



French Language Policy

Adoption and Revision History

Board of Governors Meeting	Resolution Number	Notes
2004-06-18	2149	Initial adoption.
2023-05-31	CRC-2022-067	
2024-10-25	CRC-2024-010	Revision following comments by the MLF.

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Preamble

The *Charter of the French Language* ([CQLR, chapter C-11](#)) (the “**Charter**”) states (s. 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* also prescribes what such a policy must include for an English-language college (ss. [88.2](#) and [88.3](#)). This includes primarily the command of the French language required of students, the language used by the institution in its written communications, the teaching of French as a second language, the services provided in the official language, measures to give priority to admitting certain students in certain situations, the implementation of the policy, etc.

Champlain Regional College (the “College”) was designated as an English-language institution under the *Act respecting French, the official and common language of Québec* (SQ 2022, chapter 14, s. 194), commonly known as Bill 96 and referred to hereafter as Law 14.

In this document, the expression “**Certificate Holders**” refers to those eligible for English-language instruction in Québec under the *Charter*. Those exempt under the *Charter* will be considered “**Certificate Holders**” for the purposes of this policy. The expression “**Non-Certificate Holders**” refers to persons who are not eligible under the *Charter*.

1. Teaching and Command of the French Language

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 acknowledges the importance of supporting students in their command of the French language so that they may fully benefit from opportunities to participate and contribute to Quebec society.

As part of their Diploma of College Studies (DEC), all students are required to successfully complete at least five college-level French courses or program courses in French, as more fully described below.

All students are required to pass a language exit exam at the end of their program to receive their Diploma of College Studies. Certificate holders admitted in Fall 2023 or later are required to pass the English Exit Exam, while non-certificate holders must pass the French Exit Exam.

1.1. Certificate Holders

As of Fall 2024, certificate holders or those who are exempt under the *Charter* 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.

1.2. Non-Certificate Holders

(a) As of Fall 2023, to be sufficiently prepared to pass the French Exit Exam, non-certificate holders must take French first-language courses as prescribed by the Charter; and

(b) As of Fall 2024, students must take program courses in French as prescribed in the Charter.

Any exceptions relating to programs of study under sections 1.1 and 1.2 above are detailed in Appendix 1.

All programs of study will include content and strategies to foster the command of the French terminology required for the field studied.

Non-certificate holders who arrive at the College and are not sufficiently prepared to pass the French Exit Exam must complete additional college-level French courses.

Adult students registered for an Attestation of College Studies (AEC) must have sufficient knowledge of French to work in their field; the required level of French and the exceptions are described in Appendix 2.

Support resources to improve French language skills will be provided at each constituent college. These resources may include help centres, upgrading, peer tutoring, remedial courses, etc.

2. Written Communication in French

All official written correspondence with the Quebec civil administration, legal persons and enterprises established in Quebec shall normally be in French.

All official written correspondence with legal persons established in Quebec which, by their nature, have special or bilingual status under the preamble or a provision of the Charter, may be in English; this includes official written correspondence with other English-language institutions.

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

3. Priority Admission

As of Winter 2024, certificate holders have priority admission to DEC and AEC programs offered by the College. In accordance with the College's [Bylaw 7](#), each constituent college has established a local priority admission policy for certificate holders (see local policies: [Champlain College - Lennoxville](#), Champlain College Saint-Lambert for [DEC programs](#) and for [AEC programs](#), [Champlain – St. Lawrence College](#)), appropriate for their respective regions, for both regular day and continuing education programs. For DEC programs, certificate holders will be given priority admission, to the extent possible, in collaboration with other English-language colleges, to ensure student success.

3.1. Summary of Admission Prioritization for Champlain College — Lennoxville

3.1.1. First round of admissions

(a) Science Program

In the spirit of student success, if, in a given year, the number of applications for the science program exceeds the number of available spaces, priority admission will be offered to eligible applicants with a certificate of eligibility and Indigenous¹ applicants, whose average in Math, Chemistry and Physics pre-requisite courses is equal or above 73% at the time of application. The remaining places will be awarded on the quality of the dossier.

(b) Nursing Program

If, in a given year, the number of applications for the nursing program exceeds the number of available places, priority admission will be offered to eligible applicants with a certificate of eligibility and indigenous applicants, whose average in French as a second language course is equal or above 70% at the time of application (internships milieux being mainly francophone). The remaining places will be offered to students based on the quality of their dossier.

(c) All other programs

Priority admission will be offered to eligible applicants with a certificate of eligibility and to Indigenous applicants. The remaining places will be offered to students based on the quality of their dossier.

3.1.2. Subsequent rounds of admission

If the number of applicants exceeds the number of available places at Champlain College - Lennoxville for round 2 or subsequent rounds of admission, priority will be given to:

- (1) Applicants from the Eastern Townships, with a certificate of eligibility, and Indigenous applicants;
- (2) Students who were refused at round 1 but should have been admitted due to an administrative error (e.g., transmission issues with high school grades);
- (3) Students applying in programs where there is a need for sufficient enrolment;
- (4) Other students with a certificate of eligibility;
- (5) Other students, based on the quality of the dossier.

¹ For the purposes of this policy, an “indigenous applicant” is defined as any person who meets the conditions for exemption from the uniform French test under https://cdn-contenu.quebec.ca/cdncontenu/adm/min/education/publications-adm/ES/Epreuve_uniforme/exemption-EUF.pdf

3.2. Summary of Admission Prioritization for Champlain College — Saint-Lambert

3.2.1. DEC Programs

Applicants possessing a Certificate of Eligibility (COE) receive priority in Champlain Saint-Lambert's admissions process, which consists of three parts:

(1) Early Admissions:

COE holders who meet program admission criteria will receive an early admission offer in early March after their applications are reviewed. Priority will be given to COE holders with the strongest academic records, considering the ratio of COE-holder applicants to available seats.

(2) Regular Admissions:

If space allows, applicants who are not COE holders but meet program admission criteria may receive an admission offer following the completion of the Early Admission process for COE holders and after their applications are reviewed.

(3) Second Program Choice:

COE holders who meet general admission criteria and who were not accepted into their first-choice program may be offered an alternative program based on program availability and academic record.

3.2.2. AEC Programs

A number of places equal to twenty percent (20%) of the maximum group size for an AEC program will be reserved, up to three (3) weeks before the program begins, for COE holders who meet the program admission criteria.

3.3. Summary of Admission Prioritization for Champlain — St. Lawrence College

3.3.1. Certificate holders

Champlain - St. Lawrence College will offer admission to all applicants who are certificate holders and submitted their application before the end of the application period, as determined by the College. Admission will be granted provided that applicants meet all the admission requirements for their desired program, and there is availability in the program.

3.3.2. Non-certificate holders

Subsequently, Champlain - St. Lawrence College will offer admission to non-certificate holders who submitted their application before the end of the application period, as determined by the College. Admission will be granted provided that applicants meet all the admission requirements for their desired program, and there is availability in the program. Admission will be based on their academic record.

4. Services Provided in French

The College is a college-level educational institution where the language of instruction is English and the majority of employees and students are comfortable receiving services in English. To this effect, the majority of College services are provided in English.

However, notwithstanding the above, the College provides certain services in French. The list of these services appears in Appendix 3.

5. Complaint Procedure

Any person who feels that the Policy has not been complied with at the College may file a complaint.

5.1. Filing a 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 concerns the behaviour of the Secretary General, it should be addressed to the Director General.

5.2. 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 the complaint cannot be processed within this period, the complainant will be informed of the new deadline as soon as possible. If 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 once the complaint has been processed and closed.

6. Responsibilities Arising from this Policy, Reporting, and Review

6.1. Director General

The Director General is responsible for the implementation of this policy, including its circulation to staff, employees, and students, and publication on its website.

The Director General shall report to the Board of Governors of the College and the Governing Boards of the constituent colleges every three (3) years on the implementation of this policy. Once approved by the Board of Governors of the College, the report shall be sent to the Minister of the French Language.

6.2. Directors of Constituent Colleges

The Directors of the Constituent Colleges shall be responsible for implementing the academic aspects of this policy in their respective colleges.

6.3. Secretary General

The Secretary General shall be responsible for implementing the administrative aspects of the policy throughout the College.

6.4. Revision of the Policy

This policy shall come into effect once approved by the Board of Governors of the College; it shall be reviewed and revised 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 ([s. 88.7](#) of the *Charter*).

In accordance with the [Act](#), the College will ensure the participation of stakeholders (staff and students) in the development of this policy and any subsequent revisions, in accordance with the administrative framework to develop and revise College bylaws and policies.² For greater clarity concerning the terms of consultation, questions and comments shall be recorded in the minutes of the meeting, public meeting, survey or other through their respective unions for unionized staff and through the respective student associations for students. Non-unionized employees will receive a link to a consultation form so that they may forward their questions or comments on the policy.

² See [Administrative Framework for Bylaw and Policy Revision & Development](#), sections 3.5 and 4.2.

Appendix 1 Specific Program Exceptions

This section will be revised once the Ministère de l'Enseignement supérieur has clarified the curriculum exceptions.

Appendix 2 AEC French Levels and Exceptions

This section will be revised once the Ministère de l'Enseignement supérieur has clarified the curriculum exceptions.

Appendix 3 List of Services Provided in French per Site

Administrative Services (Champlain Regional College)

Director General's Office;

Finance;

Material Resources;

Information Technology Service;

Human Resources;

Corporate Affairs;

Champlain College - Lennoxville

Registrar's Office, including Academic Advising;

Student Services, including Academic Services (including French language and literature tutoring from the *Centre de ressources en français*, professional services (orientation, adapted services, psychosocial services), sports and activities and residence services;

Pedagogical and Institutional Development;

Continuing Education (courses are provided in English, but the department may reply to requests in French);

Library Services;

Health Services;

Finance;

Human Resources;

Communications;

Information Technology Services;

Building Maintenance;

Security;

Champlain College - Saint-Lambert

Student Services, including Health Services and Counselling;

Registrar's Office, including Academic Advising;

Academic Services, including tutoring at the *Centre de ressources en français* (French language and French literature tutoring);

Continuing Education, courses are provided in English, but the department may reply to requests in French;

Library Services;

Finance;

Human Resources;

Communications;

Information Technology Services;

Building Maintenance;

Champlain – St. Lawrence College

Professional Services (orientation, adapted services, psychosocial services);

Student Services (sports and activities);

Registrar's Office, including Academic Advising;

Pedagogical and Institutional Development;

Academic Services (Tutoring and Workshops) for French courses and help with French;

Continuing Education, courses are provided in English, but the department may reply to requests in French;

Library Services;

Finance;

Human Resources;

Communications;

Information Technology Services;

Building Maintenance;