

**CÉGEP HERITAGE COLLEGE
POLICY #34**

**CONCERNING
THE FRENCH LANGUAGE**

COMING INTO FORCE: October 1, 2004
REVISED: November 22, 2011
ADMINISTRATORS: Director General / Academic Dean

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Preamble

As a public college in Québec, Cégep Heritage College has the responsibility to promote the status and importance of the French language. To this end, Cégep Heritage College is committed to enabling its students to communicate effectively with their fellow citizens in French. In order to participate fully in the life and culture of Québec society, the ability to communicate in French is essential.

Cégep Heritage College is also committed to offering French second language courses for faculty and administrative staff who desire to improve their language skills. In addition, Cégep Heritage College is committed to increasing the visibility of both the French language and Québécois culture, in all its diversity, within the institution.

In addition, the Charter of the French Language (RSQ, ch. C-11, a. 88.1 & 88.2) includes the following obligations:

“... 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

Purpose

To ensure Cégep Heritage College promotes the status and importance of the French language.

1.1 Teaching of French as a Second Language

- 1.1.1** To promote awareness that, as a college in the province of Quebec, Cégep Heritage College has the responsibility to contribute to the intellectual, economic and social development of our society by providing learning opportunities for its students to communicate effectively in French.

1.2 Written Communication in French

- 1.2.1** To encourage employees of the College to take appropriate measures to ensure a high quality of French in their correspondence in that language.

ARTICLE 2

Application

The present policy applies to the teaching of French as a second language in all programs leading to a diploma (DEC) or an attestation (AEC). Furthermore, this policy also applies to communication in French within the College or with outside entities.

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ARTICLE 3 Provisions

3.1 Students

- 3.1.1** 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.
- 3.1.2** All students are required to meet the exit standard established for French as a Second Language, except in cases where Ministerial regulations allow otherwise.
- 3.1.3** Students who arrive at Cégep Heritage College without adequate preparation to achieve the exit standard are usually required to take more than the minimum two college-level courses.

3.2 Employees

- 3.2.1** 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 that, by the nature of its development, adoption, presentation and conservation, exists in English only.
- 3.2.2** 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.
- 3.2.3** Notwithstanding 3.2.1 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 4 Roles and Responsibilities

- 4.1** The Academic Dean is responsible for the application of Article 3.1 of this policy.
- 4.2** The Director General is responsible for the application of Article 3.2 of this policy.
- 4.3** Managers in charge of a College service are responsible for the application of this policy in their respective service.
- 4.4** As per the Charter of the French language, (RSQ, ch. C-11, a. 88.3) a copy of the present policy, once amended, must be transmitted to the Ministry of Education.

ARTICLE 5 Revision

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

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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: Cégep Heritage College

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Related Document(s)

This document is to be used in conjunction with:

Charte de la langue française, L.R.Q., chapitre C-11