

CHAMPLAIN REGIONAL COLLEGE
OF GENERAL AND VOCATIONAL EDUCATION



BYLAW NUMBER 7

BYLAW CONCERNING

STUDENTS' ADMISSION

TO DEC AND AEC PROGRAMS

This bylaw was adopted for the first time by Board of Governors resolution number 1529 on June 17, 1994 and subsequently amended by resolution number 1971 on February 20, 2002, resolution number 2354 in May, 2007, by resolution number 2436 on June 20, 2008, by resolution 2485 on April 24, 2009 and on February 16, 2011 by resolution 2619.

Article 1 GENERAL PROVISIONS

1.01 Definitions

The definitions set forth in Articles 1.01 of Bylaw Number 1 apply to Bylaw Number 7.

1.02 Designation

The title of the present bylaw is “Bylaw concerning Students’ Admission to DEC and AEC Programs” and is designated as Bylaw Number 7.

1.03 General principles

1. Basic admissions requirements of the College are defined by Articles 2, 3 and 4 of the *Règlement sur le régime des études collégiales (RREC)*.
2. Specific modalities of application of Articles 2 and 3 of the RREC are determined by each of the three campuses of Champlain Regional College and will be communicated to prospective students prior or during the admission process. Detailed information and procedures for admission are made available through the College website and admission booklets.
3. Admission to some programs may require additional means of selecting candidates such as a test, interview, audition, letter of intent, etc.
4. Course prerequisites for a given program are defined by the *Ministère de l’Éducation, du loisir et du sport (MELS)*.

Article 2 ADMISSION TO A DEC PROGRAM

2.01 General Conditions of Admission for Quebec candidates

In order to be admitted to a program leading to a Diploma of College Studies (DEC), candidates must meet the following conditions:

1. The candidate has a Secondary School Diploma with the required units associated with the *Régime pédagogique de l’éducation préscolaire, de l’enseignement primaire et de l’enseignement secondaire (c.l-13.3, r.8)* ou par le *Régime pédagogique de la formation générale des adultes (c.l-13.3,r.9)* and is in one of the following two situations:
 - a) The candidate holds a Secondary School Diploma (DES) and has successfully completed the following courses:
 - 1) Secondary V Language of Instruction
 - 2) Secondary V Second Language
 - 3) Secondary IV Mathematics
 - 4) Secondary IV General Science and Technology or Secondary IV Applied Science and Technology
 - 5) Secondary IV History and Citizenship

- b) The candidate holds a Diploma of Vocational Studies (DEP) and has successfully completed the following subjects:
 - 1) Secondary V Language of Instruction
 - 2) Secondary V Second Language
 - 3) Secondary IV Mathematics

2. The candidate must satisfy the special conditions for admission established by the Minister as specific program prerequisites. These conditions can vary depending on whether the candidate holds a Secondary School Diploma (DES) or a Diploma of Vocational Studies (DEP).

3. The candidate whose mother tongue is not English and who has not successfully completed Secondary V English or its equivalent must take a proficiency test. Each of the three campuses of the College is responsible for establishing the modalities of their test which will be communicated during the admission process to prospective students. Each campus is also responsible for offering appropriate mise-à-niveau activities or courses when applicable. Failure to meet a minimum standard of English, to take a proficiency test, or to complete the required mise-à-niveau activities or courses may result in the College's refusal to admit the candidate.

4. Each campus may evaluate the French proficiency of a prospective candidate and require the completion of mise-à-niveau activities or courses if deemed appropriate.

2.02 Conditions of Admission to the College for Outside of Québec Candidates

1. The College may admit a candidate who received instruction deemed equivalent to what appears to Article 2.01 a) or b).
2. Provisions of section 2.01 (paragraphs 2 to 5) also apply to these candidates.
3. Outside of Québec candidates must supply and support their application with the following documents:
 - a) Out-of-province Candidates
 - 1) The College requires all candidates to possess a diploma from their province or sufficient units as determined by the MELS. An analysis of the equivalence of the credentials will be conducted to determine admissibility.

b) Foreign Students Candidates

The College requires all candidates for admission to possess:

- 1) a diploma from their state or country
- 2) a *certificat d'acceptation du Québec* and an evaluation of the candidate's educational background from the *Ministère des communautés culturelles et de l'immigration* of the Province of Québec or from the *Service régional d'admission du Montréal métropolitain* (SRAM).
- 3) a Study Permit from the Government of Canada or a Student Visa from the Federal Government of Canada (or other legal immigration document) which is valid for the entire academic year for which the candidate is applying. Foreign students may only

apply for a Winter semester if they have a Student Visa which is valid until the end of the Winter semester

4. Outside of Québec candidates whose mother tongue is not English and/or who have not studied in English during the last two years are required to submit official TOEFL results (Test of English as a Foreign Language). Candidates may submit the results of other tests or examinations providing evidence of college-level abilities in English. Upon examination of this evidence by the College, candidates may be exempted from the TOEFL requirement.

2.03 Conditions of Admission to the College Based on Experience or Equivalent Instruction

1. The College may admit a candidate who received instruction deemed equivalent to what appears under Article 2.01 a or b).
2. The College may admit a candidate on the basis of a combination of instruction and experience if the candidate has not followed full time studies for a minimum of 36 months.
3. In order to be admitted, a prospective candidate must submit documents to attest of the relevant experience or instruction which will be evaluated by the College. The College may ask for additional documents in order to determine the admissibility of the candidate.
4. Specific procedures will be communicated to prospective students during the admission process.
5. Provisions of section 2.01 (paragraphs 2 to 5) also apply to these candidates.

2.04 Conditional Admission to the College

1. A candidate may be granted conditional admission to the College with missing units associated with the *Régime pédagogique de l'éducation préscolaire, de l'enseignement primaire et de l'enseignement secondaire (c.1-13.3, r.8) ou par le Régime pédagogique de la formation générale des adultes (c.1-13.3,r.9)* if the candidate is in one of the following three situations:
 - a) the candidate holds a Secondary School Diploma (DES) but has not successfully completed up to 6 credits
 - b) the candidate holds a Diploma of Vocational Studies (DEP) but has not successfully completed up to 6 credits
 - c) the candidate does not hold a DES or DEP but is missing a maximum of 6 credits to complete their diploma

In such case, the candidate will be required to:

- a) complete remedial or mise-à-niveau courses. Students enrolled in these remedial or mise-à-niveau courses will be offered various support measures such as tutoring or specific workshops.
 - b) sign an agreement with the College regarding the completion of the missing credits during the first semester. These credits may be offered at the College or through another institution or School Board.
2. Candidates previously admitted with missing high school credits who failed to meet their commitment will not be granted conditional admission again.

3. Candidates will be granted admission to an Orientation and Integration Session (0.81) and may be given access only to a limited number of college-level courses in their first semester.

Article 3 ADMISSION TO AN AEC PROGRAM

1. Candidates who have received instruction or who possess relevant experience deemed sufficient by the College must be in one of the following three situations in order to be admitted to an *Attestation d'études collégiales* (AEC):
 - a) the candidate's studies have been interrupted for at least two consecutive semesters or one school year
 - b) the candidate is covered by an agreement entered into jointly by the College and an employer or is enrolled in a government program
 - c) the candidate has completed at least one year of full-time post-secondary studies over a period of at least one year
2. In order to be admitted, a candidate must submit documents to attest of the relevant instruction or experience which will be evaluated by the College.
3. Specific procedures will be communicated to prospective students during the admission process.

Article 4 SELECTION OF CANDIDATES

Even if candidates to programs meet the requirements of the *Règlement sur le régime des études collégiales* and of this Bylaw, they may be refused admission due to a lack of places.

Article 5 ROLES AND RESPONSIBILITIES

5.01 Board of Governors

The Board of Governors approves the present policy and any revisions thereto.

5.02 Commission of Studies

The Commission of Studies must be consulted on any bylaw governing the admission of students.

Article 6 REVISION AND APPLICATION OF THE BYLAW

1. The Director of Studies is responsible for revisions to the present policy, as required, in accordance with Ministry Directives.

2. A revision process of the Bylaw will be initiated by the Director of Studies at least every four years or when deemed necessary.
3. Campus Directors are responsible for the implementation and application of the present Bylaw in collaboration with the Director of Studies..