



MARIANOPOLIS  
COLLEGE

## ADMISSIONS POLICY

### 1. DATE

Adopted by the Board of Governors on March 26, 2019.

### 2. PREAMBLE

The student is the centre of the Marianopolis learning community. This policy is derived from the College's 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.

### 3. DEFINITIONS

- 3.1 **Candidates:** prospective students who submit an application for admission to Marianopolis College.
- 3.2 **Eligible candidates:** candidates who meet all the admission requirements at the time of their application.
- 3.3 **Secondary school candidates:** candidates who, in a continuum of their educational activities, wish to pursue college-level studies following the completion of a high school diploma or equivalent.
- 3.4 **Transfer candidates:** candidates who have completed at least one college-level course at a CEGEP or college in Québec.
- 3.5 **Out-of-province candidates:** candidates who have completed their secondary school studies in a Canadian province other than Québec.
- 3.6 **International candidates:** candidates who have completed their secondary school studies outside Canada, including candidates who may have Canadian citizenship or permanent residency.

- 3.7 **CEGEP:** Collège d'enseignement général et professionnel or General and Vocational College, a publicly funded pre-university and technical college within the Quebec education system.
- 3.8 **College:** Marianopolis College as a legal entity when written with an uppercase C. When written with a lowercase c, college refers to another pre-university college and/or CEGEP.
- 3.9 **DES:** Diplôme d'études secondaires or Diploma of Secondary Studies.
- 3.10 **DEC:** Diplôme d'études collégiales or Diploma of College Studies.
- 3.11 **DEP:** Diplôme d'études professionnels or Diploma of Vocational Studies.
- 3.12 **Ministry:** Ministère de l'Éducation et de l'Enseignement supérieur.
- 3.13 **RREC :** Règlement sur le régime des études collégiales.

#### 4. ROLES AND RESPONSIBILITIES

- 4.1 The Board of Governors approves this policy and any revisions thereto.
- 4.2 Academic Council must be consulted on any policy governing the admission of students and is responsible for recommending this policy to the Board of Governors.
- 4.3 The Academic Dean is responsible for overseeing the implementation of this policy in accordance with Ministry directives and for the revision of this policy, as required.

#### 5. ADMISSION TO A DEC PROGRAM - GENERAL CONDITIONS

Admission requirements for a DEC program at Marianopolis College are defined by the RREC. To be admitted to a program leading to a DEC, candidates must meet one of the following requirements:

- 5.1 The candidate has a DES and meets the specific program entrance requirements as defined by the Ministry as well as those defined in any Appendices, as appropriate.
- 5.2 The candidate holds a DEP and has successfully completed the following subjects:
- Secondary V Language of Instruction
  - Secondary V Second Language
  - Secondary IV Mathematics
- 5.2.1 The candidate must also meet the specific program entrance requirements as defined by the Ministry.
- 5.3 Notwithstanding 5.1 and 5.2, a candidate who has received instruction deemed equivalent by the College may be admitted to a DEC program.

- 5.3.1 The College may also admit to a DEC program a candidate who has interrupted full-time studies for a cumulative period of 24 months and possesses a combination of education and experience that it deems sufficient.
- 5.4 The College may conditionally admit a candidate who has not successfully completed a maximum of 6 secondary school credits or less towards the DES, as long as the candidate commits to the completion of the missing credits and the DES during the first semester of studies at the College. Priority is given to students who have completed the college entrance requirements in cases where places are limited.
- 5.5 The candidate must satisfy the special conditions for admission established by the Ministry as specific program prerequisites.
- 5.6 Out-of-province candidates must provide documentation indicating an equivalent academic background to the Quebec DES, including all entrance and program requirements necessary for the desired program of study at the College.
- 5.7 International candidates from institutions 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 language-proficiency test, may result in the College's refusal to admit the candidate.
- 5.8 The College may refuse admission to transfer candidates who have completed more than 50% of their course requirements toward the desired program at another college or CEGEP.
- 5.9 Priority is given to candidates who study full-time. The College may refuse admission to new candidates requesting to study part-time.
- 5.10 The College may refuse admission to a candidate due to lack of places, even if the candidate meets the admissions requirements of the RREC.

## **6. ADMISSION TO A DEC PROGRAM - SPECIFIC REQUIREMENTS**

- 6.1 In addition to the Ministry's general entrance requirements and specific requirements in the Conditions particulières d'admission, the College may define additional admission requirements for programs listed in Appendices.
- 6.2 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.
  - 6.2.1 For all programs for which a selection is required, selection criteria will include the quality of the academic record and the degree to which the candidate meets the specific requirements defined by the College.

## **7. STUDENT SUCCESS AND REMEDIAL ACTIVITIES**

- 7.1 The College may require that candidates complete remedial activities defined by the Ministry in order to meet admissions requirements for a DEC program.
- 7.2 The College may also make the activities, training and program progressions defined by the Ministry obligatory, with the goal of supporting student success in the program of admission.
- 7.3 The Ministry determines the objectives and standards of each of these activities.
- 7.4 These activities have a credit value; however, they do not count towards the completion of the DEC.

## **8. LANGUAGE REQUIREMENTS**

- 8.1 The language of instruction at Marianopolis is English.
- 8.2 The College may require that candidates who have been admitted take an English placement test.
- 8.3 Candidates attending a secondary school where the primary language of instruction is not English will be required to take an English placement test.
- 8.4 Candidates attending a secondary school where the primary language of instruction is English who have not achieved a minimum of 80% in Secondary IV English Mother Tongue or its equivalent at the time of their application to the College will be required to take an English placement test.
- 8.5 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.
- 8.6 International candidates who fail to meet the minimum standard of English may be refused admission.

## **9. CONDITIONS FOR CONTINUED ENROLMENT**

- 9.1 A 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) may be denied re-enrolment in a subsequent semester.
- 9.2 A 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 is further described in the College's Code of Student Conduct.
- 9.3 The Associate Dean, Student Success and the Director, Student Services are responsible for applying these policies.

## **10. CONDITIONS FOR READMISSION**

- 10.1 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 readmission.
- 10.2 Students who have been asked to take time away as a result of 9.1 must submit a statement of intent and receive authorization for readmission from the Associate Dean, Student Success as per the College's Institutional Policy on the Evaluation of Student Achievement (IPESA).

## **11. ADMISSIONS QUOTAS**

- 11.1 The College may establish global enrolment quotas for a given semester.
- 11.2 The College may set admission quotas for a program.
- 11.3 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.