



POLICY No. 2

ADMISSION OF STUDENTS

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Foreword

With this policy, TAV College seeks to ensure the highest standards in its admissions process and respect 1) the Ministerial guidelines relating to the admission of students, 2) the Ministerial admission requirements for specific programs, 3) the College-Specific requirements for admission in certain programs, and 4) the fair and objective evaluation of student files. Any application of admission requirements will be done in accordance with the *Règlement sur le régime des études collégiales* (RREC).

Student admission takes place from an administrative viewpoint that must ensure the adequate treatment of applications that respects both the rights of the students and the College's obligation to respect ministerial admission regulations currently in force.

TAV College wants this admission policy to reflect its Mission Statement. Therefore, among its main goals, the College specifically states that it intends to “be a multicultural institution, where students from diverse backgrounds contribute to a rich and fulfilling educational experience. Its aim is to help individuals realize their full potential, academically and personally, while respecting their cultural and ethnic diversity. Its broader goal is to establish the college as a community resource center for lifelong learning. It emphasizes excellence in teaching and academic standards and encourages interaction between faculty and students.”

This admission policy is intended for the admission of all students in all divisions of TAV College. It is to be applied in a way that permits all applicants who wish to have access to technical and pre-university training to complete relevant and nationally recognized training.

Article 1: Guiding Principles of the Admission Policy

1.1 The College cannot deny admission to anyone on the basis of gender, sexual orientation, age, physical disability, ethnic or social origin, religion, political affiliation or on the basis of personal opinions.

1.2 All applicants have the right to receive a written confirmation concerning their admission or refusal. In the latter case, the student will receive a letter stating the reasons why their application for admission is refused.

1.3 Every session, registration of students will be subjected to the College's requirement for students to succeed and presented in the [*Regulation Promoting Academic Success*](#) (no. 1).

Article 2: Objectives of the Admission Policy

This Admission policy aims to :

2.1 Promote access to college studies for all students who are eligible for admission to College.

2.2 Make all admission requirements known to potential students for all programs.

2.3 Inform students of what is expected of them during their stay at the College (rights and obligations).

2.4 Define an Admission Policy that includes all students and divisions at TAV College.

Article 3: Definitions

The terms used in this policy are defined as following:

- Admission :** The analytical processing of an application for admission to a college studies program.
- ACS :** Attestation of college studies.
- Competency :** Sum of integrated knowledge, abilities and attitudes allowing a person to correctly carry out a work function or professional task.
- Continuing Education :** The College division of programs dedicated to the teaching of ACS programs.
- DCS :** Diploma of College Studies.
- HSD :** High School Diploma.
- MEES :** Ministère de l'Éducation et de l'Enseignement Supérieur
- MIFI :** Ministère de l'Immigration, de la Francisation et de l'Intégration.
- SSVD :** Secondary School Vocational Diploma.
- Part-Time Student :** A student who is registered for less than 4 courses or course load totalling less than 180 hours during a given session.
- Full-Time Student :** A student who is registered for at least 4 courses or course load totalling a minimum of 180 hours in a given session. Full time status can be awarded under certain circumstances (fewer than 4 courses to complete at the end of a DCS program, major functional deficiency, etc.).
- Foreign Student :** A Student admitted with a Canadian Study Permit.
- Prerequisite :** A specific course within the High School curriculum whose successful completion is required as a particular admission requirement for a college study program.
- Program :** The sum of integrated learning activities that focus on the acquisition of training objectives with respect to pre-determined standards.
- RREC :** *Règlement sur le régime des études collégiales.*

Article 4: General Conditions for Admission in a Diploma of College Studies (DCS)

To be admitted in a program that leads to a Diploma of College Studies (DCS), the applicant must:¹

4.1 *Be a holder of a Secondary School Diploma who satisfies the special conditions, if any, established by the Minister for admission may be admitted to a program of studies leading to a Diploma of College Studies.*

OR

4.2 *Be a holder of a Secondary School Vocational Diploma who satisfies the special conditions, if any, established by the Minister for admission or has obtained the number of credits allotted by the Basic school regulation for preschool, elementary and secondary education ([chapter I-13.3, r. 8](#)) or by the Basic adult*

¹ The text in *ITALICS* is an adaptation respecting the provisions of la *Loi sur les collèges d'enseignement général et professionnel* (chapitre C-29, a. 18).

general education regulation ([chapter I-13.3, r. 9](#)) for the following subjects may be admitted to a program of studies leading to a Diploma of College Studies:

- (1) Secondary V Language of Instruction;**
- (2) Secondary V Second Language; and**
- (3) Secondary IV Mathematics.**

May also be admitted to a program of technical studies leading to a Diploma of College Studies:

- 4.3 *A holder of a Secondary School Vocational Diploma who satisfies the conditions of admission established by the Minister. The conditions of admission are established for each program of studies to ensure continuity of training and are based on the vocational training received at the secondary level.*

Conditional Admission

The College may conditionally admit to a program of studies leading to a Diploma of College Studies :

- 4.4 *a person who, not having obtained all the credits required by the Basic school regulation for preschool, elementary and secondary education or by the Basic adult general education regulation to obtain a Secondary School Diploma, commits to obtaining the missing credits in the first term.*

OR

- 4.5 *a holder of a Secondary School Vocational Diploma who has not obtained all the credits for the subjects mentioned in subparagraphs 1 to 3 of the first paragraph of section 2.1 or the RREC.*

Missing Credits

- 4.6 *The College cannot admit conditionally a person who must obtain more than 6 missing credits or who has previously failed to fulfil his or her commitments after being conditionally admitted.*

Admission to Pre-university Programs

- 4.7 Pre-university program admissions are open for the fall semester and the winter semester. The College does not admit students for the summer semester. Notwithstanding this rule, the Director of studies can waive this policy and accept students in these programs during the summer semester, in accordance with the needs identified by the College.

Admission to Technical DEC Programs

- 4.8 Technical program admissions, Special Care Counselling and Early Childhood Education for example, are open for the fall semester. The College does not admit students in these programs during the winter semester, nor during the summer semester. Notwithstanding this rule, the Director of studies can waive this policy and accept students in these programs during the winter and the summer semester, in accordance with the needs identified by the College.

Program of Studies Leading to a Specialization Diploma in Technical Studies

The College does not admit students in this Diploma.

Article 5: General Conditions for Admission in an Attestation of College Studies (ACS)

5.1 A person who has received instruction considered sufficient by the college and meets any of the following conditions may be admitted to a program of studies leading to an Attestation of College Studies:

- (1) the person has interrupted his or her full-time studies or pursued full-time postsecondary studies for at least 2 consecutive terms or 1 school year;
- (2) the person is covered by an agreement entered into between the college and an employer or by a government program of studies;
- (3) the person has interrupted his or her full-time studies for one term and pursued full-time postsecondary studies for one term;
- (4) the person holds a Secondary School Vocational Diploma.

OR a person who has a Secondary School Diploma and meets either of the following conditions may be admitted to a program of studies leading to an Attestation of College Studies:

- (1) the program of studies enables the person to pursue technical studies in a field for which there is no program of studies leading to a Diploma of College Studies; or
- (2) the program of studies is covered by an agreement on training entered into between the Minister and a department or body of the Gouvernement du Québec.

Article 6: Remedial Activities and Activities Favouring Success

6.1 The college may, in all cases, render compulsory remedial activities determined by the Minister, with a view to meeting the conditions of admission to a program of studies leading to a Diploma of College Studies or an Attestation of College Studies.

The college may also render compulsory activities, training paths and paths of studies, determined by the Minister, with a view to favouring the success of a person in one of those programs.

The college can determine all or part of the learning activities aimed at the attainment of those objectives and standards.

The activities give entitlement to the credits determined by the Minister but may not count towards the Diploma of College Studies or an Attestation of College Studies.

6.2 The remedial activities designated will need to be successfully completed during the first session of college studies.

6.2.1 Français mise à niveau secondaire V (601-004-CD) is compulsory for all students enrolled in the DEC in French and must be passed before starting Écriture et littérature (601-101-MQ).

6.2.2 These courses are taken consecutively during the first semester. Students who fail Français mise à niveau secondaire V must pass it the following semester in order to complete Écriture et littérature.

6.2.3 If a student fails Français mise à niveau secondaire V twice, he or she is transferred to the AEC in the following session.

6.2.4 If a student has obtained a mark of less than 65% in Français mise à niveau secondaire V and fails Écriture et littérature, he/she will be transferred to the AEC in the following session.

- 6.2.5 *Students are notified of this consequence and must sign the form to this effect. The signed form is placed in the student's file.*
- 6.2.6 *This measure does not necessarily apply to students who are not eligible for instruction in English and who are enrolled in a DEC in English, nor to students enrolled in a program leading to a pre-university DEC.*
- 6.3 *Conditional admission is granted to students who have not completed all required credits leading to a high school diploma following RREC guidelines (see Article 4 of this policy).*
- 6.4 *Students admitted with missing credits must be enrolled in an integration session organized by the college and referred to a school board to complete their training;*
- 6.5 *The student schedule will be constructed in order to help these students succeed. The college will take into consideration the hours completed in the School Board in order to calculate full-time status.*

Article 7: Admission of Students who Have Attended other Colleges

The application for admission of a student who has completed college education outside TAV College is treated like any other College file. If the file indicates a major situation of FAILURE, Regulation Promoting Academic Success is applied. The student who refuses this pedagogical provision will not be allowed to register for courses at the College.

Article 8: Admission of Applicants from other Academic Systems

All applicants wishing to gain admission at TAV College must be Canadian Citizens, Permanent Residents, have valid Refugee Status, or have a valid Canadian Study Permit.

Article 9: Admission Based on Equivalent Background

- 9.1 Students who have interrupted their full-time studies for a cumulative minimum of 36 months can be admitted on the basis of prior training and work experience. Prior training or a combination of prior training and prior work experience can also be used by the college in order to consider the admission of a student. In all cases, the training and work experience must be deemed sufficient by the college.
- 9.2 Applicants who have not completed their high school studies in the province of Québec must have training that is considered equivalent by the College. All applicants are invited to provide a comparative analysis of their student record. This can be done through the Ministry of Immigration (see : MICC – le *Ministère de l'Immigration et des Communautés culturelles – Évaluation comparative des études effectuées hors Québec*). The student advisor can also certify a student's level of study for the purpose of admission. Other program-specific admission requirements must also be met.
- 9.3 Students who are returning to College after years at work or immigrants from foreign countries with foreign diplomas can apply for admission. These applicants have acquired specific competencies and recognition through foreign training that can be recognized by the college. Foreign training or past training and work experience can allow the college to judge whether or not an applicant has presented sufficient proof of equivalent training and/or experience. However, the college can require that these applicants complete remedial activities determined by the Minister.

Article 10: Mastery of the Language of Instruction and Second Language

- 10.1 All applicants must demonstrate sufficient proficiency in the language of instruction and will be required to take a test in the language of instruction for admission or level classification. Students who do not demonstrate sufficient language skills will be refused.
- 10.2 Students who have never taken a second language course will be subject to a second language placement test in order to distribute students fairly according to their level of proficiency, if deemed necessary.

Article 11: Well-balanced Academic Progression

- 11.1 The student is responsible for his or her academic progression and may refer to the student advisor for advice and help in completing the course selection. The College applies regulation number 01 promoting academic success to all students who are in a major failing situation.
- 11.2 The College will ensure that all students have a balanced educational path with respect to General Training and Specific Training taken in a given session.

Article 12: Regulation Promoting Academic Success (no. 1)

All TAV College students are submitted to [Regulation Promoting Academic Success](#) (no. 1) if they are in one of the following situations:

- More than one failure in any given session;
- Repetitive failures (the same course failed more than once);
- Major failure situation (failure in 50% or more of the courses).

Article 13: Rights and Responsibilities

13.1 Student Rights and Responsibilities

- 13.1.1 All applicants must present relevant documents before the admission deadlines posted on the College website and official calendar.
- 13.1.2 The applicant has the right to know, in writing, the College's decision in relation to his/her official request for admission, including the reasons why his/her application was turned down when such a decision is taken.

13.2 College Rights and Responsibilities

- 13.2.1 The College must analyse all applications in view of Ministerial guidelines, regulations, and College procedures in force.
- 13.2.2 Following its decision, the College must advise in writing all students who have applied for admission.
- 13.2.3 The College has the right to refuse all late applications.
- 13.2.4 At any time, the College has the right to review a decision taken for the admission of a student. This procedure will be used if the College sees that a document has been falsified. This College review can lead to the expulsion of the student.
- 13.2.5 TAV College administration can admit students, through its discretionary power, by waiving deadlines and requirements for all cases that it feels are justified and/or exceptional.

Article 14: Final Dispositions

- 14.1 The policy Foreword is an integral part of this Admission Policy.
- 14.2 The Director of Studies is responsible for the application of this policy.
- 14.3 The Director of Studies periodically evaluates this policy, as needed, and presents the results of its application in his yearly report. The Dean will review this policy every 5 years.
- 14.5 This Policy repeals all other documents or texts adopted in the past by the College on the subject of admission.