



No. AcadAdm-Reg-03

Classification: Academic Systems

COLLEGE ADMISSIONS POLICY

Adopted: February 16, 1989

Revised: November 13, 2018

Effective: November 13, 2018

1. GENERAL PRINCIPLES

This policy concerning College Admission is established in accordance with the College Education Regulations (CQLR, chapter C-29, r. 4) (*Règlement sur le régime des études collégiales (RREC)*).

Dawson 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 policy.

1.1 Objective of the Policy

The objective of this policy is to ensure transparency, equity and coherence in the admission process.

1.2 Scope of the Policy

This Policy applies to all candidates applying to Dawson College for:

- Programs leading to a Diploma of College Studies (DCS/DEC)
- Springboard to a DCS (DEC) programs (Transition)
- Programs leading to an Attestation of College Studies (AEC)

1.3 College Education Regulations

The Regulations define admission criteria to be met by students in order to be admitted to a CEGEP.

Dawson College admits applicants based on the general and specific conditions of Articles 2, 3, and 4 of the Regulations.

1.4 Program Prerequisites

Specific course prerequisites for a program are defined by the Quebec Ministry of Education in an annual document entitled '*Conditions d'admission aux programmes d'études conduisant au diplôme d'études collégiales*'.

1.5 Applications

Applications for admission must be submitted by the deadlines stated on the Dawson website, accompanied by all required documents and fees. The deliberate withholding of information or an incomplete application may result in a refusal. All applicants' files shall be reviewed and evaluated for admission to the College by the College Admissions Office.

Each candidate will receive a formal written response explaining the admission decision regarding their application for admission.

1.6 Applications

All applications received after the deadline stated on the Dawson website will be considered late. Late applications will only be processed after all on-time applications have been reviewed and if space permits. Completed applications will be accepted until the admissions process is closed for that semester or program.

1.7 Falsified Documents

Any falsified document submitted with the application for admission will automatically result in a refusal or cancellation of the application for admission.

2. GENERAL CONDITIONS FOR ADMISSION TO A DIPLOMA (DCS/DEC) PROGRAM AND TO SPRINGBOARD TO A DCS (DEC)

To be admitted to Dawson College, a person must comply with the Regulations and, as required, satisfy the particular conditions of admission to a program.

The College may admit a person who has a Quebec Secondary School Diploma (DES) awarded by the Minister as stipulated in article 2 of the Regulations.

The College may admit a person who has a Diploma of Vocational Studies (DEP) awarded by the Minister with the following credits as stipulated in article 2.1 of the Regulations:

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

Notwithstanding sections 2 and 2.1 of the Regulations, a college may admit to a program of studies leading to a Diploma of College Studies a person who has an academic background that is deemed equivalent.

The College may also admit a person who has training and experience that is deemed sufficient and who has interrupted their full-time studies for a cumulative period of at least 24 months as stipulated in article 2.2 of the Regulations.

The College, under certain circumstances, may also admit a person who is missing up to a maximum of six credits to obtain their Quebec Secondary School Diploma (DES) or Diploma of Vocational Studies (DEP). This person would be admitted on condition that they complete the missing credits while in their first semester.

3. GENERAL CONDITIONS FOR ADMISSION TO AN ATTESTATION (AEC) PROGRAM

Applicants must have a Quebec Secondary School Diploma (DES) or equivalent, or acquired knowledge and skills deemed sufficient by the College for potential success in the program.

In addition, the applicant must meet one of the following requirements as per article 4 of the Regulations

1. the applicant has interrupted his/her full-time studies or pursued full-time postsecondary studies for at least two consecutive semesters or one school year;
2. the applicant is covered by an agreement entered into by the College and an employer or by a government program;

3. the applicant has interrupted his/her full-time studies for one semester and completed at least one semester of post-secondary studies;
4. the applicant has a DEP.

4. SPECIAL CONDITIONS FOR ADMISSION TO A DIPLOMA (DCS/DEC) PROGRAM OR AN ATTESTATION (AEC) PROGRAM

The admission process for a particular program may include auditions, interviews, references, drawing tests, and a review of letters of intent or portfolios. In addition, prerequisite testing may be required for language and/or Math and/or Science.

The admission process for AEC programs may also include aptitude testing.

Immunizations, criminal background checks or other professional requirements may be necessary upon admission to certain programs. These requirements are detailed on program pages of the College website.

5. APPLICANTS EDUCATED OUTSIDE QUEBEC

Applicants educated outside Quebec, including international applicants, who have the equivalent of the Quebec Secondary School diploma (DES) will be considered for admission to the College.

All applicants educated outside Quebec, including international applicants, must submit required academic documents at the time of application and meet specific program prerequisite requirements where applicable. The College reserves the right to request original, official documents.

All documents submitted in a language other than English or French, must be accompanied by a certified official translation into English or French. Applicants with foreign academic documents (translated into English or French) who do not provide a “Comparative Evaluation for Studies Done Outside Quebec” issued by the Quebec Ministry responsible for immigration must pay to the College an educational document assessment fee in addition to the application fee.

6. HOME-SCHOOLED APPLICANTS

Applicants who are homeschooled must provide proof of completion of the Quebec Secondary School diploma (DES) or the equivalent in order to be considered for admission.

7. ENGLISH LANGUAGE REQUIREMENT

Applicants educated outside Quebec, including international applicants, must demonstrate proficiency in the English language. An English placement test may be administered by the College.

Applicants from Quebec Secondary Schools whose language of instruction is not English may require testing for admission purposes.

8. SPACE CONSTRAINTS

Applicants who meet the minimum academic requirements established by the Quebec Ministry of Education may not be guaranteed admission to Dawson as the requested program may have a limited number of entry-level places. In such programs the strength of the applicant's academic record and/or other program admission requirements may be a determining factor in the admission decision.

Due to limited space, admission to certain programs may be restricted to applicants with a specified minimum overall and/or prerequisite average.

9. WAIT LISTS

Due to limited space, not all qualified applicants can be admitted to certain programs. A number of qualified applicants may be ranked and placed on wait lists by program. Applicants on wait lists may be admitted up to the start of classes. Wait lists from a previous semester are not kept for consideration during a future admission cycle. Wait listed candidates must reapply if they wish to be considered again for admission.

10. ADMISSION PRIORITIES FOR DIPLOMA (DCS/DEC) PROGRAMS

The College is committed to facilitating accessibility to college education to all applicants however, priority in admissions may be given to current Quebec Secondary School applicants.

11. DEFERRALS

Requests for deferrals by applicants offered admission will not be accepted. Applicants wishing to defer admission to a later semester must re-apply if they wish to be considered again for admission.

12. CHANGE OF PROGRAM

Students registered at Dawson may request a transfer from the program in which they are registered to another program accepting applications at that time. Students must meet the admissions conditions of the new program and respect the application deadline. Program transfer requests must be accompanied by all required documents.

Students registered in the Springboard to a DCS (DEC) program in Continuing Education must submit a new application for admission to be considered for a DEC or AEC program. Students in an AEC program must submit a new application for admission to be considered for a DEC program. Program transfer requests will not be accepted in these cases.

13. READMISSION AFTER INTERRUPTION OF STUDIES

DEC or AEC students who are not enrolled in any course during a given semester or term must submit an application for admission in order to return to the College. The student file will then be evaluated according to the standard admission procedures. Students will be admitted to their original program only to the extent that the program is still offered by the College and/or that the missing courses or acceptable substitution courses that allow the achievement of the same objective are offered.

To return to a technical program, the candidates must demonstrate, to the satisfaction of the College that they still meet the competencies covered in previous semesters. To this end, the College may impose tests, interviews and updating activities, including the repeat of courses or internships already passed.

14. READMISSION OF EXPELLED STUDENTS

Applicants who have been expelled from Dawson or another college due to unsatisfactory academic standing will be expected to provide sufficient evidence that they have upgraded their academic record in order to be considered for re-admission to a DEC program.

Applicants who have been expelled from Dawson on other grounds (e.g. code of conduct, academic integrity, professional conduct, etc.) should refer to their letter of expulsion for details.

15. APPLICANTS FROM OTHER POST-SECONDARY INSTITUTIONS

Applicants with post-secondary studies at another institution will be assessed according to their secondary and overall post-secondary academic performance. For an applicant from another CEGEP to be considered for admission, at Dawson College, to a program in which they were previously registered elsewhere, they must have a minimum of six courses left to complete the DEC, including some specific education courses and the comprehensive examination.

The competencies attained in each of the specific education courses may vary from one college to another. The continuation of a program of study begun at another college may require the student to repeat certain courses and may extend the length of the program of study.

16. REVISION OF THE POLICY

The Academic Dean is responsible for ensuring that the Policy is coherent with College policies and bylaws and for implementation of the present Policy. The Academic Dean is also responsible for revisions to the present policy as required in accordance with Quebec Ministry of Education directives or when the review process identifies a need for modifications.

The Senate shall approve the present Policy and any revisions thereto.

APPENDIX

Definitions and Acronyms

ACS Attestation of College Studies

AEC *Attestation d'études collégiales* (Attestation of College Studies)

Applicant A person who submits an application for admission to a program leading to a DEC or an AEC or Springboard to a DCS (DEC)

CÉGEP *Collège d'enseignement général et professionnel*

DCS Diploma of College Studies

DEC *Diplôme d'études collégiales* (Diploma of College Studies)

DEP *Diplôme d'études professionnels* (Diploma of Vocational Studies)

DES *Diplôme d'études secondaires* (Secondary School Diploma)

Mise à niveau (Remedial Work): A High School level course that must be taken and passed, given by the College, a school commission, an adult education centre or other educational institution.

Quebec Ministry of Education Ministry responsible for post-secondary education in Quebec

RREC *Règlement sur le régime des études collégiales* (College Education Regulations)

Springboard to a DCS (DEC) A program designed for students who want to take CEGEP credit courses in order to explore CEGEP studies, complete prerequisites required for admission to a CEGEP program, upgrade their academic record to improve chances of admission or readmission to a CEGEP program, upgrade language skills or complete a CEGEP program. Students cannot graduate from Springboard to a DCS (DEC). Students may register in Springboard to a DCS (DEC) for a maximum of three consecutive semesters (excluding Summer).