



**HERITAGE COLLEGE  
POLICY #8**

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

**COMING INTO FORCE:** November 29, 1994  
**REVISED:** Nov 23, 2010  
**ADMINISTRATOR:** Director of Student Services

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# HERITAGE COLLEGE POLICY #8 CONCERNING CONDITIONS FOR ADMISSION TO DIPLOMA (D.E.C.) PROGRAMS

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## Preamble<sup>1</sup>

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 five requirements:

- 1) The candidate holds a Secondary School Diploma (D.E.S.) in the Youth Sector or in the Adult Sector, or equivalent<sup>2</sup> including the following courses:
  - Secondary V credits in the Language of Instruction
  - Secondary V credits in a Second Language
  - Secondary IV credits in Mathematics
  - Secondary IV credits in Physical Science
  - Secondary IV credits in History of Quebec and Canada.

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

<sup>2</sup> 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 Language of Instruction
- Secondary V Second Language
- Secondary IV Mathematics
- Secondary IV Physical Science
- Secondary IV History

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

The College offers upgrading in French Second Language 5, Math TS / SN 4, Math TS /SN 5 and Physical Science 436 / AST 4 / ST4.

Math CST 4 and 5, History 4, and Language of Instruction 5 may be obtained through the Western Québec School Board or through Distance Education provided by the Eastern Townships School Board.

These activities may be taken concurrently with college studies, but must be completed and the credits obtained before the student can be allowed to register for a second semester. Such applicants will be required to follow a reduced schedule and will have to take at least one additional semester in the pursuit of their DEC.

Proof of registration at an Adult Education Center or Distance Education provider will be required upon registration. In addition, such students will be followed by an academic advisor throughout their program to ensure their success.

- 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

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additional requirements in order to determine the admissibility of the candidate.

#### 4) Out of Province Students

Students in secondary schools in a province other than Quebec must be completing the following:

- Alberta Grade XI (67-100 credits)
- British Columbia Grade XI
- Manitoba Grade XI (minimum 13 credits )
- New Brunswick Grade XI (minimum 12 credits)
- Newfoundland Grade XI (minimum 24 credits)
- Nova Scotia Grade XI (minimum 12 credits)
- Ontario Secondary School (Grade XI minimum 22 credits or diploma)
- Prince Edward Island Grade XI (minimum 12 credits)
- Saskatchewan Grade XI (minimum 16 credits)

Out of province students must submit the following documentation:

- a certified cumulative transcript including final grades from the previous year;
- a mid-term report card of academic year in progress indicating expected date of graduation and rank;  
or
- a certified final transcript indicating level attained and/or graduation requirements met if secondary studies completed.

#### 5) International Students

The minimum admission requirement is the successful completion of the Quebec Diploma of Secondary Studies (including specific Ministry requirements) or its equivalent from another province or country. Specific course requirements or other conditions must also be met for certain programs.

In addition, applications to Heritage College must be processed and evaluated by “le Service régional d’admission du Montréal métropolitain” ([www.sram.qc.ca](http://www.sram.qc.ca)).

Students must complete Core (general education), Concentration, and Complementary course requirements. Core courses consist of 4 English, 2 French, 3 Philosophy and 3 Physical Education. Concentration courses are specialization courses. Complementary courses are outside the field of concentration. Students who successfully complete either a pre-university or career program are eligible to obtain a College Diploma.

The College follows a fifteen-week semester system. The fall semester begins in late August and the winter semester in mid-January.

### 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 (See Annex #8.1)
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 with Math	Nil 1
B) Technical Studies Programs	Pre-requisites (See Annex #8.1)
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 scores<sup>3</sup> 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.

### 4.4 Director of Student Services

<sup>3</sup> TOEFL® test scores are valid for two years after the test date.

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

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<sup>4</sup> Copies of this document are available from the Director General's office.

<sup>5</sup> Ibid.

<sup>6</sup> Under development.

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**Annex #P8.1**

**Prerequisite Table**

<b>Code</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Number</b>
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 <sup>7</sup> :	80
Reading	20
Listening	20
Speaking	20
Writing	20

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