



**HERITAGE COLLEGE  
BYLAW #3**

**CONCERNING  
THE ATTESTATION OF COLLEGE STUDIES (A.E.C.)**

**COMING INTO FORCE:** April 29, 1992  
**REVISED:** April 26, 2005  
**ADMINISTRATOR:** Academic Dean

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# HERITAGE COLLEGE BYLAW #3

## CONCERNING THE ATTESTATION OF COLLEGE STUDIES (A.E.C.)

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### Preamble<sup>1</sup>

The present bylaw is established in accordance with the requirements of article 33 of the *College Education Regulations*.

Moreover, article 16 of said regulations states that Heritage College may, if it is authorized to implement a program leading to a D.E.C., draw up and implement an institutional program leading to an A.E.C. in any area of training specific to a technical program leading to a D.E.C.

In addition, the College may, with the authorization of and on the conditions determined by the Minister of Education, draw up and implement an institutional program leading to an A.E.C. in any other area of technical education.

### ARTICLE 1

#### Purpose

As Heritage College is committed to the principle of accessibility to quality education at the college level, the present bylaw establishes the conditions concerning attestation programs.

### ARTICLE 2

#### Application

The present bylaw applies to all attestation programs offered at Heritage College.

### ARTICLE 3

#### Provisions

#### 3.1 Admission to an Attestation Program

The College may admit to a program leading to an Attestation of College Studies a person who has received instruction deemed acceptable by the College and who meets one of the following requirements:

- 1) the person's studies have been interrupted for at least two consecutive terms or one school year;

- 2) the person is covered by an agreement entered into by the College and an employer or by a government program;
- 3) the person has completed at least one year of post-secondary studies spread over a period of one year or more.

To be admitted to a program leading to an Attestation of College Studies, an applicant must have successfully completed Secondary V English or its equivalent; or instruction deemed acceptable. An applicant who has not met this minimum standard of English must take a proficiency test. Failure to meet the minimum standard of English may result in the College's refusal to admit the applicant.

A person who has a Secondary School Diploma or a Secondary School Vocational Diploma or a Diploma of Vocational Studies and who meets one of the following requirements may be admitted to a program leading to an A.E.C. designated by the Minister:

- 1) the program enables the person to pursue technical studies in a field for which there is no program leading to a D.E.C.;
- 2) the program is covered by an agreement regarding training, entered into by the Minister of Education with a department or a body of the Gouvernement du Québec.

A person who has a Secondary School Vocational Diploma or a Diploma of Vocational Studies may also be admitted to a program leading to an A.E.C. designated by the Minister, inasmuch as the program enables that person to acquire technical training as an extension of the vocational training offered at the secondary level.

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<sup>1</sup> See the Glossary for explanations of frequently-used terms.

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**3.2 Awarding the Attestation of College Studies**

A student who has attained the objectives of an attestation program shall be awarded an Attestation of College Studies by the College.

In accordance with article 33 of the *College Education Regulations*, said Attestation of College Studies shall state the name of the student, the name of the College, the number of credits received and the title of the program.

**ARTICLE 4  
Roles and Responsibilities**

**4.1 Board of Governors**

The Board of Governors approves all attestation programs to be offered by the College.

The Board of Governors also approves the awarding of the Attestation of College Studies by the College.

**4.2 Academic Senate**

The Academic Senate makes recommendations to the Board of Governors with respect to all attestation programs to be offered by the College.

**4.3 Academic Dean**

The Academic Dean recommends to the Board of Governors the awarding of Attestations of College Studies.

**ARTICLE 5  
Revision**

The present bylaw will be reviewed every three (3) years or when deemed necessary by Ministry requirements or by the Board. In accordance with article 4.1.4 of *Heritage College Bylaw #4*, the present bylaw will be reviewed by Academic Senate prior to its submission to the Board.

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### GLOSSARY

**A.E.C.:** is the French acronym for an Attestation of College Studies.

**Attestation Program:** is an institutional program leading to an Attestation of College Studies in an area of training specific to a program of technical studies leading to a Diploma of College Studies.

**D.E.C.:** is the French acronym for a Diploma of College Studies.

**Objective:** means the competency, skills or knowledge, to be acquired or mastered.

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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, s.18; 1993, c.25, s. 11) Revised edition.*<sup>2</sup>
- *College Education Regulations (R.S.Q., c. C-29, s.18; 1993, c.25, s. 11) Revised edition.*<sup>3</sup>

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<sup>2</sup> Copies of this document are available from the Director General's office.

<sup>3</sup> Ibid.