



MARIANOPOLIS
COLLEGE

ADMISSIONS POLICY

1. DATE

Adopted by the Board of Governors on February 6, 2024.

2. PREAMBLE

Marianopolis is a private English college in Montreal specializing in pre-university education. The student is the centre of the Marianopolis learning community. This policy is rooted in the College's mission to prepare students to pursue academic excellence, become self-directed lifelong learners and make positive contributions to their communities and the world.

3. ROLES AND RESPONSIBILITIES

- 3.1 The Board of Governors approves this policy and any revisions thereto.
- 3.2 Academic Council is consulted on any policy governing the admission of students and is responsible for recommending this policy to the Board of Governors.
- 3.3 The Academic Dean is responsible for overseeing the implementation and evaluation of this policy in accordance with Ministry directives.

4. DEFINITIONS

- 4.1 **Candidates:** Prospective students who submit an application for admission to Marianopolis College.
- 4.2 **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.
- 4.3 **Charter of the French Language:** Charte de la langue française (RLRQ, c. C-11).
- 4.4 **CoE (Certificate of Eligibility):** A Quebec government-issued document allowing a student to attend a subsidized English elementary or secondary school and to benefit from special conditions in their college studies according to the Charter of the French Language.

- 4.5 **College:** When written with an uppercase C, College refers to Marianopolis College as a legal entity. When written with a lowercase c, college refers to another pre-university college and/or CEGEP.
- 4.6 **DES:** Diplôme d'études secondaires, or Diploma of Secondary Studies.
- 4.7 **DEC:** Diplôme d'études collégiales, or Diploma of College Studies.
- 4.8 **DEP:** Diplôme d'études professionnelles, or Diploma of Vocational Studies.
- 4.9 **Eligible candidates:** candidates who meet all the admission requirements at the time of application.
- 4.10 **International candidates:** candidates who have completed their secondary school studies outside Canada, including candidates who may have Canadian citizenship or permanent residency.
- 4.11 **Ministry:** Ministère de l'Enseignement supérieur.
- 4.12 **Out-of-province candidates:** candidates who have completed their secondary school studies in a Canadian province other than Québec.
- 4.13 **RREC:** Règlement sur le régime des études collégiales (RLRQ, c. C-29, r. 4).
- 4.14 **Secondary school candidates:** candidates who wish to pursue college-level studies following the completion of a high school diploma or equivalent.
- 4.15 **Transfer candidates:** candidates who have completed or are completing at least one college-level course at a CEGEP or college in Québec at the time of application.

5. ENROLMENT CAP

- 5.1 As mandated by the Charter of the French Language, the Ministry establishes an enrolment cap for each year that must be respected by the College.
- 5.2 When the number of eligible candidates exceeds the number of places available, the College reserves the right to deny admission to a candidate, even if they meet the admission requirements.

6. ADMISSION TO A DEC PROGRAM - GENERAL REQUIREMENTS

- 6.1 Admission requirements for a DEC program at Marianopolis College are defined by the RREC.
- 6.2 To be eligible for admission to a program leading to a DEC, a candidate must fall into one of the following categories:
 - 6.2.1 The candidate holds a DES.

- 6.2.2 The candidate holds a DEP and has successfully completed the following subjects:
- Secondary V Language of Instruction
 - Secondary V Second Language
 - Secondary IV Mathematics
- 6.2.3 The candidate does not hold a DES or a DEP but has received instruction deemed equivalent by the College.
- 6.2.4 The candidate does not hold a DES or its equivalent, has interrupted full-time studies for a cumulative period of twenty-four (24) months, and possesses a combination of education and experience deemed sufficient by the College.
- 6.2.5 The College may conditionally admit a candidate who is missing a maximum of six (6) secondary school credits towards the DES. Such candidate, if admitted, must complete the missing credits and the DES during the first semester of studies at the College. Admission will be revoked if this condition is not completed by the end of the first semester. Priority is given to students who have completed the college entrance requirements where spaces are limited.
- 6.3 Out-of-province and international candidates must provide documentation indicating an equivalent academic background to the Quebec DES, including all general and program-specific requirements.
- 6.6 International candidates from institutions where the primary language of instruction is not English are required to submit results from a recognized English language proficiency test. The College may refuse admission to candidates who do not meet the English proficiency requirements or who do not provide results of an English proficiency test.
- 6.7 The College may refuse admission to transfer candidates who have completed more than fifty percent (50%) of their credit requirements towards the desired program at another college or CEGEP.
- 6.8 Priority is given to candidates who intend to study full-time at the College. The College may refuse admission to candidates requesting to study part-time.
- 6.9 For admission to programs with limited space, criteria will include the quality of the academic records, the missing number of units for admission, and the number of credits remaining to complete the desired program.
- 6.10 Any CoE holder will receive an offer of admission to a program for which they meet the standards set by the College.
- 6.11 In programs where there are limited spaces, preference will be given to CoE holders in situations where candidates are of equal ranking.

7. ADMISSION TO A DEC PROGRAM - SPECIFIC REQUIREMENTS

- 7.1 In addition to the Ministry's general and specific entrance requirements provided in the Conditions particulières d'admission, the College may establish additional specific admission requirements for each program. These are specified in the entrance requirements listed on the College website.
- 7.2 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 requirements.
- 7.3 For programs that require a letter of intent or a letter of motivation:
 - 7.3.1 The letter of intent should provide a thoughtful explanation detailing the reasons why the candidate believes they are well suited for the desired program.
 - 7.3.2 The letters of motivation should provide a comprehensive explanation of the candidate's reasons for requesting a transfer to Marianopolis from their current CEGEP or college.
 - 7.3.3 The letter must be an authentic original submission written by the candidate. A letter that is plagiarized, copied, or generated with the assistance of artificial intelligence will be rejected.

8. LANGUAGE REQUIREMENTS

- 8.1 The College may require that admitted candidates take an English or a French placement test to determine their course progression.
- 8.2 The College may require candidates to take a French admission test. Candidates who are required to take a French admission test include but are not limited to:
 - Quebec candidates without a CoE who have completed the majority of their education in a language other than French;
 - Out-of-province and international candidates;
 - Candidates applying to certain programs as indicated in entrance requirements on the College website.

The College may refuse admission to candidates who do not meet the French proficiency requirements.

- 8.3 Candidates who are lacking a sufficient knowledge of English or French may be required to complete remedial courses or activities conducive to success and/or to take a reduced course load.

9. STUDENT SUCCESS AND REMEDIAL ACTIVITIES

- 9.1 The College may require that candidates complete remedial activities defined by

the Ministry in order to meet admissions requirements for a DEC program.

- 9.2 With the goal of supporting student success in the program of admission, the College may also impose activities, training and program progressions defined by the Ministry.
- 9.3 The Ministry determines the objectives and standards of each of these activities.
- 9.4 These activities carry a credit value but do not count towards the completion of the DEC.

10. CONDITIONS FOR CONTINUED ENROLMENT

- 10.1 A student who does not respect the academic standards set forth in the College's Institutional Policy on the Evaluation of Student Achievement (IPESA) may be denied continued enrolment in a program or in the College. The Associate Dean, Student Success is responsible for applying the IPESA.
- 10.2 A student who, regardless of academic performance, does not respect the standards of conduct set forth in the College's Code of Student Conduct (CSC) may be denied continued enrolment in a program or in the College. The Director, Student Affairs is responsible for applying the CSC.

11. CONDITIONS FOR READMISSION

- 11.1 Former students who have been away from the College for at least one (1) semester, or who have withdrawn in the previous semester, must submit a formal application for readmission.
- 11.2 Students who have been denied re-enrolment as a result of 10.1 must submit a readmission request letter 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).
- 11.3 The letters of intent should provide a description of the candidate's activities during their time away from the College and the reasons why the candidate believes they are ready to return to the College.
- 11.4 The letter of intent must be an authentic original submission written by the candidate. A letter that is plagiarized, copied, or generated with the assistance of artificial intelligence will be rejected.

12. REVOCATION OF ADMISSION

- 12.1 The College reserves the right to revoke an offer of admission in exceptional circumstances. These include, but are not limited to, misconduct and misrepresentation during the application process.
- 12.2 Should the College revoke an offer of admission, the Admissions Office will

promptly notify the candidate of this decision. The candidate may submit an appeal by contacting the Admissions Office within five (5) working days following communication of the decision.

13. EVALUATION AND REVISION OF THE POLICY

- 13.1 An evaluation of this policy will be initiated once every five (5) years, or at the request of the Board of Governors, Academic Council or the Academic Dean.
- 13.2 The evaluation will be conducted through the Office of the Academic Dean and may result in a decision by the Academic Dean to proceed with a revision of the policy, in whole or in part.

14. RELATED POLICIES AND DOCUMENTS

The following College policies may be useful in the application of this policy.

- Code of Student Conduct (CSC)
- Institutional Policy on the Evaluation of Student Achievement (IPESA)
- Politique de la langue française

15. RELEVANT LEGISLATION

- Charte de la langue française (RLRQ, c. C-11).
- Règlement sur le régime des études collégiales (RLRQ, c. C-29, r. 4).