



CÉGEP HERITAGE COLLEGE
POLICY #36

CONCERNING
THE PROMOTION OF THE ENGLISH LANGUAGE

COMING INTO FORCE: June 18, 2008

REVISED: April 26, 2011
May 27, 2026

ADMINISTRATOR: Director General/Academic Dean

**CÉGEP HERITAGE COLLEGE POLICY #36
CONCERNING THE PROMOTION OF THE ENGLISH LANGUAGE**

Preamble^{1,2}

CÉGEP Heritage College is the only post-secondary, English-language institution in Western Quebec and thus has a responsibility to enhance students' ability to use English effectively. Furthermore, this responsibility extends to the proficiency of the English language in the workplace.

ARTICLE 1

Purpose

The present policy sets out the intentions and general objectives of the College with regard to its educational mission to promote the proficiency of the English language in the classroom and in the workplace.

ARTICLE 2

Application

The present Policy³ applies to the evaluation of written and oral English usage in all courses taught in English that lead to a diploma (DCS) or an attestation (ACS).

Furthermore, the present Policy also applies to formal written communication in English exchanged within the College or with outside entities

ARTICLE 3

Provisions

3.1 General Objectives

The present Policy aims to encourage:

- teachers to promote the use of proper English in courses when the language of instruction is English;
- students to employ the use of proper English in all areas of study when the language of instruction is English;
- College personnel to employ the use of proper English when it is used in official communications.

3.2 Promotion of English in Academic Activities

As an English-language educational institution, the College believes strongly in enhancing students' ability to use English well in all areas of study.

3.3 Promotion of English in Official Communications

The English identity and educational character of the institution make it incumbent on the College to ensure that its formal and public written communication in English is of the highest quality.

ARTICLE 4

Roles and Responsibilities

4.1 Board of Governors

The Board approves the present policy and any revisions thereto

¹ 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.

² See the [Glossary](#) for explanations of frequently used terms.

³ In conjunction with Article 3.6 of Policy #5 Concerning the Evaluation of Student Achievement.

**CÉGEP HERITAGE COLLEGE POLICY #36
CONCERNING THE PROMOTION OF THE ENGLISH LANGUAGE**

4.2 Director General

The Director General determines the parameters of the present policy and is responsible for its implementation, ensuring that administrators and staff are aware of this policy and that there are adequate resources to support it.

4.3 Academic Dean

The Academic Dean is responsible for ensuring that proper English-language education is offered to students and for disseminating the present policy to faculty and students.

4.4 Academic Senate

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

4.5 Teachers

Although there are specific courses offered at Heritage College for which the acquisition of English language skills is a primary and articulated objective, there is also a responsibility to ensure the quality of English usage in courses for which the acquisition of English language skills is not the primary objective. Policy 5 – Concerning the Evaluation of Student Achievement details the responsibilities of teachers.

4.6 Students

Students are responsible for becoming familiar with the provisions of the present Policy.

4.7 Director of Student Services

The Director of Student Services is responsible for ensuring the application of proper English in the delivery of all student services and activities.

4.8 Director of Human Resources

The Director of Human Resources is responsible for disseminating the present Policy to the non-teaching personnel of the College, and for encouraging them to employ the use of proper English when it is used in official communications.

The Director of Human Resources is also responsible for ensuring that related professional development activities are available to all personnel.

4.9 All Other Service Directors

Directors in charge of a College service are responsible for promoting the use of proper English in formal written communications coming from that service. This includes all information that is distributed to registered students, faculty and staff.

**ARTICLE 5
Revision**

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

In accordance with Article 5.4 of College Bylaw #4 Concerning the Academic Senate, the present Policy will be reviewed by Academic Senate prior to its submission to the Board.

**CÉGEP HERITAGE COLLEGE POLICY #36
CONCERNING THE PROMOTION OF THE ENGLISH LANGUAGE**

GLOSSARY

ACS:	The English term used to an attestation d'études collégiales (AEC)
Board:	The Board of Governors of CÉGEP Heritage College
College:	CÉGEP Heritage College
DCS:	The English term used for a diplôme d'études collégiales (DEC)
Proper English:	The term used to describe the use of the English language which is consistent with the standards set out in recognized discipline specific style manuals.

**CÉGEP HERITAGE COLLEGE POLICY #36
CONCERNING THE PROMOTION OF THE ENGLISH LANGUAGE**

Related Documents

This document is to be used in conjunction with:

- CÉGEP Heritage College Policy #5 Concerning the Evaluation of Student Achievement⁴

⁴ Copies of this document are available from the Director General's Office and on the College Website.