

# BY-LAW 4 CONCERNING COLLEGE ADMISSION

This By-law was adopted for the first time by Resolution Number 013-12 on April 29, 1971 and subsequently amended by Resolution:

- 041-19 October 9, 1973
- 066-16 February 10, 1976
- 067-09 March 9, 1976
- 136-02 February 8, 1983
- 139-08 May 10, 1983
- 241-03 December 13, 1994
- 273-03 to 273-07 February 8, 2000
- 290-06 December 10, 2002
- 317-03 June 12, 2007
- 320-05 December 4, 2007
- 329-05 June 9, 2009
- 340-06 April 12, 2011
- 376-06 October 25, 2016

# By-Law 4 Concerning College Admission

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# By-Law 4 Concerning College Admission

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## Preamble

This By-law 4 Concerning College Admission is established in accordance with the *Règlement sur le régime des études collégiales (RREC)*/the College Education Regulations (CQLR, chapter C-29, r.4), as amended from time to time (the “RREC”).

John Abbott College is fully committed to the Quebec public colleges’ mission to facilitate accessibility to College education for all students abiding by the articles of the following by-law. The College must however administer the present by-law within the constraints of its student population “*devis*” and of available space. Students are admitted based on the strength of their academic record. If applicable, students must also meet particular requirements for admission to a specific program. Priority will be given to students having completed all necessary requirements for admission. Unforeseen particular cases will be handled on an individual basis by the College’s Academic Administration.

At John Abbott College, admission to a College program is equivalent to the establishment of a contractual relationship between the student and the College. In all situations, students are required to respect conditions outlined in By-law 8 to Promote Academic Success.

## Article 1 General Principles

This by-law applies to all candidates applying to John Abbott College

- in a program leading to a Diploma of Collegial Studies (DEC)
- in Session d’accueil et intégration, also known as Pathways programs, or transition programs
- for an Attestation of Collegial Studies (AEC)

The RREC defines admission criteria to be met by students in order to be admitted to a College.

- 1.1 The Minister of Education defines the course prerequisites for the programs given at John Abbott College and may also impose make-up courses. These courses are published annually by the Minister of Education in the document “*Conditions particulières d’admission*”.
- 1.2 Specific requirements and selection criteria for DEC programs are further defined by the Board of Governors.
- 1.3 The Board of Governors delegates to the Academic Dean the authority to approve specific requirements and selection criteria for AEC programs.

## Article 2 Admission to a Diploma (DEC) Program: General Conditions

To be admitted to John Abbott College, a person must comply with the RREC and, as applicable, satisfy the particular conditions of admission to a program as required.

2.1 The College may admit a person who has a Quebec *diplôme d'études secondaires* (DES) awarded by the Minister with the following credits as stipulated in article 2 of the RREC:

- a) Secondary V credits in Language of Instruction
- b) Secondary V credits in Second Language
- c) Secondary IV credits in Mathematics
- d) Secondary IV credits in Science and Technology or Technological and Scientific Applications; and
- e) Secondary IV credits in History and Citizenship Education.

Students with a DES who are lacking credits as required in article 2 of the RREC may be required to follow make-up *mise-à-niveau* courses in their first and second semesters.

2.2 The College may admit a person who has a *diplôme d'études professionnelles* (DEP) awarded by the Minister with the following credits as stipulated in article 2.1 of the RREC:

- a) Secondary V credits in Language of Instruction
- b) Secondary V credits in Second Language
- c) Secondary IV credits in Mathematics

In this case, the student will have to successfully complete upgrading activities (make-up *mise-à-niveau* courses) corresponding to the credits mentioned in article 2.1 of the RREC in their first and second semesters.

Students admitted with a basis of admission of DEP (article 2.1 of the RREC) and who do not possess the required Science and History courses may be required to take these courses through a high school adult education centre or by taking equivalent CEGEP make-up *mise-à-niveau* courses.

These students must:

- a) sign an agreement with the College regarding the successful completion of these courses during the academic year;
- b) provide proof of registration and attendance in these courses to the Admissions Office;
- c) successfully complete the required course(s) and provide written proof at the latest by the first day of class of the following Fall semester. Students who do not provide this proof will not be permitted to attend.

2.3 The College may admit a person who has received an education which it deems equivalent, as stipulated in article 2.2 of the RREC and students may be required to follow make-up *mise-à-niveau* courses in their first and second semesters.

Applicants educated outside of Quebec will be assessed by evaluation of:

- the SRAM comparative evaluation of scholary, or the Ministry of Immigration and Cultural Affairs (MICC) educational assessment, or the Minister of Education's tableau d'équivalences d'études et de diplômes dans les provinces canadiennes;
- their secondary and, if applicable, post-secondary academic record;
- pre-requisite courses;
- adequate proficiency in English.

2.4 The College may also admit a person who has received education combined with training and experience which it deems sufficient in order to successfully complete the program of studies providing this person has not studied full-time for a combined period of 36 months as stipulated in article 2.2 of the RREC. The student may be required to successfully complete upgrading activities such as make-up *mise-à-niveau* courses.

Students without a DES or DEP must demonstrate their potential to successfully complete the program of studies to which they have applied. This may be done through some or all of the following:

- a) letter of intention and curriculum vitae;
- b) letter from their employer confirming the nature (job description and duties) and duration of their employment;
- c) letters of recommendation/reference from teachers where they have studied;
- d) aptitude test results;
- e) interview with a John Abbott College admissions representative, academic advisor, or program chair or coordinator.

2.5 The College, under certain circumstances, may also admit a person who was conditionally admitted and has not successfully completed 6 credits or less of their "regular" DES provided that this person has signed an agreement with the College regarding the requirement of successfully completing the missing credits in their first semester according to article 2.3 of the RREC.

Students admitted under the condition of completing their DES (article 2.3 of the RREC) and who lack a maximum of 6 credits towards their DES may be admitted provided the student completes this requirement through a high school adult education centre. Students will be required to sign an agreement with the College regarding the successful completion of these courses during their first semester. Students will also be required to provide proof of registration and attendance in to the Admissions Office. Students who do not successfully complete the required course by the first day of class of the subsequent semester will not be permitted to attend.

### **Article 3 Admission to a Diploma (DEC) Program: Specific Requirements**

- 3.1 In addition to the Minister of Education's "*Conditions particulières d'admission*", a list of the specific requirements and selection criteria for each program adopted by the Board of Governors in accordance with article 1.2 hereof shall be kept in Appendix A attached hereto.
- 3.2 When the number of candidates for a program exceeds the number of places available, the College may refuse applicants, even if they satisfy the conditions for admission.
- 3.3 In order to take into account the particular requirements of a sector of the labor market, the College may adopt an affirmative action program. The membership of a candidate in a particular target group may thereby become part of the selection criteria particular to a program.
- 3.4 The Academic Dean may determine in advance, for certain programs, the maximum number of places available for the different categories of students: those who are coming directly from high school, those who have already completed some or all of their collegial studies, and those with work experience.
- 3.5 Candidates will receive a written response to their request for admission. If refused, the reasons will be communicated.

### **Article 4 Admission to an Attestation (AEC) Program: General Conditions**

The College may also admit a person who has received education combined with training and experience which it deems sufficient in order to successfully complete the AEC program of studies and meets one of the following conditions according to article 4 of the RREC:

- has interrupted their studies for at least 2 consecutive semesters or 1 school year;
- is covered by an agreement between the College and an employer or who benefits from a government program;
- has followed post-secondary studies for a minimum of one year.

### **Article 5 Conditions for Continued Enrollment**

- 5.1 The student who has not met the conditions established by the College as per By-law 8 to Promote Academic Success may be denied re-enrollment in a subsequent semester.
- 5.2 The student who, regardless of academic performance, is judged inappropriate for a program may be denied re-enrollment in that program. The application of this measure should occur as early as possible in the student's studies. This measure, which is reserved for the most serious cases, is further described in the Student Dismissal and Appeal Policy.
- 5.3 The student who, regardless of academic performance, is judged inappropriate for a program or the College because of misconduct, may be denied re-enrollment in the program or the College. This

measure, which is reserved for the most serious cases, is further described in the policy on Student Conduct and Discipline Procedures.

- 5.4 The Academic Dean and the Director of Student Services are responsible for advising those concerned of the serious nature of these measures.

## **Article 6 Responsibility for Applying the By-Law**

The Academic Dean is responsible for the application of this By-law.

## **Article 7 Coming into Force**

This By-law will come into force when enacted.

## APPENDIX A

### SPECIFIC REQUIREMENTS

For purposes of clarity, amendments to this Appendix A shall be made by way of a resolution of the Board of Governors rather than by a by-law amendment.

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#### DEC PROGRAMS

#### SPECIFIC REQUIREMENTS

##### Dental Hygiene

Admissions criteria:

- Submission of the prescribed medical questionnaire duly completed;
- Successful completion of a medical examination, including an immunization record.

##### Nursing

Admissions criteria:

- Successful completion of a medical examination, including an immunization record.

##### Professional Theatre (acting)

Admissions criteria:

- Successful performance at an audition.

##### Police Technology

Admissions criteria:

- Successful completion of a medical examination which conforms to the requirements of entry to *l'École nationale de police du Québec*;
- A Certificate of Good Conduct, upon turning 18 years of age, that assures that the candidate does not have a criminal record;
- A physical aptitude test to ascertain that the student will be able to meet the prescribed competencies in swimming, strength and agility by the end of the program;
- A psychometric examination to detect any personality disorder which might be incompatible with the role and duties of a police officer;
- The minimum of a probationary driver's license issued by *La Société d'assurance automobile du Québec* and presented by the police admission testing date.

##### Pre-Hospital Emergency Care

Admissions criteria:

- Successful completion of a medical examination, including an immunization record;
- A Certificate of Good Conduct, upon turning 18 years of age, that assures that the candidate does not have a criminal record;
- A physical aptitude test to ascertain that the student will be able to meet the prescribed competencies in swimming, strength and agility by the end of the program;
- The minimum of a probationary driver's license issued by *La Société d'assurance automobile du Québec* and presented by the Pre-Hospital Emergency care admission testing date.



**Visual Arts**

## Admissions criteria:

- Submission of a jpeg image of a unique artwork created specifically for the application to the Visual Arts Program. The artwork may be created in any medium and any size. The artwork will respond in an open and creative manner to a theme established annually by the Department.
- Submission of a minimum-250 maximum-350 word text to accompany the image in which the candidate is invited to express the creative process they went through to produce the artwork. The text will also be an opportunity for the candidate to express their personal interest in pursuing a DEC in visual arts.