assessment will be indicated by the notation RE (réussite) on the BEC. Failure to realize the objectives will result in failure to graduate.

Transcripts

Official transcripts are sent directly from the College to other institutions. Students requiring such transcripts for university entrance or transfer must fill out the necessary request forms at the Records Office. There is a \$7.00 per-institution fee. Transcript requests are normally processed within five working days.

Attestations

All students who are on the Dean's List or who have followed enriched courses will be given an attestation to that effect which they can enclose with applications to university. It is the student's responsibility to send it; it will not be sent by the College with transcripts.

Confidentiality of Student Information

The information contained in a student's file is confidential. Bill 65 on Confidentiality severely restricts access to information. No information, other than that required by law, will be released without the written permission of the student. Exceptions are made only for designated members of the administration, Registrar's and Admissions Office staff, Academic Advisors and others as required by law.

Academic Procedures

It is the student's responsibility to be aware of the protocol for full membership and participation in the academic activities of the College community.

Registration

Registration takes place twice each year: in January for the winter semester and in May/June for the autumn semester. The Academic Advisors carry out a less formal registration process in April and May for the summer session.

Each student is required to register on the date and at the time assigned by the Registrar. Students are responsible for ensuring that they are available to register at their assigned time and date. Vacation and work plans must be adjusted accordingly. In the period prior to Registration, Academic Advisors will assist students in their course selection.

Students are expected to be free to take courses during the regular schedule which extends from Monday to Friday and, in most cases, begins at 8:15 a.m. and ends at 6:15 p.m.

Students who are unable to keep their assigned appointment may request permission from the Registrar for a Proxy Registration. This request must be made within ten calendar days of the distribution of the registration kits. Only currently enrolled Marianopolis students will be permitted to act as proxy. Both the student and the proxy must agree to respect the terms and conditions spelled out in the Proxy Contract. A non-refundable fee is charged both for proxy and late registrations.

Student Profiles

To ensure that students are able to fulfil the requirements of the Diploma of Collegial Studies, students are grouped into tracks which determine the sequence of courses to be taken. Students are not permitted to "break" a profile.

Course Change

Following registration, a student who has chosen, through error, the wrong course for a program should see an Academic Advisor to correct the problem. Such changes are priority changes and must be completed within the first few days of the semester.

In-Term Guidelines

Attendance

Regular and punctual attendance at the College is obligatory. At the beginning of each term students are reminded of this requirement and given further stipulations on the course outline. Students can inform their teachers of an absence at the next class but must contact them as soon as possible if they miss a class test or presentation. Those who are absent for a prolonged period (more than three days) should advise the Office of the Academic Dean; they should also inform the Office of serious matters such as hospitalization or a death in the family. While a medical certificate or other documentation may be required, it does not exempt the student from meeting the requirements of the course. The student is responsible for finding out from the teacher what is required to complete the course. Students in difficulty because of an extended absence should make an appointment with the Associate Academic Dean.

Class Cancellations and College Closing

If it is necessary for an instructor to cancel a class, the Dean's Office will post a cancellation notice on the bulletin board outside Room A-209 and at Student Services. Students can also check the College's website: www.marianopolis.edu. Should it be necessary to close the College because of weather conditions or some other serious reason, the announcement will be made on the CJAD 800, CHOM 97.7, CBC Radio One 88.5, Radio Canada 95.1, CTV, RDI, Television de Radio-Canada, TVA and LCN. As well, a notice will be posted on OMNIVOX and on the Marianopolis splash page.

Withdrawal from a Course or the College

A student may withdraw without record from a course or the College up to and including September 20 in the fall term and February 15 in the winter semester. All withdrawals must be processed through an Academic Advisor.

Students withdrawing formally from the College will have their fees refunded on a pro-rata basis. A student who ceases to attend a course or courses after the dates listed above will receive the grade he/she has earned up to that point.

The College reserves the right to enforce the withdrawal of any student whose academic standing or conduct is judged to be undesirable for a member of the College. Please refer to the *Policy on Student Conduct*.

Readmission

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 by the November 1 or March 1 admissions deadline; if they had been asked to take time away, they must include a statement of intent and receive authorization for readmission from the Associate Academic Dean.

Evaluation

Early each session, students will receive an outline of each of the courses in which they are registered. As well, they will be given details of evaluation and dates for readings, tests and papers. Students are expected to fulfil the requirements in all courses for which they are registered by the end of the term. The pass in all courses is 60%.

Rules and Regulations of the College

Institutional Policy on the Evaluation of Student Achievement (IPESA)

The *Institutional Policy on the Evaluation of Student Achievement (IPESA)* at Marianopolis College reflects the philosophy of the College which is to support and improve the quality of education and enables both students and teachers to assess student achievement through progressive and systematic evaluation.

The document describes the general objectives, the responsibilities of the College structures, the responsibilities and rights of teachers and students and specific policies and procedures. All students and faculty and staff members are responsible for knowing the provisions of the Policy.

Please refer online to the *Institutional Policy on the Evaluation of Student Achievement (IPESA)* for complete details concerning:

- General Regulations for Examinations
 - Policy on Cheating
 - Policy on Plagiarism
- www.marianopolis.edu/IPESA

Policy on Student Conduct

In keeping with the Vision and Mission of Marianopolis College, all members of the College community share rights and responsibilities based upon integrity and respect for one another, for self and for our environment. The College is committed to ensuring an atmosphere that promotes cooperation, courtesy, personal safety, and inclusion. It safeguards the freedom to create, to study, to play, to learn, to speak and to associate.

Student Rights

Marianopolis College will:

- ensure students' right to pursue their educational goals as well as their personal and social development by assuring, as far as possible, the resources and atmosphere that these require;
- protect, in keeping with the Québec Charter of Human Rights and Freedoms, everyone's right to

be treated equally and with respect, without harassment or discrimination of any kind including that based on gender, race, ethnicity, religion, sexual orientation or handicap or the use of any means to palliate a handicap;

- in the case of breach of regulations, judge each case confidentially and independently based on established regulations and in keeping with the College Vision and Mission and provincial and federal laws;
- protect a student's right to confidentiality particularly when reporting problems and concerns to Student Services or to College faculty or staff;
- provide an atmosphere of concern and support when dealing with students in situations of conflict or discipline.

Student Responsibilities

Students have a responsibility to:

- treat all members of the College community and the College environment with respect;
- be acquainted and comply with all official publications of the College which contain academic and non-academic regulations, policies and requirements. These publications include the:
 - *College Calendar*,
 - *Educational Services Contract*,
 - *Policy on Student Conduct*,
 - *Institutional Policy on Evaluation of Student Achievement (IPESA)*,
 - *Student Agenda* and the *What's Up*,
 - *Library Conduct Policy* and the *Computer Lab Users Agreement*.

Infractions of the Policy on Student Conduct

The present Policy is by no means all-inclusive; Marianopolis College also operates within the confines of the provincial and federal laws. Students may be subject to disciplinary action in all cases involving illegal acts, aggression against others and self, acts against property and unacceptable behaviour whether such conduct occurs against a member or non-member of the College community

Rules and Regulations

and whether such conduct occurs on or off the College campus. Proscribed conduct includes but is not limited to, the following:

I. Illegal or Aggressive Acts

1. Physical threat, abuse, assault or fighting;
2. Possession or use of dangerous materials or weapons;
3. Verbal threat, abuse or assault (including malicious libel, slander or defamation of character);
4. Stalking or sexual harassment of any person;
5. Propagation of hate literature, promotion of hatred in ideas or actions;
6. Knowing or willful abuse of a position of trust;
7. Inciting, aiding, being party to, or deliberately concealing another person's misconduct;
8. Possession, buying, selling or use of drugs or alcohol on campus.

II. Acts Against Property

1. Attempted or actual theft, damage to or loss of College, staff, faculty, visitor or student property;
2. Vandalism, defacement (including graffiti) or destruction of College grounds, buildings, facilities or equipment or of property of any member of the College community;
3. Failure to follow directives regarding the posting and distribution of flyers in the College;
4. Forgery, alteration or unauthorized use of any College document, records or ID card;
5. Misuse or abuse of College property including but not limited to computers, photocopy machines, books or telephones.

III. Unacceptable Behaviours

1. Behaviour in the classroom which is contradictory to the requirements of the teacher and interferes with the learning of other students;
2. Smoking in an area where it is prohibited;
3. Parking on campus without authorization;
4. Setting off a false alarm or failure to vacate the building and comply with emergency evacuation procedures when an alarm is sounded;
5. Reckless driving;
6. On-campus student-initiated projects for personal profit;

7. Failure to identify oneself, refusal to produce a Marianopolis ID card or failure to comply with the directives of staff or faculty members acting in performance of their duties;
8. Unauthorized use of the College name, crest, letterhead or College facilities;
9. Gambling or participating in any games involving money or the exchange of property;
10. Entering the College outside authorized hours without permission;
11. Disturbing the peace (i.e. inappropriate language and tone).

All members of the College community have responsibility to report violations of this policy immediately to one of the following: the Director of Student Services, the Associate Academic Dean, the Security Officer or any College faculty or staff member.

For guidelines and information on disciplinary procedures, sanctions, and definitions, please refer to the complete [Marianopolis Policy on Student Conduct](http://www.marianopolis.edu) at www.marianopolis.edu under Student Services.

Respect for the Environment

The Marianopolis community is committed to keeping the environment clean. In the spirit of simple courtesy and environmental enlightenment, students are expected to return their cafeteria trays to the racks provided, to ensure that all their garbage is deposited in trash cans, to recycle cans and paper in appropriate bins, and to report spills immediately to the cafeteria staff or to Student Services.

Campus Security

All members of the College community are asked to be on the alert and to report any unusual occurrences or persons immediately to Student Services, the Security Officer or to a member of faculty or staff.

Student ID Cards

All students must carry their valid Marianopolis ID card at all times. The ID card is the property of the College and is nontransferable. It is subject to revocation for violating College regulations. Students are required to present their ID card upon request to authorized College personnel.

REGULATION FOR COMPLIANCE WITH COPYRIGHT IN SOFTWARE

WHEREAS infringements of copyright in software are contrary to the COPYRIGHT ACT, R.S.C. 1985, c. C-42 (the "Act");

WHEREAS such practices are also contrary to ethics and standards of conduct set by our Institution;

WHEREAS any violation of the Act may give rise to material suits which may entail, for each offence, a maximum fine of \$1,000,000 or imprisonment for a term not exceeding five years or both;

MARIANOPOLIS COLLEGE (the "Institution") DECLARES AS FOLLOWS:

1. No infringement of copyright, and particularly in software, is permitted or tolerated by the Institution;
2. The Institution prohibits the use of any infringing software and the unauthorized reproduction of accompanying user's manuals;
3. The Institution intends that there be compliance with the licences governing the software used on its computers;
4. In order to ensure compliance with the Act, the Institution reserves the right to implement any measure which it deems appropriate, including any measure to verify the enforcement of this Regulation;
5. The Institution expects the cooperation of all its employees and students in applying this Regulation.

UNDERTAKING TO COMPLY WITH COPYRIGHT IN SOFTWARE

1. I understand that the Institution does not own the copyright in software it purchases nor in the accompanying user's manuals;
2. In this respect, I understand that neither the software nor the user's manuals can be reproduced in any way;
3. I also understand that I must use this software in conformity with the licence applicable thereto;
4. I understand that any unauthorized reproduction of this software and/or user's manuals is illegal;
5. In addition, I understand that I cannot use any personal software on the computers of the Institution without prior authorization;
6. I accept that the Institution conduct an annual verification of software installed on all computers on its premises as well as unannounced periodic verifications;
7. I declare having read the Regulation for Compliance with Copyright in Software, a copy of which is attached hereto, and I undertake to comply therewith in all respects.

All students must comply with the "Regulation for Compliance with Copyright in Software" as published in this Calendar. Students sign an *Educational Services Contract* every semester which includes reference to the rules and regulations as specified in the College Calendar.

EDUCATIONAL RESOURCES & SERVICES

Associate Academic Dean

The Office of the Associate Academic Dean is concerned with the academic achievement of students, with student-teacher interaction and relations with parents. The Associate Academic Dean is available to students on a regular basis. During the term, those needing to discuss extraordinary circumstances or problems affecting their academic performance can make an appointment for this purpose. The Associate Academic Dean also arranges to meet with students who have had an unsuccessful term in order to clarify their situation and coordinate a process of probation to assist them in their progress.

In addition, the Associate Academic Dean takes part in the cooperative effort of preparing institutional recommendations for university and for scholarships. Students are asked to inform themselves about such requirements and to make arrangements with the Dean's secretary to initiate the process by October 15th.

Not all student-teacher interactions come under the mandate of this office but when misunderstandings or problems arise, or when reports are brought about cheating or plagiarism, the Associate Academic Dean will mediate or adjudicate, as appropriate. Please refer to the *Institutional Policy on the Evaluation of Student Achievement* for further details at www.marianopolis.edu/IPESA

Lastly, under the authority of the Academic Dean, the Associate Academic Dean, along with the Program Assessment, Development and Evaluation committee (PADE), ensures that coherent and effective coordination of programs is achieved at Marianopolis.

Academic Advising

The Academic Advisors are available to students, in group presentations and by appointment or by drop in for individual sessions, throughout the academic year. They are responsible for carrying out the following academic policies and procedures:

- Program consultation, change and follow-up;
- Course changes and Course withdrawal;
- College withdrawal;
- Summer School;
- University consultation

The Academic Advisors assist students in planning their program of studies according to their individual needs, diploma requirements and university prerequisites. Given

the complexity and variety of College programs, it is recommended that students attend information sessions and meet individually with an advisor to discuss and plan their courses in an informed way. The Academic Advisors also help students with long-term planning including choice of university program, access to scholarships, and the university application process itself.

The advisors maintain an active liaison with universities and coordinate visits by university representatives from Québec and Ontario as well as other Canadian provinces and the United States. The advisors provide university brochures and other literature helpful to the students in making their choices.

Pedagogical Services

Within the Pedagogical Services, the Records Office is one of the busiest areas of the College and one with which students should be familiar. The following are some of the matters that are overseen by this office:

- Registration
 - *confirmation forms*
 - *course offering*
 - *appointments* (regular, proxy, late)
 - *course changes*
- Program Information
- Student Schedules
- Academic Requests
 - *transcripts*
 - *final grade appeals*
 - *diplomas*
- Personal Information
 - Changes
- Graduation

Information Technology Services (ITS)

The mission of the Information Technology Services Department (ITS) is to provide computing facilities, resources and support of teaching and learning at Marianopolis College. ITS manages the College's computer labs, web, printers and network services, as well as the widely used Teaching and Learning Technologies (TLT).

Two computer labs are located in the I WING, in rooms I-412 and I-414. These labs house 85 computers which are connected to the College's academic network. This network provides the latest software resources, numerous computer-assisted learning programs and internet access. There are two high-speed black and white laser printers, plus one high-speed colour laser printer.

The Language Lab can be found in the A WING, in room A-368. This lab supports specialized software for the teaching and learning of modern languages. This lab has 35 computers and 2 high-speed printers, black and white

and colour. ITS also supports a new 40-seat tech classroom in the A WING and operates specialized state-of-the-art Mac labs for music, studio arts and video editing. All labs are bookable for classes through *Meeting Room Manager*. Students may use the labs for individual work as long as it is free.

Teaching and Learning Technologies (TLT) can be found in A WING, in Room A-358. TLT is where classroom equipment is stored. This equipment includes digital cameras, camcorders, microphones, tripods, MP3 players, and boomboxes. TLT provides technological assistance for students and faculty. TLT also houses a Mac editing studio with 2 G5 Mac computers with iLife software. All resources can be booked through the College's online booking system, *Meeting Room Manager*.

The ITS staff members ensure that all users, whether novice or experienced, receive the hardware and software help and training that they need. The computer labs in the I WING are open Monday to Thursday from 7:30 a.m. to 6:00 p.m. TLT is open from 8:00 a.m. to 6:00 p.m. All ITS labs and services are closed on Fridays at 4:00 p.m.

Library

The Library is an integral part of the educational process at Marianopolis. It provides services, resources and facilities that support, enhance and enrich the learning experience.

The Library occupies the former chapel, in the entire C WING. The beautiful Main Floor houses the service counters, the Circulation Department, the Reference Collection, the very popular Reserves Collection, 23 online public workstations, 6 circulating laptops and study space. The Main Collection and more study spaces are located on the Ground Floor. Individual study carrels are provided throughout the Library. The entire Library is a wireless environment.

Our book collection includes 60,000 volumes, and is growing at the rate of 1,000 titles per year. Periodical holdings number over 4,500 titles, including vast electronic resources through our many database subscriptions. Two large filing cabinets hold government reports, pamphlets and maps for students' research. As a partial repository, the Library offers an up-to-date collection of government documents and statistical information.

The Library's Films & Music Collection supports and expands the classroom learning experience. Our growing

collection includes over 800 video-cassettes and more than 370 DVDs. Over 500 compact discs and audio-cassettes are available too.

The librarians are committed to teaching the students how to use the Library's resources to their greatest advantage. All incoming students take part in a compulsory Library orientation program. Classes in bibliographic research are offered for group assignments, providing an opportunity for students to learn sophisticated and useful research techniques. In addition, the librarians take every opportunity to give personalized, individual instruction to students. The librarians promote issues of Academic Integrity within the College, and are an important resource on citation style.

The Library aims to improve the electronic research skills of our students. The online Library catalogue provides quick and convenient access to our collections. Our website offers access to a large variety of online databases, including newspapers, magazine and scholarly journals which provide excellent resources for the students' projects.

Through both traditional and innovative services, the Library provides students with the research skills and techniques that will help them succeed in their studies both now and in the future.

The Learning Resources Centre

The Learning Resources Centre (LRC) is located in the F WING, room F-317 and adjoining area. Peer and alumni tutors are part of the Peer Tutoring Service for students who are eligible. Services also include a number of initiatives offered each semester directed toward the improvement of language skills in English and in French guided by: *English Monitors*, *French Monitors* and an *English Writing Professional* as well as a series of *English Workshops*.

Funding for the establishment of the LRC comes from the Marianopolis Plan for Success which encompasses a number of projects, some of which are college-wide, while others are designed for the benefit of students in specific programs. The overall objective of the Plan is to implement measures aimed at fostering greater student success and to provide enriching activities for our student population. For further information and details, please visit our web page at www.marianopolis.edu/Sites/LRC/planforsuccess.php

Student Services

Student Services is a multidisciplinary team of dedicated professionals and educators whose mission is to provide a wide variety of programs and services to enhance the quality of life for all students. The college years, while exciting, can also be demanding and stressful. The department programs are designed to support students. Student Services is committed to the development of the whole person by providing a wide variety of extracurricular programs and services that enable students to contribute to the College and the greater community. For more complete information, students should consult their Student Agenda, or visit us on the Web at

www.marianopolis.edu/sites/studentsservices

Campus Ministry

Spiritual, value-based, and action-oriented social programs are addressed by an interfaith team of Campus Ministers. They animate activities which invite students to reflect upon ethical concerns, their responsibility to the larger community, and their ultimate goals in life. In addition to spiritual counselling, programs have included weekend retreats, peace initiatives, volunteerism, film study, panel discussions, and special initiatives such as Women's Week and food and clothing drives. Several groups active on campus include: Hillel, Marianopolis Christian Fellowship, Catholic Action and The Muslim Students Association.

Counselling Services

Counsellors meet with students individually and in groups to discuss personal and vocational matters. Confidentiality is always respected. Students can book an individual appointment with a counsellor online at www.marianopolis.edu/appointment or through Student Services. Counsellors also cooperate in the student support offered by the Associate Dean and Academic Advisors.

► Individual Counselling

Personal – No problem is too big or too small. Counsellors are available to discuss any personal concern a student may have.

Vocational – Counselling is available for students interested in clarifying their future academic and career plans. There are tests and an interactive career guide to help students choose the domain best suited to their interests and personality. A collection of career and university resources is available in the Library.

Academic – Counsellors also offer time management and study skills training along with assistance regarding university application letters and interviews.

► Group Workshops

These activities address issues of importance to young adults today. They encourage self-awareness, enrich personal relationships and bring together students sharing common concerns. Career choices, safer sex, stress management, body image and independent living are a few examples of the programs provided.

Health Programs

Trained members of Student Services, with the assistance of a Student First Aid Team, the Medical/ Health Club and a nurse, offer a variety of services and programs designed to teach and encourage positive attitudes towards physical and mental health and to assist with basic medical problems. Coordinated educational programs have included blood drives, alcohol and drug awareness, sexuality and AIDS awareness. Each year, a Health Fair brings together traditional and alternative health professionals to promote wellness. An equipped Health Room is open to students for rest and emergency first-aid. Information and referrals on all health-related issues are provided.

Information and Referral Counter

Staff members are on hand to offer general information on resources available within and outside the College. Available at the counter are: a Stationery Store, the Lost and Found, student message services, details on housing and employment opportunities, and tutorial services.

Safety and Security

Marianopolis is proud of the security enjoyed by all members of the College community. A Security Officer safeguards this environment during school hours.

Sports Animation

In order to ensure a well-rounded educational experience, a wide variety of physical activities, ranging from individual to team sports, is available to students. The Sports Animator is responsible for organizing intramurals, intercollegiate, invitational tournaments, and sports clubs. Facilities are available for weight training, dance, and team sports.

Student Life Animation

Animation is concerned with promoting student life outside the classroom and within the larger community. Its goal is to enhance interpersonal skills, engender leadership qualities, encourage the responsible use of leisure time and promote fun. The Student Life Animators act as a resource and bring together students with similar interests. They are involved with the development, organization and animation of extracurricular activities at Marianopolis College.

Programs available to students include student government, social and cultural events, student clubs, charity drives, student newspaper, and a variety of awareness programs. Special emphasis is placed on leadership development and training.

CHOOSING A PROGRAM

Diploma Programs Offered

Pre-university college studies in Québec are followed within the framework of a program designed to foster an integrative approach to learning at all levels and extending beyond formal studies. Successful completion of a program leads to a DEC (*Diplôme d'études collégiales*) issued by the Ministry of Education upon the recommendation of the College. The DEC is a compulsory requirement for entrance into Québec universities.

Marianopolis College offers two-year pre-university programs in:

| Program | | Total Credits | Total Courses | Page No. |
|---------------|---|------------------------|----------------|----------------|
| 200.B0 | Science Health Pure and Applied | 58-2/3 | 26 | p. 51 |
| 200.11 | Science and Music 3-year program leading to a DEC in Science and a DEC in Music | 90-2/3 | 42 | p. 87 |
| 300.A0 | Social Science Commerce (Social Science) | 56-2/3 to 58 57-1/3 | 28 to 29 28 | p. 56 p. 57 |
| 300.11 | Social Science and Music 3-year program leading to a DEC in Social Science and a DEC in Music | 88-2/3 to 90 | 44 to 45 | p. 87 |
| 500.A1 | Creative Arts, Literature and Languages (CALL) Arts and Letters Option Languages Option | 54-2/3 | 27 to 28 | p. 75 |
| 500.11 | CALL and Music 3-year program leading to a DEC in Creative Arts, Literature and Languages (CALL) and a DEC in Music | 86-2/3 | 43 to 44 | p. 87 |
| 501.A0 | Music | 58-2/3 | 30 | p. 88 |
| 700.A0 | Arts and Sciences | 59-1/3 | 29 | p. 92 |
| 700.B0 | Liberal Arts | 56-2/3 to 58 | 29 to 31 | p. 100 |

The choice of a program of study and the selection of courses from those available within that program are critical decisions which should be based on as much information as possible. Each student is entitled to the number of courses/credits needed to complete a particular program; enrolment in courses outside or beyond the requirements is subject to availability, permission and course fee.

Students should consider both the requirements of a particular DEC and the requirements for university entrance into specific programs. After reading the calendar or related publications, a student may wish to consult an Academic Advisor.

University Requirements

The student should distinguish carefully between diploma requirements and university entrance requirements. They are not identical. The university will base its acceptance not upon the college program selected, but upon the completion of certain prerequisite courses and upon the level of student achievement. However, a careful choice of courses within the Specific Education component and among the complementary courses available will enable the student to fulfil university entrance prerequisites as well as diploma requirements. Those who plan to study in another province or in the United States are responsible for studying the appropriate university calendar and ascertaining precise requirements.

University Studies Beyond the Program

All the programs prepare students for university studies in general but it is important to know the requirements of a university program of choice, especially if it is a program that is specialized, selective and limited in enrolment. Future directions include the following:

Science

- science and engineering programs;
- general arts, social science, law;
- medicine, dentistry, pharmacy, veterinary medicine, nursing, physical therapy, dietetics and other health-related programs;
- computer science, specialized engineering, physical sciences, environment and architecture programs.

Social Science

- social science;
- administration, anthropology, economics, geography, history, political science, psychology, and sociology;
- communications, general arts, education, law, social work.

Social Science (Commerce–Mathematics)

- social science;
- law, administration, business, economics, specialized social science and commerce programs;
- communications, general arts.

Creative Arts, Literature and Languages (CALL)

- general arts, communications, fine arts, modern languages, social science, education;
- mathematics, computer science.

Double DEC's in: Science / Music
Social Science / Music
CALL / Music

Graduates fulfil all the requirements of both the Music program and the chosen program of study as indicated above.

See Science, Social Science, CALL and Music for university programs.

Music

- music, including performance, music education, music history;
- theory, composition, computer/ technological applications.

Arts and Sciences

- science and engineering programs;
- health-related programs;
- environment and architecture programs;
- mathematics;
- specialized social science and commerce programs;
- general arts, creative arts, modern languages, law, communications.

Liberal Arts

- general arts, law, communications;
- social science, education;
- philosophy, mathematics;
- history, political science.

Certificates

Special Interest Certificates:

- Honours Science
- International Studies
- Law and Social Justice
- Third World Studies

The certificates provide an additional opportunity for an integrative approach to studies for a DEC.

Certificates allow motivated students to integrate their knowledge and enrich their understanding of certain themes while completing the requirements for the DEC. At present, such certificates focus on Honours Science; International Studies; Law and Social Justice and Third World Studies.

In some cases, the requirements for a certificate call for students to be in a particular program; in other cases, the requirements may enable students from different programs to be eligible. The completion of the program leads to the DEC (Diplôme d'études collégiales). The certificate is an attestation awarded by the College upon graduation and does not lead to a DEC.

Honours Science Certificate

The Honours Science Certificate provides students with a wide interdisciplinary perspective on science in general, as well as excellent preparation for university study in engineering, medicine, biological sciences, physical sciences and mathematics. Each student may design a personalized program, within guidelines set by the Certificate, suited to that student's particular interests. This includes enriched and advanced courses as well as a number of integrated activities such as lectures, industrial visits, environmental activities; Mathematics, Physics, Chemistry, or Computer Science competitions; and projects (special course projects, Science Fair projects, etc.). Collectively, these provide students with a strong interdisciplinary background for future studies.

Admission into the Honours Science Certificate is limited and selective. It takes place at the beginning of the first term at Marianopolis and is based on a letter of intent and high school grades. Students with a first-semester average of 87% or more in the sciences and 82% overall will be considered eligible to apply for second-semester entrance into the Certificate.

International Studies Certificate

The International Studies Certificate is composed of a set of courses and activities designed to enhance the student's understanding of:

- contemporary world problems (political, economic, social, cultural, ideological, military, etc.);
- relationships between nations and between cultures;
- various contemporary nations, societies and cultures.

The International Studies Certificate groups together all the courses which focus on these topics, spanning the disciplines of Social Science, Humanities, English and Modern Languages. A complete list of eligible courses appears in the International Studies brochure. Through these specific courses, students will develop a feeling for various peoples and learn approaches and techniques of the social sciences for analyzing relations between nations, world problems and various societies. Participation in extracurricular activities will enable the student to gain experience in the application of these approaches, techniques and knowledge.

Certificate requirements:

1. complete successfully a minimum of 5 eligible courses (including at least one from the Social Sciences list)
2. participate in various extracurricular activities of an international theme (lectures, conferences, committee work, Model UN, excursions, etc.)

3. attend International Studies meetings
4. follow the news about current international developments
5. be active for 2 semesters as described and submit 2 two-page reports about activities each active semester (see handbook for details)

The International Studies Certificate is open to students in all programs. Alternative requirements for Science students who are unable to fit 5 eligible courses into their course selections are 4 eligible courses and a research activity approved by the International Studies Coordinator, plus requirements 3, 4 and 5.

Law and Social Justice Certificate

The Certificate in Law and Social Justice provides students with an opportunity to study the relationship between the law and society. An important goal of the certificate is to stimulate critical thinking about the dynamic interaction between the law and political, sociological, historical, economic, religious and other factors in society. Emphasis is placed on how the law is shaped and influenced by a society's values and institutions, and in turn, how the law's application serves to shape that society. Essentially, the focus is on why we have the laws and legal institutions that we do and what purposes they do and should serve. To qualify for the Certificate in Law and Social Justice a student must do the following:

- successfully complete a total of 5 eligible courses
- choose 4 of the 5 eligible courses from a minimum of 3 disciplines in the Social Science area
- write a research paper or complete a project in each of the 5 courses on a topic pertinent to Law and Social Justice. Topics must be agreed upon by the student and instructor
- participate in seminars and lectures by guest speakers

The Certificate in Law and Social Justice is open to students in Social Science, in Commerce, and in Liberal Arts.

Third World Studies Certificate

The Third World Studies Certificate is designed for students who wish to broaden their understanding of Third World issues or who wish to pursue Third World-related studies at the university level.

The certificate offers students from all programs an opportunity to explore the following topics:

- ethics and/or human rights
- education
- non-governmental organizations (NGOs)
- women and gender
- preventive medicine, hygiene and health environment
- labour
- science and technology
- development issues
- North-South relations
- social movements
- militarization
- politics and ideology
- religion
- culture and civilization
- indigenous people

Certificate requirements:

The student fulfils the requirements through a combination of course work (a minimum of three courses from a list of eligible courses) and extracurricular activities, including lectures, films or theatre performances, volunteer work, on-campus events, and library projects. Please refer to the Third World Studies brochure for full details.