



**HERITAGE COLLEGE
POLICY #34**

**CONCERNING
FRENCH SECOND LANGUAGE**

COMING INTO FORCE: October 1, 2004
REVISED: September 14, 2004
ADMINISTRATORS: Director General/Academic Dean

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Preamble¹

The Charter of the French Language (RSQ, ch. C-11, a. 88.1 & 88.2) has been amended to include the following:

“Before 1 October 2004, every institution that provides college instruction... must adopt a policy applicable to college-level instruction regarding the use and quality of the French language. ...

“...In the case of an institution that provides college or university instruction in English to the majority of its students, the language policy must pertain to the teaching of French as a second language, the language used by the administration of the institution in its written communications with the civil administration and legal persons established in Québec, and the implementation of the policy and the monitoring of its application.”

ARTICLE 1 Teaching of French as a Second Language

- 1.1 As a college in the province of Quebec, aware of its responsibility to contribute to the intellectual, economic and social development of our society, Heritage College recognizes the importance for its students to learn French.
- 1.2 All students are required to complete successfully at least two college-level French courses as part of their DEC program, except in cases where Ministerial regulations allow otherwise.
- 1.3 All students are required to meet the exit standard established for French Second Language, except in cases where Ministerial regulations allow otherwise.
- 1.4 Students who arrive at Heritage College without adequate preparation to achieve the exit standard may be required to take more than two college-level courses.

¹ See the Glossary for explanations of frequently-used terms

ARTICLE 2 Written Communication in French

- 2.1 Official written correspondence with the civil administration of Québec and with legal entities established in Québec will normally be in French, however this correspondence may be accompanied by documentation (bylaws, policies, reports, appendices, etc.) that, by the nature of its development, adoption, presentation and conservation, exists in English only.
- 2.2 Official written correspondence with legal entities established in Québec that, by their nature retain a special or bilingual status under the preamble or any article of the Charter of the French Language, may be in English.
- 2.3 Notwithstanding 2.1 above, official written correspondence received in English from a member of the civil administration of Québec or from legal persons established in Québec will be responded to by the College in English.

ARTICLE 3 Responsibilities Arising from this Policy and Effect

- 3.1 The Academic Dean is responsible for the application of Article 1 of this policy.
- 3.2 The Director General is responsible for the application of Article 2 of this policy.
- 3.3 This policy comes into effect on 1 October 2004.

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GLOSSARY

Legal Entities: entities created by human laws, as compared to natural persons (i.e. human beings). A corporation is an example of a legal person.

College: Heritage College/ Collège Heritage.

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Related Document(s)

This document is to be used in conjunction with:

- *Projet de loi no 104, Loi modifiant la Charte de la langue française, 2002.*²

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