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**CÉGEP HERITAGE COLLEGE
BYLAW #3**

**CONCERNING
CONDITIONS FOR ADMISSION**

COMING INTO FORCE: April 26, 1992

REVISED:

November 30, 2016
January 23, 2019
April 26, 2023
March 27, 2024
March 26, 2025
January 14, 2026

ADMINISTRATOR: Academic Dean

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Preamble

The present Bylaw is established in accordance with the *College Education Regulations (C-29, r.4)*, (hereinafter referred to as the “*Regulations*”), which form part of the *General and Vocational Colleges Act (CQLR, c. C-29)*.

Interpretation

In the present document, the use of gender-neutral language is used solely for the purpose of simplifying the text and by no means is intended as discriminatory. The singular shall include the plural and the plural the singular in each case as the context may require.

In the event of any conflict between the English and French versions, the English shall prevail.

Purpose

CÉGEP Heritage College (hereinafter referred to as the “College”) is committed to the principle of accessibility to quality education.

The objectives of the present Bylaw are to:

- specify the college and program admission requirements; and
- inform College employees about their responsibilities; and
- ensure the regular revision and amendment of the present Bylaw.

Application

The present Bylaw applies to all applicants to College programs.

ARTICLE 1

General Provisions

1.1 Definitions

In all bylaws of the College, the following expressions mean:

ACS:	The English acronym commonly used for an Attestation of College Studies. The corresponding French acronym commonly used is AEC (<i>attestation d'études collégiales</i>).
Applicant:	A person who applies to be enrolled in a program, Springboard, or a course.
Attestation Program:	An institutional program leading to an Attestation of College Studies in an area of training specific to a program of technical studies.
Board:	The Board of Governors of CÉGEP Heritage College
DCS:	The English acronym commonly used for a Diploma of College Studies. The corresponding French acronym commonly used is DEC (<i>diplôme d'études collégiales</i>).
DVS:	The English acronym commonly used for a Diploma of Vocational Studies. The corresponding French acronym commonly used is DEP (<i>diplôme d'études professionnelles</i>).
Legal status in Canada:	Having legal status means you are authorized to enter and remain in Canada as a temporary or permanent resident under the Immigration and Refugee Protection Act, as a Canadian citizen under the Citizenship Act or as a Registered Indian under the Indian Act.
Minister:	Unless specified otherwise, the Minister responsible for the application of the <i>Act</i> under Article 72.

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Ministry:	Unless specified otherwise, the Ministry under the jurisdiction of the Minister defined above.
Programs:	A Diploma of College Studies (DCS), an Attestation of College Studies (ACS) or Springboard to a Diploma (Springboard).
Regulations:	The shortened form of <i>College Education Regulations</i> which is part of the <i>General and Vocational Colleges Act</i> .
Springboard to a Diploma:	A semester in which a student is in the process of obtaining College/program specific admission requirement(s). A student may enroll in Springboard for a maximum of three (3) consecutive semesters.
SSD:	The English acronym commonly used for a Diploma of Secondary Studies. The corresponding French acronym commonly used is DES (<i>diplôme d'études secondaires</i>).
Upgrading Activities:	An activity that can consist of, but is not limited to, a course or workshop.

ARTICLE 2

Provisions

2.1 Admission Criteria: Diploma of College Studies (DCS) Programs and Springboard to a Diploma (Springboard)

2.1.1 College Admission Criteria

In order to be eligible for admission to a program leading to a DCS or Springboard, an applicant must meet one of the following requirements:

- 1) The applicant holds a Quebec Secondary School Diploma (SSD), or equivalent from another province or country¹ as defined by Article 2 of the Regulations².
- 2) The applicant holds a Quebec Diploma of Vocational Studies (DVS), or equivalent from another province or country, and has successfully completed the following subjects as defined by Article 2.1 of the Regulations:
 - Secondary 5 Language of Instruction;
 - Secondary 5 Second Language; and
 - Secondary 4 Mathematics.
- 3) The applicant has education and experience which the College considers to be sufficient and who has not been registered in full-time studies for twenty-four (24) months as defined by Article 2.2 of the Regulations.
- 4) The applicant is in the process of completing the remaining credits, up to a maximum of six (6) credits towards the completion of their SSD or DVS as defined in Article 2.3 of the Regulations. Note: The applicant is admitted to Springboard and is generally enrolled in General Education courses common to all programs. The credits must be obtained by the end of the first semester at the College.

In addition, an applicant who was not educated in Canada and who does not have permanent residence or citizenship status within Canada may be subject to federal and provincial immigration regulations.

¹ Candidates who graduated with a DES prior to June 1997 should consult the Registrar.

² Consult [Appendix #B3.3 – Out-of-Province High School Equivalencies](#).

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2.1.2 Program Specific Criteria

In order to be eligible for admission to some programs, the Ministry and the College have set additional program specific criteria as defined by the present Bylaw³.

2.1.3 Other Admission Considerations

When the number of applicants exceeds the space available in a program, and the applicant meets the Ministerial college and Ministerial program specific admission requirements, each applicant is evaluated and prioritized according to the following criteria, in each admission round:

- Eligibility for instruction in English (consult related document *Charter of the French Language, Law 14*) and
- Additional local program specific admission requirements.

2.1.4 Language Criteria

An applicant to a DCS or Springboard who does not have legal status in Canada must meet one (1) of the following criteria:

- provide evidence of the required language score from a language test approved by the College⁴; or
- provide proof of successful studies in an educational institution recognized by the College where the language of instruction was English and demonstrate sufficient French language knowledge.

An applicant to a DCS or Springboard who has legal status in Canada but without French language education in Quebec must successfully complete a College administered French language admission test.

The College may refer to other tools to assess the educational standing of an applicant beyond the Service régional d'admission du Montréal métropolitain and the Ministère de l'Immigration, de la Francisation et de l'Intégration.

2.2 Admission Criteria: Attestation of College Studies (ACS) Programs

2.2.1 College Admission Criteria

In order to be admitted to a program leading to an ACS as defined by Article 4 of the Regulations:

- 1) an applicant must have education and/or experience deemed sufficient by the College and meet one (1) of the following requirements:
 - has interrupted full-time studies or has pursued full-time post-secondary studies for at least two (2) consecutive semesters or one (1) academic year;
 - has interrupted full-time studies for one (1) semester and pursued post-secondary studies full-time for at least one (1) semester;
 - is covered by an agreement between the College and an employer or government program; or
 - holds a Diploma of Vocational Studies (DVS).
- 2) an applicant who holds a Secondary School Diploma (SSD) or equivalent must meet one (1) of the following requirements:
 - is applying to a program for which a DCS program does not exist; or

³ [Consult Appendix #B3.1 – Program Specific Admission Criteria.](#)

⁴ [Consult Appendix #B3.2 Approved Language Test.](#)

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- the program of studies is covered by an agreement between the College and the Ministry or Quebec governmental training body.

2.2.2 Other Admission Considerations

When the number of applicants exceeds the space available in a program, and the applicant meets the college admission requirements, each applicant is evaluated and prioritized according to their eligibility for instruction in English (consult related document *Charter of the French Language, Law 14*).

2.2.3 Language Criteria

An applicant to an ACS must demonstrate sufficient proficiency in English through a college administered language test.

An applicant to an ACS who does not hold a certificate of eligibility for instruction in English or an exemption⁵ according to the *Charter of the French Language Law 14*, must provide evidence of successful completion of a Ministry-approved test⁶ for Level 7 in oral French and Level 4 in written French.⁷

2.3 Academic Standing

An applicant's previous Quebec college studies will be evaluated in accordance with the criteria of satisfactory academic standing under the College's Bylaw #5 Concerning Support for Student Success.

2.4 Credit Recognition

An applicant who wishes to transfer credits from another CÉGEP, college or university, must apply for an evaluation of academic records during the admission process, and in accordance with the College's Policy #5 Concerning Evaluation of Student Achievement.

2.5 Upgrading Activities

The applicant may be required to complete upgrading activities in order to meet the admission and/or progression requirements of a program of studies as defined by Article 4.1 of the Regulations.

2.6 Admission Offer

An offer of admission is made to an applicant who meets the admission requirements at the time of application. A conditional offer of admission is made to an applicant who is in the process of passing the admission requirements at the time of application. Under certain circumstances the College may offer a conditional admission to an applicant who is not passing 6 high school credits or less. The applicant accepts an offer of admission by complying with the admission conditions and deadlines, as indicated in their letter of admission. Under exceptional circumstances, the College may extend the admission conditions deadline to the semester withdrawal deadline.

The College has the right to withdraw an offer of admission if the applicant does not comply with the specified admission conditions and deadlines.

An offer of admission relates only to the semester to which the applicant applied and cannot be deferred to a subsequent semester.

In the event of a refusal of admission, an applicant is informed of the reason(s) for the refusal.

⁵ Consult Appendix #B3.4 – ACS French Language Exemptions for a Student without a Certificate of Eligibility to Study in English.

⁶ Consult Appendix #B3.5 – ACS French Language Certified Tests

⁷ Consult https://cdn-contenu.quebec.ca/cdn-contenu/francisation/MIFI/referentiel/NM_ecelle_niveaux_competences.pdf

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2.7 Fees

The applicant must pay the application fee in accordance with Bylaw #2 Concerning the Collection of Student Fees.

2.8 Change of Program

A current College student who applies to a new program must meet the admission conditions in effect at the time of application.

2.9 Readmission

A former College student who has not been registered at the College for one (1) or more semesters must re-apply for admission and meet the admission conditions in effect at the time of application. If the program has changed, applicants will be admitted to the most recent program profile unless appropriate substitutions can be made to complete the original program.

2.10 Program Suspension

The College reserves the right to suspend the start of a program when there is insufficient enrollment or a lack of financing.

ARTICLE 3 Roles and Responsibilities

3.1 Board of Governors

The Board approves the present Bylaw and any revisions thereto.

3.2 Academic Senate

The Academic Senate recommends approval of the present Bylaw to the Board of Governors in accordance with Bylaw #4 Concerning the Academic Senate.

3.3 Academic Dean

The Academic Dean is responsible for:

- ensuring that the present Bylaw is coherent with College policies and bylaws; and
- revising the present Bylaw, as required in accordance with Ministry directives.

3.4 Registrar

The Registrar is responsible for:

- implementing the present Bylaw; and
- evaluating an applicant's request for admission.

3.5 Academic Advisors

Academic Advisors are responsible for assisting in the evaluation of an applicant's request for admission.

ARTICLE 4 Revision

The present Bylaw will be revised when deemed necessary by the Ministry (in which case the changes will take effect immediately and supersede current requirements) or reviewed every five (5) years. In accordance with Article 4.4 of CÉGEP Heritage College Bylaw #4 Concerning the Academic Senate, the present Bylaw will be reviewed by

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Academic Senate prior to its submission to the Board. In addition, the College will evaluate the application of the present Bylaw in the revision year.

4.1 Procedures

A consultation involving Senior Management, members from Academic Services and Student Services, and Senate, will be undertaken.

4.2 Criteria

The purpose of the evaluation is to determine the extent to which the Bylaw's objectives are being met. In addition, the evaluation will include an analysis of the practical application of the present Bylaw, of whether present Bylaw works in tandem with other College bylaws or policies and whether the present Bylaw conforms to all Ministry guidelines.

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Related Documents

This document is to be used in conjunction with:

- *Charter of the French Language, Law 14 (c. C-14)*⁸
- *General and Vocational Colleges Act (RSQ, c. C-29)* Revised edition.⁹
- *College Education Regulations (RSQ, c. C-29, r. 5.1.1)* Revised edition.¹⁰
- Conditions d'admissions aux programmes d'études conduisant au diplôme d'études collégiales¹¹
- Guide de vérification sur l'effectif scolaire des cégeps à l'intention des vérificateurs externes pour l'année scolaire¹²
- CÉGEP Heritage College Bylaw #2 Concerning the Collection of Student Fees¹³
- CÉGEP Heritage College Bylaw #4 Concerning the Academic Senate¹⁴
- CÉGEP Heritage College Bylaw #5 Concerning the Support of Student Success¹⁵
- CÉGEP Heritage College Policy #5 Evaluation of Student Achievement¹⁶
- CÉGEP Heritage College Policy #19 Concerning Conditions of Eligibility for a Work Term¹⁷

⁸ Copies of this document are available from the Director General's Office.

⁹ *Ibid.*

¹⁰ Copies of this document are available from Academic Services.

¹¹ *Ibid.*

¹² *Ibid.*

¹³ Copies of this document are available from the Director General's Office and on the College Website.

¹⁴ *Ibid.*

¹⁵ *Ibid.*

¹⁶ *Ibid.*

¹⁷ *Ibid.*

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Appendix N° B3.1 – DCS Program Specific Admission Criteria

Program Code	Program Title ¹⁸	Ministerial Program Admission Requirement(s) ¹⁹	Local Admission Requirement(s) ²⁰
410.G0	Business Administration		Applicants with TS4 or SN4 will be prioritized.
420.B0	Computer Science	Math CST5 or TS4 or SN4	Applicants with TS4 or SN4 will be prioritized.
243.G0	Electrical Engineering Technology	Math CST5 or TS4 or SN4	Applicants with TS4 or SN4 will be prioritized.
700.B2	Liberal Arts - with Math	Math TS5 or SN5	
700.B1	Liberal Arts - without Math	Math CST4	
180.A0	Nursing	Science STE4 or SE4 and Chemistry 5	<p>Applicants with an average of 75% in their Secondary V, or most recent studies, will be prioritized.</p> <p>Language requirements:</p> <p>Quebec Secondary 5 English language of instruction, and at least 65% in Secondary 5 French Second language.</p> <p>OR</p> <p>Quebec Secondary 5 French language of instruction, and at least 70% in Secondary 5 enriched English Second language, or a minimum of 90% in regular English Second language.</p> <p>OR</p> <p>Ontario French FSF3 level or higher with a minimum of 66%.</p> <p>OR</p> <p>Achieve a 101 college level of English and French after testing/evaluation.</p>
200.B1	Science	Math TS5 or SN5 and Chemistry 5 and Physics 5	
300.A3	Social Science – with Math	Math TS5 or SN5	
300.A1	Social Science – without Math	Math CST4	

¹⁸ Programs are delivered in English only.

¹⁹ Additional local admission requirements will be applied when the number of applicants exceeds the number of places available. Source: Ministry Admission Requirement(s) are established by the Ministry of Education and are subject to change.

²⁰ Local Admission Requirement(s) are established by the College.

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Appendix N° B3.2 – DCS Approved Language Tests

Approved English Language Test

Language Test	Minimum Score
TOEFL® Internet-based	80 with a minimum of 20 in each of the four components
TOEFL® Paper-based NOTE: Institutional ITP TOEFL is not accepted	580
Bright Five Star Language	B2
Canadian Academic English Language Assessment (CAEL)	70
International English Language Testing System (IELTS) (Academic Version)	6.5 with a minimum of 6 in each band
Pearson Test of English (PTE) Academic	59
Duolingo	120

Note: The College will only accept language test results obtained within two (2) years of the application date.

Approved French Language Test

Language Test	Minimum Score
Bright Language	B2
Diplôme d'études en langue française (DELF)	
Diplôme approfondi de langue française (DALF)	C1
Test d'évaluation du français (TEF)	400
Test de connaissance du français (TCF) tout public	400

Note: The College will only accept language test results obtained within two (2) years of the application date.

Language Requirement for Admission Requests Made Within Canada.

An applicant who does not have permanent residence or citizenship status within Canada and is applying within Canada without one of the above language tests, must successfully complete an admission language test during the assessment of their file. If the applicant meets the College language requirements for admission, they will be placed at the appropriate level of English and French.

International students participating in a non-graduating exchange program as a result of a collaboration agreement signed between Cégep Heritage College and their educational institution, can submit a score equivalent to a B2 as per the Common European Framework for Languages for any of the tests approved by the College.

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Appendix N° B3.3 – Out-of-Province High School equivalencies

Province or Territory	Education deemed equivalent
Alberta, Nunavut and Northwest Territories	Grade XI (67-100 credits)
British Columbia and Yukon	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)

Source: *College Education Regulations (CQLR, c. C-29, r. 4)* and *Guide de vérification sur l'effectif scolaire des cégeps à l'intention des vérificateurs externes pour l'année scolaire 2010-2011* (available only in French).

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.

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Appendix N° B3.4 – ACS French Language Exemptions for a Student without a Certificate of Eligibility to Study in English

Applicants to an ACS program without a Certificate of Eligibility to study in English can be exempted from proving their level of French if they meet any of the following conditions:

- 1) Completed a Secondary School Diploma (SSD) in French in Quebec;
- 2) Completed a Secondary School Diploma (SSD) in English and passed the Secondary V French as a second language course in Quebec;
- 3) Completed an ACS or DCS program in French in Quebec;
- 4) Completed a program abroad that is equivalent to a DCS in French;
- 5) Passed the OQLF examination leading to an attestation of a French level appropriate to practice their profession;
- 6) Reside or have resided on an Indigenous or First Nations reservation, an establishment where the aboriginal community lives, or on Category I and Category 1-N within the meaning of an *“Act respecting the land regime in the James Bay and New Québec territories (CQLR, c. R-13.1)”, “Loi sur le régime des terres dans les territoires de la Baie-James et du Nouveau Québec (RLRQ, c. R-13.1)”*

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Appendix N° B3.5 – ACS French Language Certified Tests

Applicants to an ACS program without a Certificate of Eligibility to study in English will be required to prove their attainment of the required levels of spoken and written French through the successful completion of one of the following Ministry of Education recognized tests:

- Test de connaissance du français pour le Québec (TCF-Québec) from France Éducation international.
- Test d'évaluation du français pour le Canada (TEF Canada) from the CCIP-IDF.
- Test d'évaluation du français adapté pour le Québec (TEFAQ) from the Chambre de commerce et d'industrie de Paris Île-de-France (CCIP-IDF).
- Test d'évaluation du français (TEF) from the CCIP-IDF.
- Test de connaissance du français (TCF) from France Éducation international.
- Diplôme d'études en langue française (DELF) from France Éducation international.
- Diplôme approfondi de langue française (DALF) from France Éducation international.