



**CÉGEP HERITAGE COLLEGE
BYLAW #3**

CONCERNING CONDITIONS FOR ADMISSION

COMING INTO FORCE: November 30, 2016
REVISED: N/A
ADMINISTRATOR: Academic Dean

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Preamble

The present Bylaw is established in accordance with the *Règlement sur le régime des études collégiales* (RREC) and the *Loi sur les collèges d'enseignement général et professionnel*.

ARTICLE 1

Purpose

Cégep Heritage College is committed to the principle of accessibility to quality education.

The objectives of this bylaw are to:

- specify the provisions regarding admission to Cégep Heritage College programs;
- inform applicants about admission requirements and to inform college employees about their responsibilities; and
- ensure the regular revision and amendment of this Bylaw.

ARTICLE 2

Application

The present Bylaw applies to all applicants to Cégep Heritage College programs.

ARTICLE 3

Provisions

3.1 Admission Criteria: Diploma of College Studies (DEC) Programs and Springboard to a Diploma (Springboard)

3.1.1 College Admission Criteria

In order to be admitted to a program leading to a DEC or Springboard, an applicant must meet one of the following requirements:

- 1) The applicant holds a Secondary School Diploma (DES), or equivalent from another province or country, including the following courses¹: (Article 2 of the RREC)

- Secondary V credits in the Language of Instruction;
- Secondary V credits in a Second Language;
- Secondary IV credits in Mathematics;
- Secondary IV credits in Science; and
- Secondary IV credits in History (Civilization).

- 2) The applicant holds a Diploma of Vocational Studies (DEP), or equivalent from another province or country, and has successfully completed the following subjects: (Article 2.1 of the RREC)

- Secondary V Language of Instruction;
- Secondary V Second Language; and
- Secondary IV Mathematics.

- 3) The applicant has education from another province or country which the College considers to be equivalent, or has education and experience which the College considers to be sufficient and who has not been registered in full-time studies for 36 months. (Article 2.2 of the RREC)

- 4) The applicant is in the process of completing the remaining credits, up to a maximum of 6 credits towards the completion of their DES or DEP. (Article 2.3 of the RREC) Note: The applicant is admitted to Springboard and is generally enrolled in General Education courses common to all programs. The credits must be obtained by the end of the first semester at the College.

In addition, an applicant who was not educated in Canada, and who does not have permanent residence or citizenship status within Canada may be subject to federal and provincial immigration regulations.

¹ Candidates who graduated with a DES prior to June, 1997 may be admitted with a DES only.

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3.1.2 Program Specific Admission Criteria

In addition to the criteria of admission to all DEC programs (article 3.1.1), some programs have specific Ministry and College entrance requirements.

It should be noted that, although not required upon admission to the College, some programs have clinical/field placement eligibility requirements that, if not met, will prevent the student from progressing in the program. (Ref. *Policy 19: Concerning Conditions of Eligibility for a Work Term*. Reference document 19.1)

3.2 Admission Criteria: Attestation of College Studies (AEC) Programs

In order to be admitted to a program leading to an AEC, an applicant must have education and/or experience deemed sufficient by the College and meet one of the following requirements:

- have interrupted his/her studies for at least two consecutive semesters or one academic year;
- be covered by an agreement between the College and an employer or government program; or
- have completed at least one year of post-secondary studies.

3.3 Language Criteria

3.3.1 DEC/Springboard

An applicant to a DEC or Springboard, whose country of origin is not Canada and whose mother tongue is not English, must meet one of the following criteria:

- provide evidence of the required language score from a language test approved by the College; or
- provide proof of successful post-secondary studies in an educational institution recognized by the College where the language of instruction was English.

The College may refer to other tools to assess the educational standing of an applicant beyond the *Service régional d'admission du Montréal métropolitain* (SRAM) and the *Ministère d'immigration, diversité, et inclusion*.

3.3.2 AEC

An applicant to an AEC must demonstrate sufficient proficiency in English, as well as in French for some AEC programs.

3.4 Academic Standing

An applicant's previous Quebec college studies will be evaluated in accordance with the criteria of satisfactory academic standing under the College's *Bylaw 5: Concerning Support for Student Success*.

3.5 Credit Recognition

An applicant who wishes to transfer credits from another Cégep, college or university, must apply for an evaluation of his/her academic records during the admission process, and in accordance with the College's *Policy 5: Evaluation of Student Achievement*.

3.6 Admission Offer

The applicant accepts an offer of admission by complying with the registration conditions and deadlines.

The College has the right to withdraw an offer of admission if the applicant does not comply with the specified admission and registration conditions and deadlines.

An offer of admission relates only to the semester to which the applicant applied, and cannot be deferred to a subsequent semester.

3.7 Fees

The applicant must pay the admission and registration fees (under *Bylaw 2: Concerning the Collection of Student Fees* and *Bylaw 7: Concerning the Collection of Administrative Fees*) by the prescribed deadlines in order to complete and retain his/her eligibility of admission to and registration in the College.

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3.8 Program Availability

When the number of applicants for a program exceeds the number of places available, the College may refuse an applicant, even if he/she satisfies the conditions for admission.

3.9 Admission Refusal

An applicant has the right to be informed of the reason(s) for not being admitted.

3.10 Readmission

A former Cégep Heritage College student who has not been registered at the College for one or more semesters is considered an applicant and must re-apply for admission and meet the admission conditions in effect at that time.

3.11 Program Suspension

The College has the right to suspend the start of a program if it is deemed not to be viable.

ARTICLE 4 Roles and Responsibilities

4.1 Board

The Board approves the present Bylaw and any revisions thereto.

4.2 Academic Senate

The Academic Senate recommends approval of the present Bylaw to the Board of Governors in accordance with *Bylaw 4: Concerning the Academic Senate*.

4.3 Academic Dean

The Academic Dean is responsible for ensuring that the Bylaw is coherent with College policies and bylaws.

4.4 Director of Student Services

The Director of Student Services is responsible for:

- revisions to the present Bylaw, as required in accordance with Ministry directives;
- implementation of the present Bylaw; and
- assisting in the evaluation of an applicant's request for admission.

4.5 Academic Advisors

Academic Advisors are responsible for evaluating an applicant's request for admission.

ARTICLE 5 Revision

The present Bylaw will be revised when deemed necessary by the Ministry (in which case the changes will take effect immediately and supersede current requirements) or reviewed every five (5) years. In accordance with article 4.1.4 of *Heritage College Bylaw #4 Concerning the Academic Senate* the present Bylaw will be reviewed by Academic Senate prior to its submission to the Board. In addition, the College will evaluate the application of the present Bylaw in the revision year.

5.1 Procedures

A consultation involving Senior Management, faculty and advisors, as well as Academic Senate will be undertaken.

5.2 Criteria

The purpose of the evaluation is to determine the extent to which the Bylaw's objectives are being met. In addition, the evaluation will include an analysis of the practical application of the present Bylaw, of whether present Bylaw works in tandem with other College bylaws or policies and whether the present Bylaw confirms to all Ministry guidelines.

The present bylaw/policy will be reviewed at least every five (5) years, and revised when deemed necessary.

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GLOSSARY

AEC:	The French acronym commonly used for an Attestation of College Studies.
The Applicant:	A person who applies to be enrolled in a program/Springboard.
Attestation Program:	An institutional program leading to an Attestation of College Studies in an area of training specific to a program of technical studies.
The Board:	The Board of Governors of Cégep Heritage College.
The College:	Cégep Heritage College.
DEC:	The French acronym commonly used for a Diploma of College Studies.
DEP:	The French acronym commonly used for a Diploma of Vocational Studies.
DES:	The French acronym commonly used for a Diploma of Secondary Studies.
The Ministry:	The Ministry responsible for the application of the <i>Règlement sur le régime des études collégiales</i> .
Programs:	Refers to a Diploma of College Studies (DEC), an Attestation of College Studies (AEC) or Springboard to a Diploma (Springboard).
Registration:	The official process by which an applicant accepts an offer of admission and/or retains their right to study at the College.
Registration Fees:	The fees required each semester, under <i>Bylaw 2: Concerning the Collection of Student Fees</i> and <i>Bylaw 7: Concerning the Collection of Administrative Fees</i> , which permit the student to study at the College.
Springboard to a Diploma:	A semester in which a student explores a program(s), or is in the process of obtaining College/program specific entrance requirement(s). A student may enroll in Springboard for a maximum of three consecutive semesters if he/she is exploring programs or missing program pre-requisites, and for one semester only if he/she is missing up to six credits towards a DES.

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Related Document(s)

This document is to be used in conjunction with:

- *General and Vocational Colleges Act (R.S.Q., c. C-29)* Revised edition.²
- *College Education Regulations (R.S.Q., c. C-29, r. 5.1.1)* Revised edition.³
- Bylaw 2: Concerning the Collection of Student Fees⁴
- Bylaw 4: Concerning the Academic Senate⁵
- Bylaw 5 Concerning the Support of Student Success⁶
- Bylaw 7: Concerning the Collection of Administrative Fees⁷
- Policy 5: Evaluation of Student Achievement⁸
- Policy 19: Concerning Conditions of Eligibility for a Work Term⁹

² Copies of this document are available from the Director General's office.

³ Copies of this document are available on the College website.

⁴ Ibid.

⁵ Ibid.

⁶ Ibid.

⁷ Ibid.

⁸ Ibid.

⁹ Ibid.