



**HERITAGE COLLEGE
POLICY #8**

**CONCERNING CONDITIONS FOR ADMISSION
TO DIPLOMA (D.E.C.) PROGRAMS**

COMING INTO FORCE: November 29, 1994
REVISED: February 22, 2010
ADMINISTRATOR: Director of Student Services

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Preamble¹

The present policy is established in accordance with the *College Education Regulations*.

ARTICLE 1 Purpose

Quebec cégeps are committed to the principle of accessibility to quality educational activities at the college level.

The conditions governing admission to a cégep are described in the Ministry publication, *The College Education Regulations*. These conditions are applied at Heritage College in the manner outlined below.

ARTICLE 2 Application

The present policy applies to all applicants to Heritage College diploma (D.E.C.) programs.

ARTICLE 3 Provisions

3.1 Admission to a Diploma Program

In order to be admitted to a program leading to a Diploma of College Studies (D.E.C.), a candidate must meet one of the following three requirements:

- 1) The candidate holds a Secondary School Diploma (D.E.S.) in the Youth Sector or in the Adult Sector, or equivalent including the following courses:²
 - Secondary V credits in English
 - Secondary V credits in French as a second language
 - Secondary IV credits in Mathematics
 - Secondary IV credits in Physical Science
 - Secondary IV credits in History of Quebec and Canada.

¹ See the Glossary for explanations of frequently-used terms.

² Candidates who graduated with a D.E.S. prior to June, 1997 may be admitted with a D.E.S. only.

- 2) The candidate holds a Secondary School Diploma of Vocational Studies (D.E.P.) and has successfully completed the following subjects:

- Secondary V English
- Secondary V French
- Secondary IV Mathematics

The College may accept applicants who are missing up to six credits of the courses listed in article 3.1, sections 1) or 2).

These candidates will receive a “conditional admission.” They will have to successfully complete upgrading activities to attain the necessary credits. These can be taken at the College, if provided, or through another institution or school board. The activities must be completed and the credits obtained before the student can be allowed to register for a second semester.

- 3) The candidate has education and experience which the College considers to be sufficient.

To be eligible for consideration under this clause, the candidate cannot have been a full-time student for a cumulative period of 36 months. The College may ask for additional requirements in order to determine the admissibility of the candidate.

3.2 Specific Conditions/Pre-requisites

No special conditions for admission to a program leading to a Diploma of College Studies established by the College may have the effect of imposing the successful completion of specific secondary school courses other than those required to obtain a Secondary School Diploma or a Secondary School Vocational Diploma awarded by the Minister, those referred to in subparagraph 2 of the first paragraph of section 2 of division 2 of the Regulations, or those required under the special conditions for admission to a program of studies established by the Minister.

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Heritage College D.E.C. programs having additional admission requirements in the form of specific pre-requisites which are listed in Article 3.3.

These pre-requisites are established upon the recommendation of ministerial advisory boards. They identify particular secondary level courses which form part of a learning sequence within a discipline or program.

Some pre-university programs designated by the Ministry require additional upgrading in Mathematics.

3.3 Secondary Level Pre-requisites

A) General Studies Programs	Pre-requisites <i>(See Annex #8.1)</i>
200.B0 Science	1, 2, 5
300.A0 Social Science	**
with Math	1
Commerce (300.A3)	1
510.A0 Visual Arts	Nil
700.B0 Liberal Arts	Nil
with Math	1
B) Technical Studies Programs	Pre-requisites <i>(See Annex #8.1)</i>
180.A0 Nursing	7, 5*
243.B0 Electrotechnology	3, 4
322.A0 Early Childhood Care and Education	Nil
410.B0 Accounting and Management Technology	4
412.A0 NewMedia and Publication Design	Nil
414.AB Tourism	6
420.A0 Computer Science	1
430.A0 Hotel Management	6

* Applicants without the Chemistry 504 pre-requisite will be admissible until Fall 2011, based on their completion of the Chemistry requirement through the complementary course component of the D.E.C.

** Applicants with Mathematics 416 will be admissible only if they successfully complete a 15-hour module in Mathematics offered by the College.

3.4 Local Conditions/Pre-requisites

- 1) A person whose country of origin is other than Canada, and whose first language is not English will be required to submit valid TOEFL® test scores³ to the College. The scores will be used to evaluate the level of fluency in English of the candidate. The minimum scores required for admission are found in Annex #8.2.
- 2) When the number of candidates for a program exceeds the number of places available, the College may refuse applicants, even if they satisfy the conditions for admission.
- 3) The post-secondary academic records of all candidates will be assessed during the admission process in accordance with College bylaws and policies.

3.5 Re-admission

Candidates for re-admission to a program must meet pre-requisites as outlined in articles 3.1, 3.2 and 3.3 and meet program conditions as outlined in the College's student advancement policies.

ARTICLE 4 Roles and Responsibilities

4.1 Board

The Board approves the present policy and any revisions thereto.

4.2 Academic Senate

The Academic Senate recommends approval of the present policy to the Board of Governors.

4.3 Academic Dean

The Academic Dean is responsible for ensuring that student advancement policies for programs comply with College policies and bylaws.

³ TOEFL® test scores are valid for two years after the test date.

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4.4 Director of Student Services

The Director of Student Services is responsible for:

- 1) revisions to the present policy, as required in accordance with Ministry directives
- 2) the implementation and application of the present policy.

ARTICLE 5 Revision

The present policy will be revised annually 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 policy will be reviewed by Academic Senate prior to its submission to the Board.

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GLOSSARY

- the Board:** the Board of Governors of Heritage College.
- the College:** Collège Heritage, Heritage College.
- D.E.C.:** the French acronym for a Diploma of College Studies.
- D.E.P.:** the French acronym for a Diploma of Vocational Studies.
- the Minister:** the Minister responsible for the application of the *General and Vocational Colleges Act, c. C-29* and amendments.
- the Ministry:** the Ministry responsible for the application of the *General and Vocational Colleges Act, c. C-29* and amendments.
- Program:** An integrated set of learning activities to the achievement of educational objectives based on set standards.
- the Regulations:** *College Education Regulations, General and Vocational Colleges Act, R.S.Q., c. C-29, r.5.1.1* and amendments.
- Student Advancement:** conditions determined by a program by which a student can continue in or be re-admitted to the same program.
- TOEFL®:** the acronym for an Internet-based Test of English as a Foreign Language™.

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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.⁴
- *College Education Regulations (R.S.Q., c. C-29, r. 5.1.1)* Revised edition.⁵
- *Student Academic Standing and Advancement Policy.*⁶

⁴ Copies of this document are available from the Director General's office.

⁵ Ibid.

⁶ Under development.

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Annex #P8.1

Prerequisite Table

Code	Category	Course Code	Course Number
1	Mathematics	TS 5 or SN 5	564-506 or 565-506
2	Physics	Physics 5	553-504
3	Physical Science	ST 4 or ATS 4	555-404 or 557-406
4	Mathematics	TS 4 or SN 4	564-406 or 565-406
5	Chemistry	Chemistry 5	551-504
6	Mathematics	CST 4	563-404
7	Physical Science	STE 4 or SE 4	558-404 or 558-402

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Annex #P8.2

TOEFL® Test Scores

The TOEFL® Test (Test of English as a Foreign Language™) measures the ability of nonnative speakers of English to use and understand English as it is spoken, written, and heard in college and university settings.

The TOEFL® iBT

The TOEFL® Internet-based test (iBT) tests all four language skills that are important for effective communication: reading, listening, speaking, and writing. The test helps students demonstrate that they have the English skills needed for success. The TOEFL® iBT also emphasizes integrated skills and provides better information to institutions about students' ability to communicate in an academic setting and their readiness for academic coursework.

Heritage College Test Score Minimum

TOEFL® iBT ⁷ :	80
Reading	20
Listening	20
Speaking	20
Writing	20

⁷ Test results from the paper-based version of TOEFL® will be acceptable.