



FRENCH LANGUAGE POLICY

This policy was adopted for the first time by the Board of Governors Resolution Number 2149 taking effect on June 18, 2004 and subsequently amended by Resolution:

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FRENCH LANGUAGE POLICY

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PREAMBLE

The *Charter of the French Language* ([CQLR, c. C-11](#)) (the “**Charter**”) states the following (article 88.1):

“Every institution that provides college instruction [...] must adopt a policy applicable to college-level instruction regarding the use and quality of the French language that promotes respect for the fundamental language rights conferred by this Act and the institution’s contribution to the achievement of the objectives of this Act. [...]”

The Charter further prescribes what such a policy must include in the case of an English-language college (articles [88.2](#) & [88.3](#)); notably, the command of the French language required of students, the language used by the institution in some of its written communications, the teaching of French as a second language, the services provided in the official language, priority admission measures for certain students in certain situations, policy implementation, etc.

Champlain Regional College (the College) has been designated as an English-language institution pursuant to *An Act respecting French, the official and common language of Québec* ([SQ 2022, c. 14, s 194](#)), commonly known as Bill 96 and subsequently designated as Law 14.

As used herein, the expression “**certificate holders**” shall mean those eligible to receive instruction in English in Québec according to the Charter. Individuals who have a Charter exemption will be considered “**certificate holders**” for the purposes of this policy. The expression “**non-certificate holders**” shall mean individuals who are not eligible to receive instruction in English according to the Charter.

ARTICLE 1 – TEACHING AND MASTERY OF THE FRENCH LANGUAGE

- 1.01 As a college in the province of Quebec, aware of its responsibility to contribute to the intellectual, economic and social development of our society, the College recognizes the importance of supporting students in their learning of the French language. The intent is to prepare students to take full advantage of opportunities to participate in and contribute to Quebec society.
- 1.02 As part of their Diploma of College Studies (DEC) program, all students will be required to successfully complete at least five college-level French courses or program courses in French, as further detailed below.

- 1.03 All students are required to pass a language exit exam to receive their Diploma of College Studies. Certificate holders admitted in Fall 2023 or later will continue to be required to pass the English Exit Exam while non-certificate holders will be required to pass the French Exit Exam.
- 1.04 **Certificate holders:**
As of Fall 2024, certificate holders or recipients of a Charter exception may substitute courses in French for courses taught in French as prescribed in the Charter. These French courses or courses taught in French are in addition to the French as a second language courses already provided for in the program.
- 1.05 For **non-certificate holders:**
- a. As of Fall 2023, to ensure their adequate preparation to successfully pass the French Exit Exam, non-certificate holders must take French as a first language courses as prescribed in the Charter; and
 - b. As of Fall 2024, students must take program courses in French as prescribed in the Charter.
- 1.06 Any specific program exceptions to Sections 1.04 and 1.05 above are detailed in Appendix 1 attached hereto.
- 1.07 Program curriculum will include content and strategies to foster the command of the appropriate French terminology required for the program of studies.
- 1.08 Non-certificate holders who arrive at the College not sufficiently prepared to pass the French Exit Exam will be required to take additional college-level French courses.
- 1.09 Adult students undertaking an Attestation of Collegial Studies (AEC) must have sufficient knowledge of French to function in their field; the required level of French and the exceptions are as set forth in Appendix 2.
- 1.10 Resources to support the development of French language skills will be deployed at each of the constituent colleges. These resources may include help centers, upgrading, peer tutoring, remedial courses, etc.

ARTICLE 2 – WRITTEN COMMUNICATION IN FRENCH

- 2.01 All official written correspondence with the civil administration of Quebec, legal persons and companies established in Quebec shall normally be in French.
- 2.02 All official written correspondence with legal persons established in Quebec which, by

their nature, retain a special or bilingual status under the Preamble of this document or any section of the Charter, may be in English; this includes, without limitation, official written correspondence with other English language institutions.

- 2.03 Notwithstanding Section 2.01 above, the College will respond in English to official written correspondence received in English from a member of the civil administration of Quebec or from a legal person established in Quebec.

ARTICLE 3 – PRIORITY ADMISSION

- 3.01 As of Winter 2024, certificate holders shall receive priority admission to DEC programs offered by the College. In conformity with [Bylaw 7](#), the Director of each Constituent College shall establish a local procedure for the prioritization of the admission of certificate holders, appropriate to their respective regions, for both regular day and continuing education sectors. Admission priority will be given to certificate holders in a manner consistent with ensuring the success of the student and, whenever possible, in collaboration with other English-language cégeps.
- 3.02 For AEC programs financed by public funds, admission priority will be given to certificate holders in a manner consistent with admission requirements and ensuring the success of the student.

ARTICLE 4 – COMPLAINT PROCEDURE

- 4.01 Any person who feels that the Policy has not been respected within the College may file a complaint.
- 4.02 Filing of the complaint
- a. The complaint must be submitted in writing and include a detailed description of the situation giving rise to the complaint, the date or time period when the situation occurred, and the specific provisions that the College failed to comply with;
 - b. The complaint shall be addressed to the Secretary General. If the complaint is about the behavior of the Secretary General, then it should be addressed to the Director General.
- 4.03 Handling of the complaint
- The Secretary General or the Director General, as the case may be, is responsible for processing the complaint within thirty (30) days of its receipt; if processing of the complaint is not possible within this time frame, the complainant will be informed of the new deadline as soon as possible. In the event that the complaint is found to be legitimate, the College will take the necessary steps to correct the situation as soon as possible. The Secretary General or the Director General, as the case may be, will notify the complainant of the

closure of the complaint.

ARTICLE 5 – RESPONSIBILITIES ARISING FROM THIS POLICY, REPORTING AND REVIEW

- 5.01 The Director General is responsible for the application of this policy, including its dissemination among staff members, employees and students, and publication on its website.
- 5.02 The Director General shall report to the Board of Governors and the Governing Boards, every three (3) years on the application of this policy. Once adopted by the Board of Governors, the report shall be sent to the Minister of the French Language.
- 5.03 The Directors of the Constituent Colleges shall be responsible at their respective locations for the application of all academic elements of this policy.
- 5.04 The Secretary General shall be responsible for all administrative elements of the policy throughout the College.
- 5.05 This policy comes into effect when approved by the Board of Governors; it shall be reviewed at least every 10 years. If no amendment is made to this policy within such period, the Minister of the French Language shall be notified accordingly ([article 88.7](#) of the Charter).
- 5.06 In accordance with the [law](#), the College will ensure the participation of stakeholders (staff and students) in the development of this policy and any subsequent revisions in accordance with its administrative framework for the development and revision of College bylaws and policies.

APPENDIX 1

Specific Program Exceptions

This section will be revised once the Ministry of Higher Education clarifies the curriculum exceptions.

APPENDIX 2

AEC French Levels and Exceptions

This section will be revised once the Ministry of Higher Education clarifies the curriculum exceptions.