

VANIER COLLEGE
OF
GENERAL AND VOCATIONAL EDUCATION

BY-LAW NO. 6

CONDITIONS FOR ADMISSION TO THE COLLEGE

May 27th, 2009

DEFINITIONS

- **A.E.C.** : Attestation d'études collégiales (Attestation of College Studies)
- **Applicant:** A person who submits an application for admission to a program leading to a D.E.C. or an A.E.C.
- **CÉGEP:** Collège d'enseignement général et professionnel
- **D.E.C.** : Diplôme d'études collégiales (Diploma of College Studies)
- **D.E.P.** : Diplôme d'études professionnelles (Diploma of Vocational Studies)
- **D.E.S.** : Diplôme d'études secondaires (Secondary School Diploma)
- **MELS:** Ministre de l'Éducation, du Loisir et du Sport (Ministry of Education, Leisure and Sport)
- **MICC:** Ministère de l'Immigration et des Communautés culturelles (Ministry of Immigration and Cultural Communities)
- **Mise à niveau** (Remedial work): A High School level course that must be taken and passed, given by a school commission, an adult education centre or other educational institution.
- **RREC** : Règlement sur le régime des études collégiales (College Education Regulations governing Cégeps)
- **SRAM** : Service régional d'admission du Montréal métropolitain :an organization that receives and processes all regular day division applications to the College, for programs leading to a D.E.C.

ARTICLE 1

GENERAL PRINCIPLES

- 1.01 This By-law applies to all candidates applying to Vanier College for:
 - programs leading to a diplôme d'études collégiales (D.E.C.) also known as Diploma programs
 - session d'accueil d'intégration, also known as Explorations, bridging or transition programs
 - Programs leading to an attestation d'études collégiales (A.E.C.).
- 1.02 The RREC defines admission criteria to be met by students in order to be admitted to a College.
- 1.03 The MELS defines the course prerequisites for the programs given at Vanier College.
- 1.04 Applicants who meet the minimum academic requirements established by the Ministry may not be guaranteed admission to Vanier as the requested program may have a limited number of entry level places. In such programs the strength of the applicant's academic record may be a determinant.
- 1.05 Admission to certain programs may require one or more of the following: letter of intent, tests, interviews, reference letters, auditions, proof of professional suitability and/or other criteria.
- 1.06 Applications for admission to a regular day division program must be submitted to SRAM by the prescribed deadline, accompanied by all required documents. Incomplete

applications may be refused. All applicants' files shall be reviewed and evaluated for admission to the College by the Vanier College Admissions Office.

- 1.07 All applications for admission to Continuing Education credit courses must be submitted to Vanier College Continuing Education by the prescribed deadline, accompanied by all required documents. Incomplete applications may be refused. All applicants' files shall be reviewed and evaluated for admission to the College by the department.
- 1.08 Each candidate will receive a formal response to his/her formal application for admission.

ARTICLE 2

GENERAL CONDITIONS OF ADMISSION TO THE COLLEGE

- 2.01 Vanier College admits applicants based on the general and specific conditions of Articles 2, 3, and 4 of the *Règlement sur le régime des études collégiales (RREC)*.
- 2.02 The modalities of application of Articles 2, 3 and 4 of the RREC are determined by Vanier College.

Programs leading to a DEC

- 2.03 Under the terms of articles 2 and 3 of the RREC, the College may oblige a student to follow upgrading activities (mise-a-niveau), if the College has determined that a student needs remedial work in one or several college disciplines. Although these activities are credited, they do not count towards the graduation requirements of a D.E.C..
- 2.04 Under article 2 of the RREC, candidates with a D.E.S. who are missing any of the following credits:

- secondary 4 History of Quebec and Canada
- secondary 4 Physical Science
- secondary 5 Language of Instruction
- secondary 5 Second Language
- secondary 4 Mathematics

may be granted conditional admission to the college. The student is required to take and pass mise-a-niveau activities to replace the missing credit(s) no later than the course delete deadline of the next session. Failure to successfully complete the mise-a-niveau activities may result in the college refusing admission or registration in the following semester.

- 2.05 Under article 2.1 of the RREC, candidates with a D.E.P. that are missing up to 6 credits of any combination of the following courses:

- secondary 5 Language of Instruction
- secondary 5 Second Language
- secondary 4 Mathematics

may be granted conditional admission to the college. However, the student must enroll in and successfully complete the missing course(s) within their first session of CEGEP. Failure to successfully complete the course(s) may result in a refusal of admission and/or registration in the following semester.

- 2.06 Under Article 2.3 of the RREC, candidates missing up to 6 credits to complete their D.E.S. may be conditionally admitted to the college. However, they must enroll in and successfully complete the missing course(s) within their first session of CEGEP. Failure to successfully complete the course(s) will result in a refusal of admission and/or registration in the following semester. Candidates previously admitted with missing high school credits who failed to meet their commitments will not be granted conditional admission again.

2.07 Attestation Programs (AEC)

Under article 4 of the RREC, an applicant who has received instruction deemed adequate by the college and who meets one of the following requirements may be admitted to a program leading to an Attestation of Collegial Studies (AEC):

- the person's studies have been interrupted for at least two consecutive terms or one school year;
- the person is covered by an agreement entered into by the college and an employer or by a government program;
- the person has completed at least one year of full-time, post-secondary studies spread over a period of one year or more.

All applicants must meet:

- 2.08 any additional conditions set forth by the Ministry of Sports, Education and Leisure (MELS).
- 2.09 be adequately proficient in English.
- 2.10 have completed the prerequisite courses and meet the particular requirements of the desired program.
- 2.11 be a Canadian citizen, permanent resident, possess a valid study permit, or a diplomatic visa, or be a citizen of a country which has an *entente* with Québec.

ARTICLE 3

ADDITIONAL CONDITIONS OF ADMISSION TO THE COLLEGE - EQUIVALENT PREPARATION

3.01 Following Article 2.2 of the RREC whereby the College can accept candidates with education equivalent at least to the Diplôme d'études secondaires (D.E.S.), applicants educated outside of Québec will have their applications evaluated according to the following criteria:

- ✧ Their secondary and post secondary academic record
- ✧ For-credit post secondary or prerequisite courses currently being followed
- ✧ The SRAM evaluation of scholary, or the Ministry of Immigration and Cultural Affairs (MICC) official assessment, or the MELS equivalent scholary determination for North American education regimes.
- ✧ Work or volunteer experience, as applicable.
- ✧ Adequate proficiency in English

Notwithstanding the above, the College may accept applicants to a program leading to a D.E.C. who have interrupted their full-time studies for at least 36 consecutive months and have knowledge and experience deemed equivalent to Secondary V scholary as demonstrated through examination.

The College may require students to complete *mise-à-niveau* work if determined necessary.

3.02 The College reserves the right to refuse an applicant whose language proficiency or academic preparation is insufficient. Evaluation of admissibility is the responsibility of the Admissions Office staff under the authority of the Registrar and Academic Dean.

ARTICLE 4

ADMISSION AND READMISSION OF POST-SECONDARY STUDENTS TO DEC AND AEC PROGRAMS IN THE COLLEGE

4.01 Students who have not met the conditions established by the College as defined in the College policies on Standing and Advancement and in By-law 8 "To Promote Academic Success", may not be automatically readmitted to the College in a subsequent semester.

4.02 Applicants with post-secondary studies at another institution are assessed according to their secondary and overall post-secondary performance. Good academic standing or admission conditions similar to those applicable to Vanier College students in a DEC or AEC program are expected. Admission of students from other CEGEPs also depends on the remaining number of credits needed for the completion of the D.E.C.