

**TAV COLLEGE**

**COLLÈGE TAV**

**Policy No. 02**  
**ADMISSION OF STUDENTS<sup>1</sup>**

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<sup>1</sup> Through a previous partnership, TAV College applied Cégep Marie-Victorin's admission policy. With the Cégep's permission, TAV has translated, adapted and partially rewritten the Cégep's Admission Policy for its specific needs. TAV College wishes to thank Cégep Marie-Victorin for its contribution.

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## Foreword

With this policy, TAV College seeks to ensure the highest standards in its admissions process and respect the 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

1.2 No one can be refused admission based on gender, age, physical handicap, ethnic or social origin, religion, or 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 Regulation number 01, concerning the *Promotion of Academic success*.

## 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.

**MELS** : Ministère de l'Éducation, du Loisir et du Sport

**MICC** : Ministère de l'Immigration et des Communautés culturelles

**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)**

4.1. To be admitted in a program that leads to a Diploma of College Studies (DCS), the applicant must meet the three following requirements (a, b, or c):

**a) Have graduated from High School and is one of the following situations :**

1. The applicant obtained a DCS in the youth sector or in the adult sector.

**NOTE** : The student with a DCS who did not succeed in the following subjects :

- Secondary V Language of Instruction;
- Secondary V Second Language;
- Secondary IV Mathematics;
- Secondary IV Science and Technology or Technological and Scientific Applications;
- Secondary IV History and Citizenship Education.

Will be required to take part in remedial activities for the missing courses.

2. The applicant who has a Secondary School Vocational Diploma (SSVD) and who has successfully completed the following courses :

- Secondary V Langue of Instruction;
- Secondary V Second Language;
- Secondary IV Mathematics.

OR

**b) Has completed training that is deemed equivalent by the College.**

OR

**c) Has completed training and has work experience deemed sufficient by the College and has interrupted his/her full-time studies for a cumulative period of at least 36 months.**

NOTE : The College can require that remedial activities be completed by virtue of article 2.2, third paragraph, of the RREC.

4.2. Satisfy the particular admission conditions established by the Minister that specify the program course prerequisites.

4.3. Satisfy the particular admission conditions established by the College for each program.

4.4. The remedial activities designated in article 4.1 will need to be successfully completed during the first session of college studies. In certain exceptional cases, a prolongation of that delay can be granted following a written request by the student and after consultation with the student advisor.

4.5 A conditional admission is granted to the applicant who has not completed all required graduation units leading to the HSD, without exceeding 6 units. The same treatment will be made of applicants with an SSVD who does not have all of the units in the designated subjects to be admitted to college studies.

Conditional admission is granted to students who have had difficulties at the end of their high school program but who are deemed capable of completing a college program. This measure is intended to help students remain in the education network by giving them the opportunity to access higher education while requiring that they complete all admission requirements and units during their first session.

The progression of these students will be modified in order to help them succeed. Moreover, a student who lacks more than six (6) high school credits (units) or who has already been admitted conditionally but did not respect conditions set forth by the college cannot be admitted.

4.6 The applicants subjected to this article are those who have obtained their HSD before May 2007 in the general education, youth sector, or before July 1st, 2010 in the general education, adult sector, and who are in one of the following situations:

A) They must complete two or more courses of their high school program with respect to article 2 of the RREC;

OR

B) They have a high school average that is below 70 % and must complete a course of their high school program with respect to article 2 of the RREC;

OR

C) They have an average that is lower than 70% in language of instruction, Secondary V, and must complete a course of their high school program with respect to article 2 of the RREC in spite of a general high school average that can be higher than 70%.

4.7 By virtue of the Ministerial guideline of August 19th 2008, these are the measures that will be taken for these applicants :

4.7a) The applicants admitted are mandatorily registered in a welcoming and integration session organized by the college;

4.7b) These applicants are referred to a School Board to complete the lacking units and courses;

4.7c) 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.

4.8 Auditors are not admitted.

4.9 Admission of students with college credits

The application for admission of a student with college credits is handled as a TAV College file. In this case, Regulation number 01 *Promoting Academic Success* will be applied.

## **ARTICLE 5 General Conditions for Admission in an Attestation of College Studies (ACS)**

5.1 In order to be admitted to an Attestation of College Studies (ACS) program, an applicant must have a recognized High School Diploma (HSD) or have received training considered sufficient by the college.

Additionally, he or she must also meet one of the following conditions:

- a) Have interrupted his or her studies for at least two consecutive terms, or one school year;

**OR**

- b) Be covered by an agreement between the College and an employer or between the College and a government program;

**OR**

- c) Have completed at least one year of post-secondary studies spread over one year or more

## **ARTICLE 6 Other Requirements**

### **6.1 Additional Requirements for ACS programs**

An applicant with a *High School Diploma* or a *Secondary School Vocational Diploma* can be admitted to a program that leads to an Attestation of College Studies designated by the MELS as long as one of the following requirements is met:

6.1a) The program allows the student to complete technical training in an area not covered by a Diploma of College Studies;

6.1b) The program of study is covered by a MELS training agreement or by an organization of the government of Québec;

6.1c) The program of study allows the student with a professional studies diploma to complete technical training that is defined as an extension of professional training offered through a high school program.

## **6.2 Remedial Courses**

Admission can include remedial courses determined by the MELS. Remedial courses are not used to calculate credits required for graduation.

## **6.3 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.

## **6.4 Admission Based on Equivalent Background**

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.

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.

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.

## **6.5 Mastery of the Language of Instruction**

All applicants must demonstrate a sufficient level of language proficiency and will be required to complete an English Language Admission Test for the purpose of admission and/or placement. Students who do not have sufficient language proficiency will be denied admission.

## **6.6 Admission Tests or Interviews**

Other admission requirements such as tests, auditions, or interviews can be used to determine admission into programs.

## **ARTICLE 7 Academic Progress**

Students are responsible for their academic progress and can refer to the student advisor for orientation, help and course selection. All students are submitted to Regulation number 01 promoting academic success.

## **7.1 Second Language Placement Tests**

Students who have never followed a second language course will be submitted to a second language placement test for the purpose of distributing students according to their levels of proficiency, if needed.

## **7.2 Regulation number 01 promoting academic success**

All TAV College students are submitted to Regulation number 01 promoting academic success if they are in one of the following situations:

7.2a) More than one failure in any given session;

7.2b) Repetitive failures (the same course failed more than once);

7.2c) Major failure situation (failure in 50% or more of the courses);

## **7.3 Well-balanced Academic Progression**

The college will ensure that all students in DCS programs have a well-balanced academic progression with respect to specific and general education courses followed in any given session.

# **ARTICLE 8 Rights and responsibilities**

## **8.1 Student rights and responsibilities**

8.1a) All applicants must present relevant documents before the admission deadlines posted on the College Website and official calendar.

8.1b) 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.

## **8.2 College rights and responsibilities**

8.2a) The College must analyse all applications in view of Ministerial guidelines, regulations and College procedures in force.

8.2b) Following its decision, the College must advise in writing all students who have applied for admission.

8.2c) The College has the right to refuse all late applications.

8.2d) 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.

8.2e) 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 9 Final Dispositions**

9.1 The policy Forward is an integral part of this admission policy.



9.2 The Academic Dean is responsible for the application of this policy.

9.3 The Academic Dean 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.

9.4 The current version of this Admission Policy was adopted on June 14, 2011.

9.5 This Policy repeals all other documents or texts adopted in the past by the college on the subject of admission.