



## Bylaw Number 7

### Bylaw Concerning Student Admission to Academic Programs



This Bylaw was adopted for the first time by Board of Governors resolution number 1529 on June 17, 1994 and subsequently amended by resolutions:

1971	February 20, 2002
2354	May, 2007
2436	June 20, 2008
2485	April 24, 2009
2619	February 16, 2011
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## Article 1 General Provisions

### 1.1 Designation

The title of the present bylaw is “Bylaw Concerning Student Admission to Academic Programs” and is designated as Bylaw Number 7 (referred to as Bylaw 7 for the purpose of this text.)

### 1.2 Purpose

The purpose of this bylaw is to set forth the conditions used by Champlain Regional College to govern admission to academic programs in conformity with Articles 2, 3, and 4 of the [College Education Regulations](#) (RLRQ, Chapter 29, r.4 [RREC]).

### 1.3 Definitions

The definitions set forth in Article 1.01 of [Bylaw 1](#) (Bylaw Concerning the General Administration of the College) apply to Bylaw 7.

For the purpose of this bylaw, the term “academic program” refers to any type of program that is described in the College Education Regulations (Diploma of College Studies, Attestation of College Studies, and Specialization Diploma in Technical Studies).

In addition, the following acronyms based on the French titles for diplomas and attestations are used in this bylaw:

- (a) **AEC** Attestation of College Studies (*Attestation d'études collégiales*)
- (b) **DEC** Diploma of College Studies (*Diplôme d'études collégiales*)
- (c) **DEP** Diploma of Vocational Studies (*Diplôme d'études professionnelles*)
- (d) **DES** Diploma of Secondary Studies (*Diplôme d'études secondaires*)
- (e) **DSET** Specialization Diploma in Technical Studies (*Diplôme de spécialisation d'études techniques*)
- (f) **RLRQ** Compilation of Quebec Laws and Regulations (*Recueil des lois et des règlements du Québec*)

### 1.4 General Principles

- 1.4.1 The 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 to or during the admission process. Detailed information and procedures for admission are made available through the College website and/or other documentation.
- 1.4.2 Admission to some programs may require additional means of selecting a candidate such as a test, interview, audition, or letter of intent.
- 1.4.3 Prerequisites for a given DEC program are defined by the Minister.

## Article 2 Conditions of Admission to a DEC Program

### 2.1 General Conditions of Admission for a Candidate who Completed Studies in Quebec

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

2.1.1 The candidate holds:

- (a) A Diploma of Secondary Studies (DES); or
- (b) A Diploma of Vocational Studies (DEP) with the required credits associated with the [Basic School Regulation for Preschool, Elementary and Secondary Education](#) (RLRQ, Chapter I-13.3, r.8) or with the [Basic Adult General Education Regulation](#) (RLRQ, Chapter I-13.3, r.9) and has successfully completed all of the following subjects:
  - (1) Secondary V Language of Instruction
  - (2) Secondary V Second Language
  - (3) Secondary IV Mathematics

2.1.2 The candidate must satisfy the special conditions for admission established by the Minister as specific program prerequisites.

2.1.3 A candidate who has not successfully completed Secondary V English (language of instruction) or its equivalent may be required to 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 admitted students. Each campus is responsible for offering or referring admitted students to appropriate remedial activities or courses where applicable (refer to Article 5).

2.1.4 Each campus may evaluate French proficiency and may require remedial activities or courses if deemed appropriate. Any such requirements will be communicated during the admission process (refer to Article 5).

### 2.2 General Conditions of Admission for a Candidate who Studied in Quebec without Completing their Studies and is Applying Based on Previous Experience and Instruction

2.2.1 The College may admit a candidate who received instruction deemed equivalent to that which appears in either Article [2.1.1\(a\)](#) or [2.1.1\(b\)](#).

2.2.2 The College may admit a candidate based on instruction and experience that it deems sufficient if the candidate has not followed full-time studies for a cumulative period of at least 24 months.

2.2.3 In order to be admitted, a candidate must submit documents attesting to the experience or instruction to be evaluated by the College. The College may ask for additional documents in order to determine the admissibility of the candidate.

2.2.4 Specific procedures will be communicated to candidates during the admission process.

2.2.5 The provisions of Articles [2.1.2](#), [2.1.3](#), and [2.1.4](#) also apply to these candidates.

## 2.3 General Conditions of Admission for a Candidate who Completed Studies Outside Quebec

- 2.3.1 The College may admit a candidate who received instruction deemed equivalent to that which appears in either Article [2.1.1\(a\)](#) or [2.1.1\(b\)](#).
- 2.3.2 The provisions of Articles [2.1.2](#), [2.1.3](#), and [2.1.4](#) also apply to these candidates.
- 2.3.3 A candidate who completed their studies outside Quebec must supply and support their application with various documents depending on their situation:
- (a) A Canadian Citizen or Permanent Resident who has studied outside of Quebec but within Canada:  
  
The College requires all candidates to possess a diploma from their province or sufficient units as determined by the Minister. An analysis of the equivalent credentials will be conducted to determine admissibility.
  - (b) A Canadian Citizen or Permanent Resident living in Quebec, who has never studied in Canada:  
  
A candidate in this situation may be admitted under the conditions for admission outlined in Articles [2.3.3\(c\)\(1\)](#) and [2.3.4](#).
  - (c) International candidates:
    - (1) a diploma from their state or country; and
    - (2) a [certificat d'acceptation du Québec](#) (CAQ); and
    - (3) a valid study permit from [Citizenship and Immigration Canada](#).
- 2.3.4 International candidates must have their educational background evaluated. Specific procedures for obtaining this comparative evaluation will be communicated during the application process.
- 2.3.5 A candidate from outside Quebec whose mother tongue is not English and/or who has not studied in English during the last two years maybe required to submit official documentation providing evidence of college-level abilities in English.

## 2.4 Conditional Admission

- 2.4.1 A candidate may be granted conditional admission to the College with up to a maximum of 6 missing credits associated with the [Basic School Regulation for Preschool, Elementary and Secondary Education](#) (RLRQ, Chapter I-13.3, r.8) or with the [Basic Adult General Education Regulation](#) (RLRQ, Chapter I-13.3, r.9) if the candidate is in one of the following two situations:
- (a) the candidate holds a DEP and is missing credits in the subjects outlined in Article [2.1.1\(b\)](#); or
  - (b) the candidate does not hold a DES or DEP and is missing a maximum of 6 credits to complete their diploma.

- 2.4.2 A candidate who is granted conditional admission under the situation described in Article [2.4.1\(a\)](#) must:
- (a) commit to completing the missing credits during their first academic year by signing an agreement with the College to that effect; and
  - (b) take the missing credits at the College or through other institutions or School Boards; and
  - (c) successfully complete the required course(s).
- 2.4.3 A candidate who is granted conditional admission under the situation described in Article [2.4.1\(b\)](#) must:
- (a) commit to completing the missing credits during their first semester by signing an agreement with the College to that effect; and
  - (b) take the missing credits at the secondary school level; and
  - (c) register for an orientation session (*081.06 - Springboard to a DSC/Tremplin DEC*). The candidate may only be given access to a limited number of college-level courses in their first semester; and
  - (d) successfully complete the required course(s).
- 2.4.4 Students enrolled in the required course(s) at the College will be offered various support measures which may include academic advising, tutoring, or specific workshops.
- 2.4.5 A candidate who has previously been granted conditional admission and who failed to meet their commitment to obtain the missing credits will not be eligible for a second conditional admission.

## Article 3 Conditions of Admission to an AEC Program

### 3.1 General Conditions of Admission

- 3.1.1 A candidate who has received instruction deemed sufficient by the College may be admitted to an Attestation of College Studies (AEC) if they fall into one of the following four situations:
- (a) the candidate has interrupted his or her full-time studies or pursued full-time postsecondary studies for at least 2 consecutive terms or 1 school year;
  - (b) the candidate is covered by an agreement entered into between the college and an employer or by a government program of studies;
  - (c) the candidate has interrupted his or her full-time studies for one term and pursued full-time postsecondary studies for one term; or
  - (d) the person holds a Diploma of Vocational Studies (DEP)
- 3.1.2 In order to be admitted, a candidate must submit documents attesting to the instruction which will be evaluated by the College.

- 3.1.3 A candidate who has completed a DES and who meets either of the following two conditions may be admitted to a program of studies designated by the Minister leading to an AEC:
  - (a) the program of study enables the person to pursue technical studies in a field for which there is no program of study leading to a DEC; or
  - (b) the program of studies is covered by an agreement on training entered into between the Minister and a department or body of the Government of Quebec.
- 3.1.4 The candidate must satisfy the special conditions for admission established by the College where specific program requirements exist.
- 3.1.5 Specific procedures will be communicated to prospective students during the admission process.

## **Article 4 Admission to a Specialization Diploma in Technical Studies (DSET)**

The conditions of admission described in this article will come into effect should a campus of Champlain Regional College become authorized to offer a Specialization Diploma in Technical Studies (DSET).

### **4.1 Conditions of Admission**

- 4.1.1 A holder of a DEC may be admitted to a DSET if the person has completed the program of studies designated by the Minister as a prerequisite and which meets the special conditions of admission, if any, established by the Minister.
- 4.1.2 Despite the above, a candidate may be admitted to a program of studies leading to a DSET if they have received instruction the College considers equivalent.
- 4.1.3 A candidate may be conditionally admitted to a program of studies leading to a DSET if they have not attained the set of objectives and standards of a program of studies referred to in [4.1.1](#) or passed the imposed examinations, if they commit to meeting the conditions to obtain the DEC during the first half of the period normally required to complete such a specialization.
- 4.1.4 Despite the foregoing, a person cannot be conditionally admitted if they fall into either of the following situations:
  - (a) they must complete training components for a number of credits greater than 5; or
  - (b) they have previously failed to fulfill their commitments after being conditionally admitted.

## Article 5 Remedial Activities and Activities Favours Success

- 5.1 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.
- 5.2 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.
- 5.3 Those 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.

## Article 6 Admission Constraints

- 6.1 Even if a candidate meets the admissions requirements of the [RREC](#) and of this bylaw, they may be refused admission due to a lack of available places.

## Article 7 Roles and Responsibilities

- 7.1 Campus Directors are responsible for the implementation and application of the present bylaw in collaboration with the Director of Studies.
- 7.2 The Director of Studies will review the present bylaw once every four years or when deemed necessary.
- 7.3 The Director of Studies is responsible for revisions to the present bylaw as required in accordance with Ministry directives or when the review process identifies a need for modifications.
- 7.4 The Commission of Studies must be consulted on any bylaw governing the admission of students.
- 7.5 The Board of Governors approves the present bylaw and any revisions thereto.