



**Cégep de la Gaspésie
et des Îles**

By-law # 4

CONDITIONS GOVERNING ADMISSION TO PROGRAMS OFFERED AT THE CÉGEP DE LA GASPÉSIE ET DES ÎLES

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TABLE OF CONTENTS

ARTICLE 1 PRESENTATION	5
ARTICLE 2 DEFINITIONS	5
ARTICLE 3 GENERAL ADMISSION REQUIREMENTS	8
3.1 ADMISSION TO A PROGRAM LEADING TO A DIPLOMA OF COLLEGE STUDIES (DCS).....	8
3.1.1 <i>On the basis of a secondary school diploma</i>	8
3.1.2 <i>On the basis of a diploma of vocational studies</i>	8
3.1.3 <i>On the basis of equivalent training</i>	8
3.1.4 <i>On the basis of training and experience</i>	9
3.1.5 <i>Missing credits for the Secondary School Diploma or the Diploma of Vocational Studies</i>	9
3.1.6 <i>Admission of candidates who do not meet the specific conditions for admission to the program</i>	9
3.1.7 <i>Admission for the Winter term</i>	9
3.2 ADMISSION TO A PROGRAM OF STUDY LEADING TO AN ATTESTATION OF COLLEGE STUDIES (ACS).....	10
3.2.1 <i>On the basis of sufficient training</i>	10
3.2.2 <i>Designated programs</i>	10
3.3 ADMISSION TO A PROGRAM OF STUDY LEADING TO A SPECIALISATION DIPLOMA IN TECHNICAL STUDIES (SDTS)	10
3.3.1 <i>On the basis of a college diploma (DCS)</i>	10
3.3.2 <i>On the basis of training deemed equivalent</i>	10
3.3.3 <i>Unconditional admission</i>	11
3.4 ADMISSION TO NON-PROGRAM COURSES.....	11
3.5 ADMISSION AS AUDITOR.....	11
3.5.1 <i>Prerequisites for admission of an auditor:</i>	11
3.5.2 <i>Auditor's status</i>	12
3.6 CONFIRMATION OF REGISTRATION	12
3.7 REFUSAL	12
3.8 REMEDIAL AND SUCCESS-FOSTERING ACTIVITIES.....	12
ARTICLE 4 SPECIAL ADMISSION CONDITIONS FOR CERTAIN CATEGORIES OF STUDENTS	13
4.1 MINIMUM LANGUAGE PROFICIENCY THRESHOLD	13
4.2 PARTICULAR CONDITIONS IN THE SOCIAL SCIENCES AND THE HUMANITIES	13
4.3 PARTICULAR CONDITIONS PERTAINING TO NURSING	13
4.4 CONDITIONS GOVERNING ACCESS TO INTERNSHIPS AND PRACTICUMS.....	13
ARTICLE 5 QUOTAS AND SELECTION	14
5.1 QUOTAS	14
5.2 SELECTION	14
5.2.1 <i>Academic excellence</i>	14
5.2.2 <i>Home region</i>	14

ARTICLE 6 CONTINUATION OF STUDIES	15
6.1 CONTINUATION OF STUDIES AFTER HAVING FAILED FEWER THAN HALF THE CREDITS	15
6.2 CONTINUATION OF STUDIES AFTER HAVING FAILED MORE THAN HALF THE CREDITS.....	15
6.3 CONTINUATION OF STUDIES AFTER HAVING FAILED MORE THAN HALF THE CREDITS FOR A SECOND CONSECUTIVE TERM (OR A SECOND CONSECUTIVE BLOCK OF COURSES IN THE CASE OF CREDITED CONTINUING EDUCATION TRAINING)	16
6.4 WITHDRAWAL AND REGISTRATION CANCELLATION DEADLINE	16
6.5 EXCLUSION FOR EXCEPTIONAL SITUATIONS	16
ARTICLE 7 ENFORCEMENT	17
7.1 INTERPRETATION.....	17
7.2 PERSON RESPONSIBLE FOR ENFORCEMENT	17
7.3 RESPONSIBILITIES OF THE PERSONAL ACADEMIC COUNSELLING DEPARTMENT	17
7.4 INFORMATION	17
7.5 REVIEW	17
7.6 ENTRY INTO FORCE	17

ARTICLE 1 PRESENTATION

This regulation concerns the conditions governing admission to Cégep de la Gaspésie et des îles programs. It sets out the conditions required to receive the training offered by the College and falls within the application framework of the *College Education Regulations and Admission conditions – Programs of Study Leading to a Diploma of College Studies* determined by the Ministry.

This Regulation applies to admission to programs leading to a Diploma of College Studies (DCS), a Specialisation Diploma in Technical Studies (DSTS), as well as to programs leading to an Attestation of College Studies (ACS). It also applies to admission to college courses that are not part of a program. Admission to custom-designed courses or programs is not covered by this regulation.

ARTICLE 2 DEFINITIONS

For the purposes of this regulation, the expressions and words set out below have the following meanings:

Remedial activity: An activity that enables students to meet certain admission requirements for a program of study leading to a DCS or an ACS, the objectives and standards of which are determined by the Ministre de l'Éducation et de l'Enseignement supérieur. In all cases, the units obtained for this type of activity cannot be considered for the diploma. If the number of registrations does not justify offering these activities, the students will be directed to a parallel course (distance learning course or course offered by another educational institution)¹.

Success-fostering activity: Activity that enables students to acquire skills that the College deems essential for the pursuit of their college studies and whose objectives and standards are determined by the Minister. The objectives and standards are determined by the Minister. They are intended to develop the ability to successfully complete courses and to persevere in a course of study. In all cases, the units obtained for this type of activity will not be considered for the diploma².

¹ This definition is taken from the booklet *Activités de mise à niveau et activités favorisant la réussite* destiné aux établissements d'enseignement collégial francophones published by the Ministère de l'Éducation et de l'Enseignement supérieur, 2018, page 1.

² This definition is taken from the booklet *Activités de mise à niveau et activités favorisant la réussite* destiné aux établissements d'enseignement collégial francophones published by the Ministère de l'Éducation et de l'Enseignement supérieur, 2018, page 1

Auditor: A person who registers for a course or courses without applying for credits or any other form of certification of their studies or participation in a course or courses.

College: Collège d'enseignement général et professionnel de la Gaspésie et des Îles.

Learning agreement: A written commitment between the student and the College defining the context and conditions under which the learning process will be pursued.

Course: A set of learning activities for which credits are attributed and comprising at least 45 periods of instruction or, in the cases determined by the Minister, the number of periods of instruction set by the Minister.

Student: A person enrolled in a course or courses at the College.

Student associated with a research project: Any persons participating in a research project related to a college centre for technology transfer associated with the College or with a member of the College staff is recognised as being students of the College from the time they first confirm their course choices after admission until the end of the summer term following the awarding of their diploma in keeping with the normal duration of their program.

Equivalent education: Equal or comparable academic training obtained in a school system other than that of Québec and of the same value as the secondary school diploma awarded by the Ministère de l'Éducation et de l'Enseignement supérieur. Any post-secondary training sanctioned by a diploma (DCS, ACS, university certificate, bachelor's degree, etc.) that would have been obtained in the absence of a secondary school diploma, deemed equivalent to the latter, may also be considered equivalent.

Training and experience deemed sufficient: Training that lacks elements for a secondary school diploma (SSD) or a diploma of vocational studies (DVS) and that is supplemented by relevant experience or other forms of learning. This training can in no way compensate for the specific requirements for admission to a DCS program.

Program: An integrated set of learning activities leading to the achievement of educational objectives based on set standards.

Conditions governing admission to programs offered at Cégep de la Gaspésie et des îles

Program leading to a Diploma of College Studies (DCS): Pre-university programs, whose main objective is to prepare students for university studies, or technical programs, whose main objective is to prepare students for the labour market. These programs are established by the Minister and must include:

- A general education component that is common to all study programs;
- A general education component that is specific to the program; and
- A general training component that is complementary to the other components of the program; and
- A training component specific to the program.

The Minister may recognise, within a technical study program, a training module, which must include elements of the general and specific training components, for a number of units determined by the Minister.

Programs leading to the Specialisation Diploma in Technical Studies (SDTS): Programs established by the Minister and whose main purpose is to prepare for the labour market, in any field of technical training requiring a higher level of specialisation. They include technical training elements for a number of units determined by the Minister and varying from 10 to 30. The Minister determines the objectives and standards of such programs. The College determines the learning activities to achieve these objectives and standards).

Program leading to an Attestation of College Studies (ACS): If authorised to implement a program leading to a DCS, the College may establish and implement an institutional program leading to an ACS in any field of training specific to a technical program of study leading to a DCS. In addition, the College may, with the consent of the Minister and subject to the conditions determined by the Minister, establish and implement an institutional program leading to an ACS in any other field of technical training. The program may include training components designed to build competency in the language of instruction and the second language connected to the specific field of training.

Credit: A unit equivalent to 45 hours of learning activities

ARTICLE 3 GENERAL ADMISSION REQUIREMENTS

3.1 ADMISSION TO A PROGRAM LEADING TO A DIPLOMA OF COLLEGE STUDIES (DCS)

3.1.1 On the basis of a secondary school diploma

Persons holding a secondary school diploma are eligible for a program of study leading to a DCS. They must also meet any special conditions for admission to the program established by the Minister.

3.1.2 On the basis of a diploma of vocational studies

Persons holding a diploma of vocational studies are eligible for a program of study leading to a DCS. They must satisfy, where applicable, the special conditions for admission to the program established by the Minister and have accumulated the number of credits allocated by the *Basic school regulation for preschool, elementary and secondary education*, CQLR c I-13.3, r 8) or by the *Basic adult general education regulation*, CQLR c I-13.3, r 9) for learning the following subjects:

- (1) Secondary V, language of instruction;
- (2) Secondary V, second language; and
- (3) Secondary IV, mathematics.

3.1.2.1 On the basis of a diploma of vocational studies in continuing education

Persons holding a Diploma of Vocational Studies who meet the admission conditions established by the Minister are also eligible to enrol in a technical program of study leading to a DCS designated by the Minister. For each program of study, these conditions shall be established on the basis of the vocational training acquired at the secondary school level, so as to ensure continuity in their education.

3.1.3 On the basis of equivalent training

Notwithstanding articles 3.1.1 and 3.1.2, the College may admit to a program of study leading to a DCS individuals who have training that it considers equivalent. In this case, the person must submit the additional documents requested by the College.

3.1.4 On the basis of training and experience

The College may also admit to a college program individuals who have sufficient training and experience and who have interrupted their full-time studies for a cumulative period of at least 24 months. In this case, the person must submit the additional documents required.

3.1.5 Missing credits for the Secondary School Diploma or the Diploma of Vocational Studies

Under certain conditions, the College may admit to a program of study leading to a Diploma of Vocational Studies individuals who have not accumulated all the credits required by the *Basic school regulation for preschool, elementary and secondary education*, CQLR c I-13.3, r 8) or by the *Basic adult general education regulation*, CQLR c I-13.3, r 9) to obtain a Diploma of Vocational Education and Training, and who undertake to accumulate the missing credits during their first term.

The same applies if the holder of a Diploma of Vocational Studies has not accumulated all the credits allocated for the subjects mentioned in Article 3.1.2.

Students in this situation will be required to sign a learning agreement in which they agree to complete the missing credits during their first term of college studies. Otherwise, the students will be excluded from the College until they obtain their high school diploma.

However, students who are required to accumulate more than six (6) missing credits or who, having been conditionally admitted to a college, have failed to meet their commitments, may not be conditionally admitted.

3.1.6 Admission of candidates who do not meet the specific conditions for admission to the program.

Applicants who cannot be admitted to a program of study because they have not met the specific admission requirements for a program of study will be enrolled in the DCS springboard pathway. Students have a maximum of one academic year to meet the specific admission requirements of the program in question.

3.1.7 Admission for the Winter term

The College cannot guarantee that students who begin a program of study in the Winter term (rather than the Fall term) or who are subject to special admission requirements will be able to complete their program of study within the prescribed period.

3.2 ADMISSION TO A PROGRAM OF STUDY LEADING TO AN ATTESTATION OF COLLEGE STUDIES (ACS)

3.2.1 On the basis of sufficient training

Persons with training deemed sufficient by the College and who meet one of the following conditions are eligible for a program of study leading to an ACS

- They have interrupted their full-time studies or pursued full-time post-secondary studies for at least two (2) consecutive sessions or one (1) academic year;
- They are covered by an agreement between the College and an employer or they benefit from a government program;
- They have interrupted their full-time studies for one term and have pursued full-time post-secondary studies for one term; or
- They hold a diploma of vocational studies.

3.2.2 Designated programs

Persons holding a secondary school diploma who meet one of the following conditions are eligible to enrol in a program of study leading to an ACS:

- the program of study provides technical training in a field for which there is no program of study leading to a DCS; or
- the program of study is covered by an agreement between the Ministère de l'Éducation et de l'Enseignement supérieur and a Québec government department or agency with respect to training.

3.3 ADMISSION TO A PROGRAM OF STUDY LEADING TO A SPECIALISATION DIPLOMA IN TECHNICAL STUDIES (SDTS)

3.3.1 On the basis of a college diploma (DCS)

Persons holding a DCS who have completed the program of study designated by the Minister as a prerequisite are eligible for a program of study leading to the SDTS. They must also meet any specific conditions for admission to the program established by the Minister.

3.3.2 On the basis of training deemed equivalent

Notwithstanding Article 3.3.1, the College may admit to a program of study leading to the SDTS any person who has training that it considers equivalent.

3.3.3 Unconditional admission

Persons who have not attained all the objectives and standards of a program of study referred to in Article 3.3.1 or who have not passed the required tests may be conditionally admitted to a program of study leading to the SDTS. In such cases, the person must undertake to meet the requirements for obtaining the DCS during the first half of the period normally required to complete such a specialisation.

However, persons who are required to complete more than five (5) credits of training or who have already been conditionally admitted and have failed to meet their commitments may not be conditionally admitted.

3.4 ADMISSION TO NON-PROGRAM COURSES

To be admitted to extra-curricular credit courses, students must meet the same requirements as for admission to a DCS or ACS program in which these courses are included.

Fees related to the course (laboratories, specialised equipment, travel, etc.) will be charged to the student, if applicable.

3.5 ADMISSION AS AUDITOR

At the end of the registration period, if the number of places available in a course permits, the College may allow admission and registration as an auditor. The College must obtain the professor's prior opinion as to the pedagogical feasibility of such admission.

3.5.1 Prerequisites for admission of an auditor:

- Open a file at the College under the same conditions as regular students (pay the admission fee, provide a copy of the birth certificate and the most recent transcript), if this has not already been done;
- Demonstrate a sufficient educational foundation and knowledge to take the requested course(s); and
- Pay the relevant fees³ for the relevant term.

³ Refer to By-law # 11 Supplemental fees, contributions and fee-supported costs.

3.5.2 Auditor's status

As auditors, students may attend classes without being required to complete course assignments and examinations. The teacher is not obliged to evaluate auditors or to respond to their requests.

Auditors' names do not appear on the teacher's course and group lists.

Students will be charged for any costs associated with the course (laboratories, specialised equipment, travel, etc.). Auditors will be required to pay for any costs associated with the course.

Auditors agree to abide by the rules established by the professor and not to disrupt the course.

Auditors must not take the place of a regular student.

3.6 CONFIRMATION OF REGISTRATION

Admission is only effective if the student has provided all supporting documents by September 20 for the Fall term, by February 15 for the Winter term, or before 20% of the course duration has been completed.

3.7 REFUSAL

Notwithstanding the foregoing, the College may refuse admission to students whose previous academic record does not ensure their chances of success.

3.8 REMEDIAL AND SUCCESS-FOSTERING ACTIVITIES

The College may, in all cases, make remedial activities mandatory in order to meet the admission requirements for a program of study leading to a DCS or an ACS.

The College may also make compulsory activities that promote success, as well as training and study paths, in order to help students succeed in one of its programs.

The Minister shall determine the objectives and standards for each of these activities and may determine some or all of the learning activities aimed at achieving these objectives and standards.

These activities entitle the candidate to the credits determined by the Minister but cannot be taken into account in obtaining a DCS or an ACS.

The candidate must undertake to successfully complete the remedial activities within a maximum of one year.

ARTICLE 4 SPECIAL ADMISSION CONDITIONS FOR CERTAIN CATEGORIES OF STUDENTS

The special conditions for admission to a program leading to a DCS established by the College may not have the effect of requiring the successful completion of specific secondary school courses other than those required to obtain a Secondary School Diploma (SSD) or a Diploma of Vocational Studies (DVS) awarded by the Minister, those referred to in articles 3.1 and 3.2 or those required as special conditions for admission to a program of study established by the Minister.

4.1 MINIMUM LANGUAGE PROFICIENCY THRESHOLD

Persons newly admitted to the College under the conditions set out in Article 3.1 or from another college without having successfully completed their first college course in their first language or second language must meet the requirements of the College with respect to the minimum threshold required in the language of instruction and the second language. The student must also pass any tests required by the College.

This person may be required to complete remedial activities, the credits of which cannot be counted towards the DCS.

4.2 PARTICULAR CONDITIONS IN THE SOCIAL SCIENCES AND THE HUMANITIES

Students with an SSD earned prior to May 2007 who are admitted to the Social Sciences and Humanities program based on Mathematics 416 must complete the required remedial activities in Mathematics in order to maintain their admission for the following term.

4.3 PARTICULAR CONDITIONS PERTAINING TO NURSING

Students enrolled in nursing who lack the Secondary V chemistry prerequisite must take this course or the remedial activities offered by the College during the first year of their enrolment in the program to maintain their admission. This course will be recognised as complementary general education. This Article will be automatically repealed when the exemption specifically set up by the Ministry for the particular prerequisites of this program is no longer in effect.

4.4 CONDITIONS GOVERNING ACCESS TO INTERNSHIPS AND PRACTICUMS

In some programs, students must meet certain requirements for practicum settings.

Vaccination is mandatory for access to internships in the nursing program.

ARTICLE 5 QUOTAS AND SELECTION

5.1 QUOTAS

College management establishes the number of places available in each of the programs offered at each admission period.

5.2 SELECTION

All applications for admission received are examined with respect to the admission requirements for the program in question (general requirements, special requirements established by the Minister and special requirements determined by the College). Candidates who meet these conditions are considered eligible.

When the number of places available in a particular program permits, all eligible candidates receive an offer of admission. When the number of available places is less than the number of eligible applicants, a selection is made.

Selection to a program is then based on the following two criteria:

- Excellence of the student's academic record; and
- Student's home region.

5.2.1 Academic excellence

In all college programs with quotas, selection is based on the SRACQ rating⁴. Depending on the training program, certain factors may be given weight in the ranking of candidates, as determined by the Dean's Office.

5.2.2 Home region

In programs where the number of admissions exceeds the quota, two regions of origin have been defined for the purpose of selecting candidates:

- Territory 1: all regions of Quebec; and
- Territory 2: other Canadian provinces and other countries.

Territory membership is determined by the applicant's permanent address and by the source of their secondary school grades.

In each program where the number of applications exceeds the quota, two places shall be reserved for candidates from territory 2.

⁴ Service régional d'admission au collégial de Québec.

ARTICLE 6 CONTINUATION OF STUDIES

6.1 CONTINUATION OF STUDIES AFTER HAVING FAILED FEWER THAN HALF THE CREDITS

Students who fail half or fewer course credits for a term (or a block in the case of credited continuing education) are informed of the measures available at the College to help them succeed by the Academic Support Department. If this situation recurs, the student is subject to the following conditions:

- An appropriate choice of courses determined by the College in accordance with the requirements of the program of study;
- Follow-up by the Personal Academic Support Department; and
- Mandatory enrolment in measures to promote success.

6.2 CONTINUATION OF STUDIES AFTER HAVING FAILED MORE THAN HALF THE CREDITS

Students who fail half or more of the credits of the courses in which they are registered in a given term (or in a block in the case of credited continuing education) are subject to the following conditions:

- A meeting with the personal academic counsellor or with the academic advisor in the case of a student enrolled in continuing education;
- Signature of an apprenticeship contract in which the student undertakes to respect the conditions imposed or agreed upon for the pursuit of their studies;
- Compulsory enrolment in measures to foster success; and
- A shortened timetable comprising between 18 and 25 teaching periods, depending on the assessment of the file by the personal academic counsellor.

Students may also be required to enrol in a success-fostering activity where such activities are offered (optional, depending on the assessment of the situation). Students cannot cancel this activity unless they permanently leave the College before the withdrawal deadline.

In the case of students enrolled in continuing education, the course is replaced by a specific pathway offered by a continuing education academic advisor.

6.3 CONTINUATION OF STUDIES AFTER HAVING FAILED MORE THAN HALF THE CREDITS FOR A SECOND CONSECUTIVE TERM (OR A SECOND CONSECUTIVE BLOCK OF COURSES IN THE CASE OF CREDITED CONTINUING EDUCATION TRAINING)

Students who fail more than half of the credits attached to their courses for a second consecutive term (or a second consecutive block in the case of continuing education) are not admitted to the College for the next term (or the next block in the case of credited continuing education). Students in this situation who were enrolled in another college during the previous term may be exempted, for one term (or one block in the case of credited continuing education), from the application of these provisions after having obtained an evaluation from the personal academic counsellor and authorisation from the Dean's Office.

6.4 WITHDRAWAL AND REGISTRATION CANCELLATION DEADLINE

Students who withdraw from the College after the registration cancellation deadline will have an "EC" (failure) grade recorded on their transcript for each course taken. Students may be conditionally admitted to the College the following term if they re-register.

Students conditionally admitted to the College who leave the College before the registration cancellation deadline and who meet with the personal academic advisor to sign their notice of departure are released from their conditional admission.

Students who are conditionally admitted to the College and who leave the College after the deadline for cancellation of registration will have an "EC" (failure) grade recorded on their transcript for each course taken and their file will be analysed in accordance with articles 6.2 and 6.3.

6.5 EXCLUSION FOR EXCEPTIONAL SITUATIONS

In certain exceptional situations, students may be excluded from a program or denied re-admission to that program. This is the case if students have been found to have contraindications to continuing their studies due to their academic record or behavioural factors, or if there are serious reasons to believe that their presence or conduct may cause harm to others. Only the academic dean or the executive director are authorised to apply this measure.

ARTICLE 7 ENFORCEMENT

7.1 INTERPRETATION

If a provision of the *College Education Regulations*, CQLR c C-29, r 4 (CER) is incompatible with this by-law, the CER shall take precedence.

7.2 PERSON RESPONSIBLE FOR ENFORCEMENT

The academic dean is responsible for enforcing this by-law and the treatment of litigious cases.

7.3 RESPONSIBILITIES OF THE PERSONAL ACADEMIC COUNSELLING DEPARTMENT

Under the authority of the Academic Dean, the professional staff in the Personal Academic Counselling Department is responsible for:

- Ensuring compliance with the by-law, studying special cases (illness, particular problems) and making the necessary recommendations to the academic dean; and
- Ensuring the follow-up of conditionally admitted students.

7.4 INFORMATION

The Dean's Office or campus management is responsible for informing students affected by this by-law of their admission, readmission, or refusal of admission to the College.

7.5 REVIEW

This by-law may be reviewed in whole or in part in accordance with Ministry or the College regulations and admission practices.

7.6 ENTRY INTO FORCE

This by-law shall come into force on the date of its adoption by the Board of Governors.